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## **MEMORIAL GARDEN COMMITTEE**

### **SCOPE:**

The Memorial Garden Committee is responsible for the administration of the operation, maintenance, and care for the beauty of the St. Stephen's Memorial Garden.

### **COMPOSITION:**

The Committee consists of the Rector, one member of the Vestry, and one or more Parishioners. The Committee is normally chaired by the Rector, or elects its Chair person if the Rector does not wish to chair the Committee. Parishioners serving on the Committee normally serve a three-year term.

### **RESPONSIBILITIES:**

1. The Committee Chair, with the assistance of church staff, accepts applications, assigns plots, updates records, orders nameplates, handles receipts and financial matters, and conducts other administrative matters as needed.
2. The Committee meets at least twice a year to visit and evaluate the condition of the Garden and to take action as appropriate to provide for its care and improvement as a consecrated place of beauty.
3. The Committee prepares an annual report to the Vestry during the first quarter on the operation and status of the Garden and its finances. At this time the Committee should reconsider the fees charged and whether there is need for policy or procedural changes.