

Title: Burials and Memorials

1.0 PURPOSE:

Procedures for use of the USNH Memorial Garden, memorials, and other memorial gifts.

2.0 RELEVANT INDIVIDUALS AND COMMITTEES

- 2.1** Congregational Administrator.
- 2.2** Minister.
- 2.3** Gift Review Committee.
- 2.4** History, Archives, and Library Committee.
- 2.5** Management Team.

3.0 BURIAL POLICY

- 3.1** Ashes may be buried in the Memorial Garden for members of USNH, their partners, and family members.
- 3.2** Permission for burial of ashes of non-members (including their partners and family members) must be obtained from the Minister.
- 3.3** Ashes may only be placed within the Memorial Garden, directly into the earth.
- 3.4** No urns or containers may be buried in the Memorial Garden. No stones or markers are permitted in the garden.
- 3.5** No urns, stones, or markers may be placed on USNH grounds with the exception of a standardized marker as arranged with the Congregational Administrator and approved by the Management Team.

4.0 MEMORIAL GIFTS AND NAMING**4.1 Memorial Donations**

- 4.1.1** Donors of memorial gifts and recognitions, including naming items, shall follow USNH Procedure SOP-0006, "Gift Acceptance Policy." The Congregational Administrator will coordinate such gifts.

4.2 Acknowledgements

Donors shall receive a note of thanks from USNH, coordinated by the Congregational Administrator. Where possible, the person's family/loved ones will receive a list of contributors.

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5.0 PLANTINGS

- 5.1 Memorial Plantings.** Because of the nature of the terrain at USNH, the congregation does not allow plantings in memory of individuals. Appendix I lists some organizations through which a member or loved one can donate a tree in someone's memory, if desired.

6.0 OTHER MEMORIALS

- 6.1 Procedures Followed.** Other memorials might include objects, furniture, rooms, etc. These are subject to SOP-0006, "Gift Acceptance Policy," and the approval of the Gift Review Committee.

7.0 MAINTENANCE OF RECORDS

- 7.1 Record of Mortality.** The Congregational Administrator maintains a digital spreadsheet, "Burials and Memorials," which includes:

- 7.1.1** The names of all persons whose ashes are interred at USNH. This record includes, but is not limited to:

7.1.1.1 The person's complete name.

7.1.1.2 Date of birth.

7.1.1.3 Date of death.

7.1.1.4 Date of interment.

7.1.1.5 Member or not.

7.1.1.6 Memorial service or not.

7.1.1.7 If applicable, name of the officiating minister.

- 7.1.2** A record of all memorial gifts to the Society, including:

7.1.2.1 The donor's name.

7.1.2.2 The type of memorial gift.

7.1.2.3 The location of the memorial gift.

- 7.2 Use of a USNH Computer.** The Congregational Administrator maintains the Record of Mortality on a USNH computer. All information is entered only by office staff.

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7.3 Historical Records. The History, Archives, and Library Committee maintain two hardcopy files:

7.3.1 A hard copy file of obituaries, where available.

7.3.2 A hard copy file of the same obituaries together with other available information on the deceased.

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Appendix I

Sample Organizations that Plant Memorial Trees

American Forests
www.americanforests.org

Arbor Day Foundation
www.arborday.org

Trees for a Change
www.treesforachange.com

REVISION HISTORY

Rev	By	Date	Changes Made
1	G. Heuss-Severance	03/18/2018	Initial draft transcribed by J Hill
2	G. Heuss-Severance	03/25/2018	Expanded 3.5, clarified 8.3.
A	Management Team	04/04/2018	Approved initial release
B	G. Heuss-Severance	11/03/2019	Removed all references to memorial plaques.
C	L. Ulrich	04/27/2021	Changed title of section 2.0; removed USNH plantings as an option; removed references to a brochure; added Appendix I