

04-11-2022

First Lutheran Church Memory Wall Policies and Regulations

PURPOSE OF THE MEMORY WALL:

The First Lutheran Church Memorial Wall is located on the exterior west wall of the church sanctuary and is part of the FLC Columbarium area. It is a ministry to congregation members and others connected to FLC who wish to memorialize departed loved ones. The memory wall is comprised of 140 granite plaques, each eight inches by eight inches upon which are inscribed names, relationships, and dates of birth and death of departed loved ones.

POLICIES AND REGULATIONS:

A. Regulations concerning the site:

The site of the FLC Columbarium and Memory Wall is intended as a sacred and blessed area for the dead and strict observance of all proprieties due to such a place will be required.

1. No artificial flowers, objects, flags, decorations, or emblems may be displayed within or near the Memory Wall, with the exception of temporary decorations during special services, and are subject to the consent of the FLCCMW Committee.
2. Exceptions may be made for federal holidays, but must be removed within seven days.
3. Prohibited items may be disposed of by the Church without notice or liability to the owner of the item, or any "right of inurnment" holder. The site will be open at all times. Perpetual care funds will remove snow and maintain the site.

B. Regulations concerning eligibility:

1. Only humans shall memorialized on the memory wall.
2. Persons eligible purchase a memory wall plaque are:
 - a. Members of First Lutheran Church, Hayward, Wisconsin.
 - b. Spouses of members
 - c. Family members, (spouse, parents, children, step-children grandparents, brothers and sisters).
 - d. Pastors and their spouse and children who have served First Lutheran Church
 - e. Other persons wishing to memorialize departed members of FLC.

f. Other applicants approved by the FLCCMWC on a case by case basis. Applicants shall provide a written request with rationale. Such applications are subject to additional fees upon review of the Committee.

C. Regulations concerning the Memorial Wall.

1. The Memory Wall will be subject to the same policies and Regulations as the Columbarium niches.
2. Memory Wall plaques will be sold at a cost of \$500 per plaque.
3. Included in the purchase of a plaque will be the inscriptions for up to two people and perpetual care.
4. The cost of additional inscriptions requested after application receipt will be borne by purchaser.
5. Purchasers may select the placement site of the plaques on a first come first served basis, as determined by the date of receipt of a fully completed application form and accompanying payment.
6. Inscriptions on all niches will be uniform in type face and size.
7. The type face and size will be determined by the FLCCMW Committee.
8. Inscriptions will be limited to approximately 23 characters per line.
9. Inscriptions will be limited to 2 lines per person on the plaques
10. The inscriptions will be done by an agency approved by the FLCCMW Committee.
11. Size of characters are approximately 3/8 of an inch.
12. Inscriptions are limited to first and last names, birth and death date and relationship to the purchaser.
e.g. Fred Smith, husband, 1989, Jane Doe, friend, 1996; James Johnson, colleague, 1980.
13. Military Rank or professional titles may be part of an inscription, provided there is sufficient space on the plaque.
e.g. Mary Smith, RN; Lt. John Smith, Dr. Sam Jones; Pastor Barbara Johnson.
14. Military service will be designated by the term “veteran” as part of an inscription, if sufficient space exists.
15. Shortened first names or diminutives of legal first names may be part of the inscription.
16. Nicknames or any name other than legal names must be approved by the FLCCMWC.

D. Rights of First Lutheran Church and “Rights of Inurnment” Purchasers:

1. A “Certificate of Purchase” shall be executed for each plaque. This instrument states the rights of the parties, including specifically a provision granting full authority to First Lutheran Church to move or re-locate the memorial wall, if for some reason, the Church needs or is required to do so.
2. The reservation of a plaque the full payment of its fee gives the purchaser the right to the Memory Wall space, but does not convey ownership of the property by the purchaser.
3. The church provides the plaques, and engraving as specified previously. The church is not responsible for any other cost or expense of whatever nature.
4. No transfer or reservation of a Memory Wall plaque may be made to another person, estate, or corporation.
5. The church may re-purchase a non-engraved Memory Wall space from the original purchaser for the original price.
6. No re-purchase or refund can be performed once plaques have been inscribed and placed.
7. If a Memory Wall space and plaque remains unused more than 10 years following the date of issuance, the plaque will revert back to the church with no reimbursement or refund. If this occurs, the Church has no responsibility to notify the next of kin or the executor of the estate
8. Any modification to an existing plaque will be made upon receipt of written request and payment of applicable costs and after approval of the FLCCMW committee.
9. A ceremony of installation of the plaque will be according to the Christian form of worship as prescribed by the Church, and always conducted by the authority and under the supervision of the pastoral office of the Church.

E. Finances:

1. The cost of the Memory Wall is paid for by donations from members and friends of the church and by the fee from those who desire to use it.
2. Excess funds, if any, from the sale of the Memory Wall plaques will be used by the Church to provide continuous maintenance and care of the memory wall.

CHANGES TO POLICIES AND REGULATIONS

Any amendments to, deletions of, or modifications of the aforementioned policies and regulations may be petitioned by a congregation member of FLC, or the purchaser of a

“right of inurnment”. Proposed changes must be in writing and include rationale for such changes. The FLCCMW Committee must review such requests in a timely manner and render a decision on the request in writing to the petitioner/s. Final decisions of the FLCCMW are reviewable ONLY by the FLC Council and changes made by the Council must be done by a two thirds majority vote of the FLC Council.