

RULES FOR THE OPERATION AND USE OF THE MEMORIAL GARDEN AND COLUMBARIUM

The Columbarium and Memorial Garden have been created as a part of the total ministry of this church to its members and their immediate families. It will provides an area, on the church premises, for the inurnment or scattering of the cremated remains of deceased persons.

The Columbarium will, initially, consist of approximately ninety (90) double niches, each capable of containing one or two urns holding cremated remains. When remains are inserted into any niche, a bronze plaque will be affixed to the front of the niche, bearing the legal name(s), date(s) of birth, and date(s) of death of the person(s) whose remains are contained therein. For those whose remains are scattered, a large bronze tablet will be placed in the upper center of the Columbarium to which bronze plaques, similar to those specified for the niches, will be affixed bearing the legal name, date of birth, and date of death of the person.

The following rules of operation are proposed to assure that procedures followed in the inurnment or scattering of cremated remains are carried out in a consistent, reverent and orderly manner and to describe the services to be provided by and the obligations of the church in that connection. These rules of operation supersede all prior versions of such rules, all such prior versions of these rules are hereby revoked.

Supervision

The Session shall appoint a committee of church members which shall be responsible for the general supervision of the Columbarium and the Memorial Garden. This shall be a permanent committee with members retiring from the committee at their request. The Committee shall consist of at least seven members and no more than ten. A quorum consisting of any four (4) member of the committee is required to conduct business.

Who Can Use the Columbarium or Memorial Garden?

The Columbarium and Memorial Garden shall be for use by

1. Members of the congregation (including inactive members) and their spouses
2. Children, step-children, or adopted children of members
3. Parents or step-parents of members
4. Current or former minister of the church, their spouses and children (as described in (b) above)
5. Exceptions to the above items may be approved by the Session

The foregoing shall hereafter be referred to as "eligible persons."

Memorial Tablet

The Memorial Tablet on the Columbarium shall be used by the eligible persons whose remains have been scattered within the Memorial Garden or elsewhere, after January 1, 1991.

Reservation of Niches

The Columbarium Committee shall maintain a plan of the Columbarium on which all niches for current or future use by paying persons may reserve a niche for current or future use by paying the fees approved by the Session and in effect at that time. Such reservation only permit the right to use a niche in accordance with these rules for operation and use, or any subsequent amendment thereto. Such reservation does not convey any title or right of ownership to the niche.

The payment of a reservation fee is separate from those fees, established by the Session and revised from time to time, for the actual inurnment or scattering of remains. These fees, as well as the niche reservation fee, are shown in Attachment A to these rules.

Eligible persons may reserve any specific niche not previously reserved, by completing the appropriate documents and payment of the reservation fee to the church. Then the reservation fee has been paid in full, the church shall issue a Certification of Reservation to the eligible person indicating the specific niche(s) reserved. Such reservation shall be indicated on the plan of the Columbarium.

Cancellation of Niche Reservation

Cancellation of a niche reservation may be made by written notice to the Committee or ministers of the church. Upon cancellation, the church will refund the reservation fees paid, without interest.

A reserved niche may be transferred from one eligible person to another, but only with approval of the church. Such a transfer shall be effective only when duly documented and entered upon the Columbarium records, as maintained by the Committee.

If a reserved niche is unused two (2) years after the death of the eligible person who originally made the reservation or that person's spouse, whichever occurs later, the church shall have the right to cancel the reservation and refund any fees paid, without interest.

Operating Fees

Operating fees, as approved from time to time by the Session and shown in Attachment A hereto, will be charged for the following services:

1. Inurnment— A fee, as shown in Attachment A, will be charged for opening and closing of each niche and acquiring and placing a bronze plaque on the niche indicating the legal name(s), date(s) of birth, and date(s) of death of the person(s) whose remains are contained therein. Should a second opening and closing be performed to inurn the remains of a second person, a second fee will be charged, similar to the first, but in accordance with the schedule of fees in effect at that time.
2. Scattering— A fee, as shown in Attachment A, shall be charged for acquiring and placing a bronze plaque on the Memorial Tablet commemoration one whose remains have been scattered. Such plaque shall indicate the decedent's legal name, date of birth, and date of death.

The costs of cremation are not covered by any of the fees paid to the church under these Operating Rules, as such costs are the responsibility of the survivor(s) or legal representative(s) of the deceased.

Urns

Urns shall protect the cremated remains from the elements should it ever be necessary to remove or transport the remains. The cost of the urn is the responsibility of the survivor(s) or legal representative(s) of the deceased. The minimum interior dimensions of the niches are eight (8) inches in height, by seven (7) inches in width, by eleven and one half (11 1/2) inches in depth. It is the responsibility of the survivor(s) or legal representative(s) to select urns which will be accommodated within these minimum dimensions.

Plaques

The Committee shall specify the size, type and composition of plaques to be affixed to each niche and to the Memorial Tablet, and these plaques shall be obtained from the church upon payment of the appropriate operating fee. The Committee shall ensure that all plaques are of uniform appearance as to material, design, size (allowing for the placement of two names on one plaque), style of type, and actual inscription. Nothing other than these plaques shall be affixed or in any way attached to the Columbarium or the Memorial Tablet.

Plaques shall be inscribed only with the decedent's legal name, date of birth and date of death. Plaques on niches containing the remains of two persons shall show such inscription for both. Should the remains of the second deceased person be inurned in a niche containing another's remains, a new plaque shall be affixed to the niche bearing the stated inscription for both deceased persons. Nothing shall be affixed or in any way attached to the plaques.

Plaques on the Memorial Tablet shall be placed in chronological order, as determined by the date of death, beginning in the upper left-hand corner of the tablet and proceeding from left to right on each line, and from top to bottom.

Memorial Services

Memorial services for the inurnment or scattering or cremated remains will be left to the discretion of one of the ordained ministers of the church. No fee will be charged for such services.

Maintenance

The church will maintain the Memorial Garden and the Columbarium in perpetuity in order to preserve both as places of reverence and for meditation. The Session will have overall authority for such maintenance.

Plantings and Flowers

The selection of plantings and flowers and their location within the Memorial Garden shall be determined by the Columbarium Committee. The placement of flowers, cut, potted, or artificial, will be allowed only during memorial services at the discretion of the minister, but must be removed promptly following the service.

Rights of Removal

Each person reserving a niche, upon their purchase of the certificate of reservation, shall grant the church, in writing, the right to remove cremated remains inurned in the Columbarium should the Columbarium be relocated for any reason.

Also, inurned remains may be removed by persons authorized by law to do so upon compliance with the requirements of all state, municipal and other laws. If, upon such removal, there are no other remains inurned in the niche and the removal is determined to be permanent, all rights to the use of that niche shall revert to the church. No refund of any fees shall be made for such reversion.

Records

The Columbarium Committee shall maintain records of each inurnment in the Columbarium, each scattering of remains in the Memorial Garden, each niche reservation, and any contributions made toward the construction, maintenance, and/or operation of the facility. Records of deceased persons whose remains have been inurned or scattered shall include the deceased's full name, date of birth and next of kin. The Columbarium Committee shall also maintain records of all persons who have reserved niches, together with the number of the specific niche reserved and the name(s) of the person's next of kin.

Accounting

All fees, donations, contributions or bequests received by the church in connection with the Columbarium, the Memorial Garden and the Memorial Tablet are to be maintained by the Columbarium Committee in a segregated bank account. Any disbursement from that account must be approved by the Session or, if so authorized by the Session, the Columbarium Committee. Appropriate audits of this account will be conducted at least annually in accordance with the church's regular accounting practices.

Amending or Waiving Operating Rules

The Session may, at any stated meeting, modify, amend, repeal, suspend or waive any or all of the rules and requirements stated herein, by majority vote.

Attachment A

TO THE OPERATING RULES AND GOVERNING USE OF
THE COLUMBARIUM AND MEMORIAL GARDEN OF
GUILFORD PARK PRESBYTERIAN CHURCH
Greensboro, North Carolina

As approved by the Session July 21, 1991

Amended January 21, 2001

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| Original Wall Niche Reservation Fee | \$500.00 |
| New Wall Niche Reservation Fee | \$650.00 |
| Inurnment Fee– single urn or two urns simultaneously inurned (including opening and closing of niche and replacement of bronze plaque to show names of both decedents | <i>Current Market Price</i> |
| Inurnment Fee– second urn not simultaneously inurned (includes opening and closing of niche and replacement of bronze plaque to show names of both decedents | <i>Current Market Price</i> |
| Placement of bronze plaque on Memorial Tablet for one whose ashes have been scattered | <i>Current Market Price</i> |