



## **NANCY HOLLAND SIBLEY MEMORIAL GARDEN POLICIES, PROCEDURES, AND DIRECTIVES**

*Approved by MRA Board of Directors November 2007 | Amended March 2014*

### **PURPOSE**

The Montreat Memorial Garden is designed (solely) as a place of rest, meditation, and prayer, and to serve only as an appropriate site for interment of human ash remains for any of God's people. The Garden will stand as a reminder that those who went before us are not forgotten. It is hoped that this valued addition to the Montreat community will inspire reverence for this life and hope for the life to come.

### **OVERSIGHT**

The Montreat Memorial Garden Committee oversees the Memorial Garden under the Policies, Procedures, and Directives adopted by the Board of Directors of the Mountain Retreat Association (MRA). The Committee arranges for the maintenance of the Garden and ensures that repairs, enhancements, and additions are consistent with the master plan for the Garden. The Committee will also be responsible for maintaining in the offices of MRA a record of the interments in the Garden. Only those services that have received prior approval from the MRA may be conducted in the Garden.

### **DEFINITIONS**

Certificate is the contract between Mountain Retreat Association, dba Montreat Conference Center, and any person who wants to use the Memorial Garden for inurnment or scattering of ashes. It is understood that this certificate does not constitute a sale of property rights, but provides a license for the use of space for interment of ashes in accordance with Policies, Procedures, and Directives adopted by the MRA.

Certificate Holder is the person who owns the certificate and has the right to have his/her ashes interred in the Montreat Memorial Garden, or can specify who uses it.

Montreat Memorial Garden Committee consists of persons appointed by the MRA President to supervise the Montreat Memorial Garden. Committee members will serve a two-year term with the possibility of being reappointed for additional two-year terms. The MRA Board of Directors may at any time and from time to time remove and replace any or all members of the Committee with or without cause.

Interment is the act of placing cremated remains in a scattering garden or urn.

Inurnment takes place when cremated remains are placed in a cylinder/urn as opposed to scattering. The cylinder/urn is placed in a niche.

Memorial Garden is the Montreat Memorial Garden, named in memory of Nancy Holland Sibley and located in Montreat, North Carolina, which contains a columbarium wall and a scattering garden.

MRA is the Mountain Retreat Association which is the corporate name of Montreat Conference Center.

Niche is a designated space in the columbarium wall.

## **RESERVATION FOR NICHE/SCATTERING RIGHTS**

A Montreat Memorial Garden application must be submitted to reserve a specific niche(s) for future use or for the scattering of ashes. A Memorial Garden Certificate will be issued, for each niche or the right to scatter ashes, upon payment of fees and in accordance with Policies, Procedures, and Directives adopted by the MRA Board of Directors. A Certificate only confers a license for the right to use the niche or scatter the ashes; the certificate confers no title or right of ownership.

Each application must include the name of the Certificate Holder in the format it is to appear on the niche cover or plaque nameplate and confirmed on the Memorial Garden Certificate. It is suggested that a copy of this certificate be placed with the will of the named person and family members and/or personal representative be advised.

Any niche that has not been previously reserved by another person may be reserved. A Memorial Garden Certificate will be issued upon full payment and confirmation of application. Niches will be assigned a Niche # which will designate the specific niche being reserved by the applicant.

Nameplates of those whose ashes have been scattered will be placed in the Memorial Garden as soon as possible after internment. (Casting of bronze plaques takes approximately eight weeks.) If spouses wish to have their nameplates next to each other they can either, (1) withhold both nameplates until the last spouse passes away or (2) at the time of the second spouse passing the first nameplate will be moved further down on the plaque so that both nameplates can be placed together.

Nameplates of those who have had their ashes or remains placed elsewhere, but wish to be remembered in Montreat, will be placed on the Plaque of Remembrance. If spouses wish to have their nameplates next to each other they can either, (1) withhold both nameplates until the last spouse passes away or (2) at the time of the second spouse passing the first nameplate will be moved further down on the plaque so that both nameplates can be placed together.

All nameplates/niche covers will be inscribed with only the deceased's name, date of birth, and date of death.

The Memorial Garden Committee is under no obligation to repurchase a Certificate; therefore, all payments are final and no refunds will be made. The reservation of a niche or scattering rights can be conveyed, assigned, or transferred with the prior written consent of the Committee. Requests

for any such conveyances, assignments, or transfers must be made on forms provided by the Committee.

If a certificate is lost, Montreat Conference Center can reissue the certificate. A fee will be charged to reissue a certificate.

## **FEES**

Fees for niches, rights to the scattering garden, nameplates on Memorial Plaques or Plaques of Remembrance, and other fees will be established and periodically reviewed by the Montreat Memorial Garden Committee. Inscriptions will contain only the deceased's name, date of birth, and date of death. The fee covers placing the inscription on the niche granite faceplate or casting of the bronze nameplates for the scattering garden Memorial Plaques and Plaque of Remembrance.

The cost of cremation and any attendant expenses are not the responsibility of the Montreat Memorial Garden.

## **REMOVAL OF CREMATED REMAINS**

### **Removal By Family**

Upon written request of a personal representative of the deceased person or a person showing evidence of proper authority, a niche may be opened and the content removed. The decision as to the authority of the person requesting removal shall be in the sole discretion of the Committee, which decision will be final.

Upon removal, the family and/or personal representative terminates the right to use the niche. MRA may rely on any documents showing evidence of authority and shall not be required to make further inquiry with respect thereto. Removal constitutes a termination of the right to use the niche. Any person requesting such action shall agree to indemnify and hold MRA harmless from any costs (including legal fees and court costs) incurred in connection with such opening and removal.

### **Removal Fee**

A removal fee will be assessed. No fees will be refunded by MRA to any person or estate upon the removal of inurned remains. All niche openings and closings shall be documented in the permanent records maintained for the columbarium.

### **Relocation or Discontinuance of the Columbarium**

MRA reserves the right to remove cremated remains for re-inurnment in another location, whether on the present grounds of the Montreat Conference Center or elsewhere if the columbarium is relocated or discontinued.

## **URNS AND PLAQUES**

For ashes placed in a columbarium, each niche has a cylinder(s) in which the ashes may be placed. Funeral homes and crematories typically offer a selection of urns and containers. Should the representative of the deceased prefer an urn for the cremated remains, that expense is the responsibility of the certificate holder or next of kin.

### **Niche Measurements**

Single Niche (for one-person's cremains): 5 ½ inches in diameter, 9 ½ inches deep

Double Niche (for two people's cremains): 5 ½ inches in diameter, 19 inches deep.

It is the responsibility of the representative of the deceased to select urns which can be accommodated within these niche dimensions. (Reference diagram on page 6). The cover of the niche is Bluestone on which only the deceased's name and dates of birth and death are to be placed.

### **Plaque Measurements**

Memorial Plaques (recognizing those whose ashes are scattered in the garden) and Plaques of Remembrance (memorializing those who are interred elsewhere): 6 ½ inches wide x 1 inch high.

The plaques will be affixed to a large plaque mounted in the columbarium wall. Inscriptions will contain only the deceased's name, date of birth, and date of death.

## **FLOWERS**

The Montreat Memorial Garden has been designed as a lovely peaceful setting and place of tranquility for remembrance. Flowers may be placed in the garden on the day of a service but must be removed within five days thereafter. No artificial flowers, decorations, or other items may be placed in the Memorial Garden. There may not be any planting or digging within the confines of the garden area except as expressly authorized by the Committee and in accordance with the master plan.

## **FUNDS**

The Garden is financially self-sustaining. All funds received from the sale of rights to interment and any gifts to the MRA for the Garden shall be deposited into Memorial Garden Restricted Account of Mountain Retreat Association. These funds are used to maintain the Garden in perpetuity. Should funds accumulate in excess of an amount needed for maintenance, the excess funds will be transferred to a Memorial Garden quasi-endowment account managed by the Montreat Conference Center Development Foundation, Inc. MRA Board authorized distributions from this account may be used for capital improvements, expansion, or major maintenance needs of the Garden.

## **APPLICABILITY**

All Certificate Holders, as well as other persons with direct interest in the Montreat Memorial Garden, shall be subject to the Policies, Procedures, and Directives for the Montreat Memorial Garden and any amendments hereto.

## **RELEASE**

All Certificate Holders on behalf of themselves, their heirs, successors, and assigns, release the Mountain Retreat Association, dba Montreat Conference Center, their officers and Directors, from any and all claims and disputes and all liabilities arising from unauthorized removal of cremated remains or vandalism of niches and/or their contents, any claims arising as a result of the terms and conditions of this certificate or the use of the Montreat Memorial Garden, and agree to hold harmless and indemnify the Mountain Retreat Association, their officers and directors for all costs and expenses including attorney fees, arising out of third party claims on account of removal of cremated remains, whether authorized or unauthorized, or vandalism.

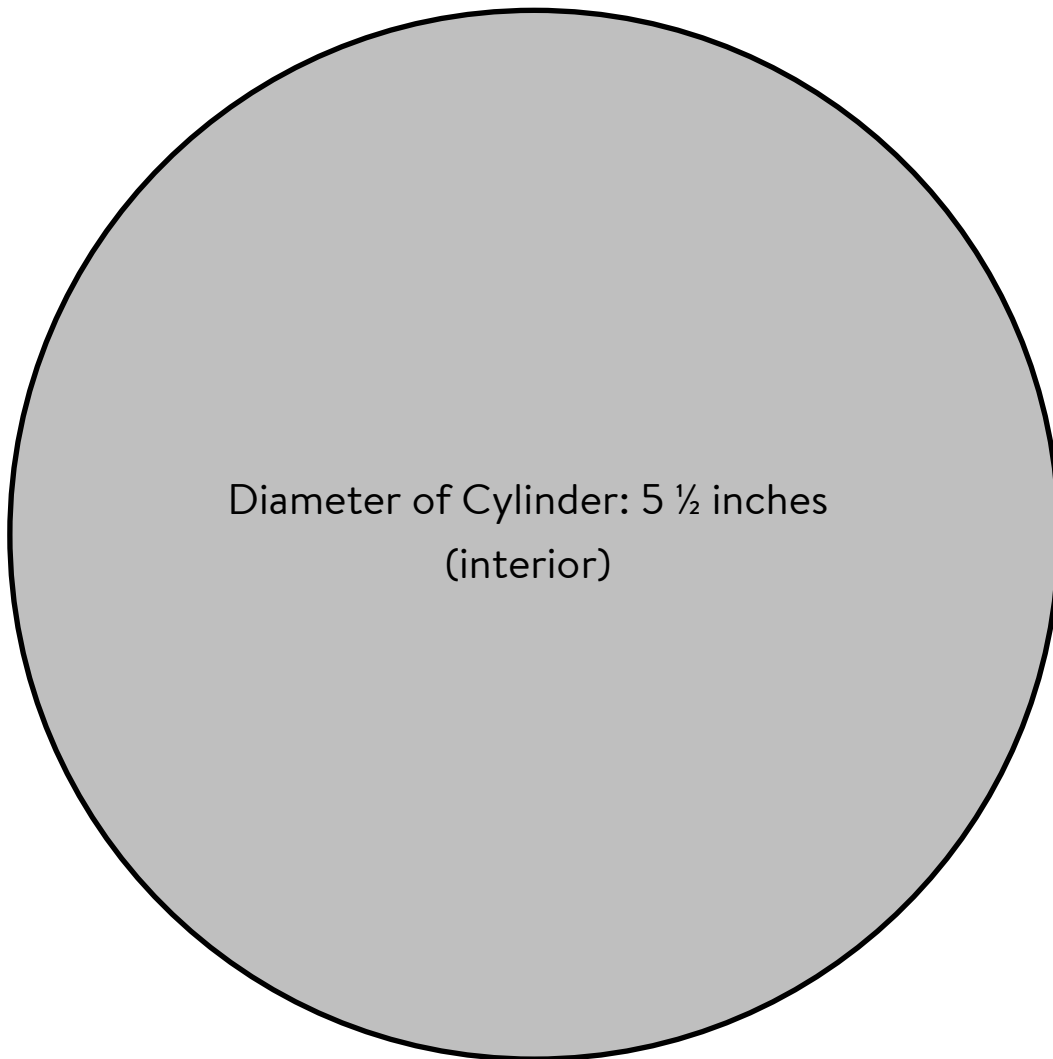
## **AMENDMENTS**

Amendments to these Policies, Procedures, and Directives may be made only upon recommendation of a majority vote of the Montreat Memorial Garden Committee, and approval of the MRA Board of Directors.

# COLUBARIUM NICHE CYLINDER DIAGRAM

## Aluminum Cylinder

*slides into Niche*



Diameter of Cylinder: 5 ½ inches  
(interior)

Length of Cylinder: 9 ½ inches

