



Memorial Garden & Wall Application & Instructions



The Village Church Memorial Garden & Wall

The Village Church has always tried to serve the members of its congregation in ways that support a total Christian family community. From the beginning of new life at birth, the Church has been a witness to baptism; to Christian education and confirmation of its youth; to the covenant of marriage and the shepherding of its families. The Church has provided strong support of faith and comfort to families in times of God's calling His children home.

How fitting that the cremains of those who have found solace, joy, and inspiration in The Village Church find an eternal resting place in the Memorial Garden. It is a place of beauty and dignity blended aesthetically with the Chapel in the Pines; a place where families may visit and find comfort; a place where the story of life and immortality is symbolized each year in the blossoming flowers and rustling trees.

Certain questions may occur to those who wish to consider interment in a Memorial Garden lot or a niche in the Memorial Wall. This information packet has been prepared to include answers to some of the most common inquiries. The Church office will be happy to cover any additional questions and discuss arrangements at any time.

Please note: There are no available Lots for lease in the Memorial Garden. Only Memorial Wall niches are available to lease.



Thank you for your interest in **The Village Church Memorial Garden & Wall**. Attached are the documents you will need to review, select, reserve, and purchase a niche.

The process to follow is:

1. Review carefully all of the information provided in this information packet, including the following three documents included in this packet: ***Memorial Garden & Wall License & Interment Permit; Use Authorization of Memorial Garden & Wall***; and ***Engravement Authorization***. They represent the entire agreement for purchasing a niche. Please address questions via email to gboundy@villagechurchnorthbrook.org or via phone at (847) 272-0900, ext. 6137.
2. Once you are ready to proceed, please make an appointment with Gay Boundy, Office Manager, to tour the Memorial Wall, select the desired niche, complete and sign the documents, and provide payment. (Payment will not be cashed until the Memorial Wall agreement has been approved by the Session (Elder Board).
3. Please make check payment to The Village Church, and in the Memo line, please write 'niche purchase'. The payment will be deposited in the Memorial Garden & Wall Fund.
4. If your request for a Memorial Wall niche is approved by the Session (mandatory), the Office Manager will contact you to confirm the approval. Your check will be cashed, and you will also be sent the countersigned agreements by our Property Elder.
5. Your documentation will be stored physically and digitally here at The Village Church.
6. Any requested exceptions to the stated policies in the License & Interment Permit and in this packet, will require prior approval by the Memorial Garden Committee and the Session of The Village Church. Approval must be obtained prior to proceeding with the signing of agreement and purchase.



**THE VILLAGE PRESBYTERIAN CHURCH
NORTHBROOK, ILLINOIS**

MEMORIAL GARDEN WALL LICENSE AND INTERMENT PERMIT

THIS AGREEMENT made this ____ day of _____, 20____, between THE VILLAGE PRESBYTERIAN CHURCH, a religious corporation duly organized and existing under and by virtue of the laws of the State of Illinois (hereinafter called the "Licensor") and _____ of _____ hereinafter called "Licensee"):

WITNESSETH:

In consideration of the sum of _____, paid by the Licensee, receipt of which is hereby acknowledged, and payment of the fees specified below, the Licensor hereby grants to the Licensee the privilege to have interred the cremated remains of the Licensee or of designated members of the family of the Licensee in the Niche situated in the Memorial Garden Wall of The Village Presbyterian Church, described and designated on the location plan for said Memorial Garden Wall now on file in the office of the Licensor as Niche(s) _____.

The Licensor covenants that said Memorial Garden Wall as designated on said location plan has been appropriated by the Licensor for use in perpetuity for the interment of cremated remains of the Licensee or whichever member of Licensee's family as such Licensee shall designate or cause to be designated on the Use Authorizations or any amendments thereto attached to and made a part of all Licenses to Memorial Garden Wall Niches. The term "family" shall include the parents, spouses, descendants (the word "descendants" to include adopted children), spouses of descendants, and grandchildren of the Licensee. The privilege of interment shall not extend to any person other than the Licensee or members of the Licensee's family without the written consent of Licensor.

The Licensor agrees to maintain in good condition the Memorial Garden Wall, the grass, foliage, and the walkways situated in the proximity of the Memorial Garden Wall.

It is understood and agreed between the Licensor and Licensee that Licensor will install in front of any Niche used for interment a memorial name plaque or other means of identification of material, dimensions, and design similar to all other such name means on the Memorial Garden Wall, and that no other monument or marker may be added thereto by Licensee.

The Licensee agrees for the Licensee and all members of the Licensee's family who may be designated in any Use Authorization attached to and made a part of this License to comply with all rules and regulations which are now or may hereafter be established by the Licensor governing the use and administration of said Memorial Garden Wall.



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It is understood and agreed between the Licensor and Licensee that a Use Authorization form shall be executed by the Licensee, approved by the Licensor, and attached hereto and made a part hereof, which Use Authorization may be amended from time to time according to its terms.

The License to any Niche which is the subject of this Agreement, upon use by interment, shall become a License in perpetuity. Prior to such use, Licensor agrees to refund to Licensee or Licensee's estate the amount paid by Licensee for any or all of the Niches included in the License if so requested by Licensee or the personal representative of Licensee's estate in exchange for the full release by Licensee or such personal representative of any further right, title or interest in the Niche or Niches for which such refund is requested. This License shall not be assignable. All right, title and interest in any Niche shall revert to the Licensor if any such Niche has not been used for interment following the death of the last to die of all parties named in the Use Authorization or any amendment thereto applicable to such Niche, all pursuant to the rules and policies established by the Licensor. Licensor's said rules and policies include certain presumptions of death as to eligible parties whose survival Licensor shall be unable to establish after following prescribed procedures for attempting to locate such eligible parties.

IN WITNESS WHEREOF, the Licensor has caused these presents to be signed and sealed by its duly authorized representative and the Licensee has accepted the same as of the date and year first above written.

THE VILLAGE PRESBYTERIAN CHURCH, Licensor

By: _____

Rick Stuckey, Church Properties Chair

By: _____, Licensee

By: _____, Licensee



THE VILLAGE PRESBYTERIAN CHURCH
NORTHBROOK, ILLINOIS

USE AUTHORIZATION - MEMORIAL GARDEN & WALL

Attached to and made a part of the License and Interment Permit between THE VILLAGE PRESBYTERIAN CHURCH (**Licensor**) and _____ (**Licensee**), dated _____, 20____ relating to Niche _____.

The following named individuals (whose current addresses are as indicated) shall be deemed eligible to have their cremated remains interred in the above Niche or Niches in the following order of priority:

RESERVED UNTIL DEATH:

<u>Name</u>	<u>Address & Phone</u>	<u>Relationship to Licensee</u>
_____	_____	_____
_____	_____	_____

PRIVILEGE IN ORDER OF DEATH AFTER ABOVE RESERVATIONS:

<u>Name</u>	<u>Address & Phone</u>	<u>Relationship to Licensee</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This Use Authorization may be amended from time to time by the Licensee or released by the Licensee to the Licensor (as to any unused Niche). The individual(s) named above (in the order of priority as listed) shall have the right, after the death of the Licensee and the disposition of Licensee's remains, to amend this Use Authorization from time to time in a manner consistent with the limitations of the License respecting Licensee's family, or to release to the Licensor all right, title, and interest of all parties in any Niche or Niches which have not been used for interment.



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It is understood that, after the death of all eligible parties named herein or in any amendment hereto, if any subject Niche or Niches remain in respect to which no interment has or could be made under the terms of the License to which this Use Authorization is attached, all right, title and interest in any such Lot shall revert to the Licensor and any such Niche may thereafter be re-licensed by such Licensor.

Dated _____, 20____.

Signed By:

Licensee or Authorized Successor to Licensee Name

Licensee or Authorized Successor to Licensee Name

Approved:

THE VILLAGE PRESBYTERIAN CHURCH, **Licensor**

Signed By: _____

Rick Stuckey, Church Properties Chair



The Village Presbyterian Church
Northbrook, Illinois

ENGRAVING AUTHORIZATION

Please fill out this form by printing the names and years accurately. **ONCE THE STONE IS CUT, IT MAY NOT BE CHANGED.**

The proper lettering for the facing stone engraving on my Memorial Wall niche number _____ should read as shown below (*please print*).

NICHE URN cannot exceed: 5 ½ inches wide/ 5 ½ inches deep/ 7 inches height

_____ The Christian first name and middle initial

_____ The family last name (degree-optional)

_____ Birth year of deceased

_____ Year of death

_____ The Christian first name and the middle initial

_____ The family last name (degree-optional)

_____ Birth year of deceased

_____ Year of death

For proper placement now for future lettering on the facing stone, would you please indicate whether you eventually desire one or two name(s) on this one facing stone.

I intend that there will be _____ name(s) on this niche.

I hereby approve, with my signature, of the above engraving and state that the spelling and dates are accurate and as I want them to appear on the niche cover. **I further understand once the stone is cut, it cannot be changed.**

Signature

Date



MEMORIAL WALL & GARDEN DECLARATION POLICIES & PROCEDURES OF THE VILLAGE PRESBYTERIAN CHURCH

PURPOSE OF MEMORIAL GARDEN

The purpose of the Memorial Wall & Garden is to honor of God, and consistent with His loving care for us, to provide a final resting place for some of His servants through the interment of cremains of members and their families who so desire and are authorized in a place on the church grounds, specially set aside to serve this purpose, which is beautifully landscaped with a walkway in a natural setting consistent with good husbandry and ease of maintenance, adjacent to an area appropriate for meditation with the Lord.

DURATION OF MEMORIAL GARDEN

It is The Village Church's intent and obligation under the License Agreements to operate and maintain the Memorial Garden in perpetuity.

OWNERSHIP TITLE AND PROPERTY RIGHTS

The Church retains legal title to the Memorial Garden & Wall and to all Memorial Garden & Wall niches and piers. The Niche Licensee acquires no property rights in the Memorial Garden & Wall or its niches and agrees that the Church retains full and complete ownership and control of said Memorial Garden & Wall niches and piers.

ELIGIBILITY TO PURCHASE A LICENSE

Any member of The Village Church in good standing or former member of The Village Church in good standing at the time of withdrawing from membership, may apply for a License, and upon approval by the Session, will be granted a License and become a *Licensee*.

ELIGIBILITY FOR USE/ USE AUTHORIZATION FORMS

Persons who were themselves, at some time, members or clergy of the Church, or who were related by blood or adoption or marriage to any present or former member may be interred in a licensed Lot or Niche. The Licensee may restrict the use of a Lot or Niche or designate priorities of use. To accomplish the restriction or designation of priorities, the Licensee must execute a Use Authorization Form which will be attached to and made part of the License Agreement. The Use Authorization Form can be amended by the Licensee. Executed forms and amendments thereto will be approved by the Session. Each Use Authorization Form and any amendments thereto will set forth the names and current addresses of all persons eligible to use the License. It will be the responsibility of each eligible person to notify the Session of any changes of name and/or address as they occur.



PRICES OF LICENSES FOR LOTS AND NICHES/ OTHER CHARGES

Each niche in the Memorial Wall holds 2 urns total. The price for a Niche for 1 interment shall be \$1,400, and the price for a Niche for 2 interments shall be \$2,300. All charges for Licenses shall be paid in full upon signature of the license and use authorization form. Please make checks out to The Village Church.

TRANSFERABILITY/ NON-TRANSFERABILITY

Licenses cannot be transferred except by release or reversion to The Village Church, if the niche is already engraved, empty, and not used. If a Licensee decides not to use a Lot or Niche, The Village Church will repurchase it at the price paid by the Licensee, if the Licensee so requests in writing.

TERMINATION OF LICENSE

A License which is unused by the Licensee, or any other person named in the Use Authorization Form will terminate after the death of the last eligible person, or after a search for such eligible persons results in no contact with any eligible person.

MEMORIAL WALL & GARDEN LOCATION

The Memorial Wall & Garden is located at 1300 Shermer Road, Northbrook, Illinois, 60062.

VISITING HOURS

The Memorial Wall shall be open to visitors at all times between dawn and dusk.

INTERMENTS

Only human cremains may be interred. Each Niche in the Memorial Wall may hold one or two urns. Interment services can be requested at The Village Church.

MEMORIAL WALL URNS

All urns to be placed in a Memorial Wall Niche will be fabricated of rigid, durable metal, ceramic, pewter, or onyx stone and cannot exceed in size of 5 1/2 by 5 1/2 by 7 inches. The urn shall be provided by the deceased's family or legal representative and the provider. The purchaser is responsible to ensure the urns to be placed will fit in the niche.

MEMORIAL GARDEN URNS

All urns to be interred in Memorial Garden Lots will be fabricated of rigid, durable metal, ceramic, pewter, or onyx stone. They must have a capacity of not less than 200 cubic inches. The outside dimensions of the urn should fall within the range of 10 inches in diameter and a height of 11 inches. If a rectangular container is to be used, the diagonal end measurement cannot exceed 12 inches. The excavation will be adapted to the size and shape of the urn. The urn shall be provided by the deceased's family or legal representative and the provider. The purchaser is responsible to ensure the urns to be placed will fit in the niche.



ENGRAVEMENT WORDING

To maintain uniformity, engraved signage will be provided by the Church.

On the Memorial Wall, engraved signage will note the first name, middle initial and last name of the deceased; year of birth; and year of death. Month and day of birth or death will not be engraved.

In the Memorial Garden, signage will note the first name, middle initial, and last name of the deceased; month, date and year of birth; & month, date and year of death.

DECORATIONS IN MEMORIAL GARDEN & WALL

In order to maintain a naturally landscaped area, families are asked not to place flowers or other decorations in the Memorial Garden & Wall except that (i) cut flowers at the Lot or near the Niche in which one's cremains have been interred may be placed for a short time to commemorate his or her date of birth or death and (ii) a small American flag at the Lot or near the Niche in which one's cremains have been interred may be placed for a short time before and after Memorial Day, Independence Day, and Veteran's Day to commemorate his or her service in the armed forces of the United States. Statuary and other manmade objects are not consistent with this natural area. Landscaping and maintenance contributions to The Memorial Garden are welcome. Memorial gifts are subject to the approval of the Memorial Garden Committee and Session. Prohibited items may be removed and disposed of by the Church without notice or liability to the owner of the item or any niche reservation holder.

FUNERAL AND COMMITTAL SERVICES

Remains may not be inurned in the Memorial Wall without a committal service. Funeral services may be held in the Church or in the Memorial Wall area. Only a Pastor of The Village Church may officiate at a committal service at the Memorial Garden & Wall.

INTERMENTS AS THEY RELATE TO MEMORIAL SERVICES

A memorial service is a time for family and friends to worship God as the life of the deceased is remembered and celebrated. It is the wish and desire of The Village Presbyterian Church pastoral staff to be of aid and comfort to member families in a time of crisis.

If the family wishes that interment of cremains take place either immediately before or immediately after a memorial service, the Church must be given at least two weeks notice so that the Lot or Niche can be prepared. This provision applies only to those who already hold a License for the Memorial Garden. When seasonal or family reasons require delayed interment, the family is asked to make other arrangements for their safekeeping of the urn until the time of interment.

COMMUNICATIONS & QUESTIONS

Communications and questions concerning the Memorial Wall & Garden should be addressed to:

Gay Boundy
Office Manager
The Village Church
1300 Shermer Road
Northbrook, IL 60062
Tel: (847) 272-0900, ext. 6137
Email: gboundy@villagechurchnorthbrook.org
Web Page: www.villagechurchnorthbrook.org

