

MEMORANDUM – ADVENT PRAYER GARDEN COLUMBARIUM NICHE APPLICATIONS

To: Potential purchaser of a niche in Advent's Prayer Garden Columbarium

From: Advent Lutheran Church Prayer Garden Columbarium Committee

By: Administrator Kit Keller

(Please feel free to contact me at 262-375-6180 or PrayerGardenColumbarium.Administrator@adventchurch.org)

Date: October 15, 2019

Advent's Prayer Garden Columbarium Committee worked with legal counsel to prepare necessary documents to guide our church in the timeless administration of the columbarium, as required by state law. Members of the committee and I are here to walk through the niche application process with you.

You may request a paper version of the niche application packet from Advent's Church Office. You're welcome to pick it up or have it mailed to you. Please call 262-377-2710 to make these arrangements.

You may also obtain the niche application packet by email or downloaded it from Advent's website.

We ask you to read each document carefully. If you decide to purchase a niche, **four (4) highlighted items need to be completed and returned to Advent at your earliest convenience.** If you have questions, please feel free to call me at 262-375-6180 or email me at PrayerGardenColumbarium.Administrator@adventchurch.org. If you'd rather discuss your questions in person, I'm happy to meet with you! You're also welcome to contact a member of the committee with any questions or concerns. (See list, page 2.)

What's included in Advent's a niche application packet:

- Photo of Advent's columbarium showing the crescent and **two** completed cabinets (#1 and #6).
- **Niche selection document.** *Note that niche location assignments are made in the order in which full payment for niches is received.*
- *Niche selection document for your records. *(Please keep a copy of your five location choices).*
- Policies and Procedures for the Advent Prayer Garden Columbarium. *(From time to time, this document is revised by the committee/council. A current version appears on the website. Upon request it can be mailed or emailed to you.)*
- **Appendix A – Application Form.** *(This information is required for Advent's records. Once the committee approves your application, you'll receive a countersigned copy for your records.)*
- Appendix B – Current Cost and Fee Schedule.
- **Appendix C – Certificate of Inurnment Rights.** *(The Committee will complete the gray sections. You will receive a countersigned copy for your records.)*
- Appendix D – SAMPLE Niche-front Stone Inscription.
- **Appendix E –Inscription Instructions for your niche-front stone inscription.**
- *Appendix E for your records. *(Please keep a copy of your inscription instructions. Note that before we place an inscription order, you will be asked to approve a proof to assure that we carry out your instructions precisely.)*
- *Business envelope for you to return the four (4) documents **indicated in green** and payment by mail or in person to Advent.

*These items are only included in the paper packet. If you receive an electronic packet, please print and complete two copies of the Niche selection document and Appendix E (inscription instructions).

Please complete and return the following documents to Advent

(1) Niche Selection:

Because several people may be completing their applications at the same time, we ask you to select five niche locations and list them in order of your preference, 1 through 5. Your assignment will be made from your choices based on the order in which niches are purchased and paid for in full. **You must provide five choices.** Please keep a copy of your niche preferences for your records. *Note that most niche purchasers do receive their first or second choice.*

(2) Application Form (Appendix A):

Your signature on your application indicates that you understand our Policies and Procedures. If you have any questions, please feel free to call me. Your application provides information that will help you, your family, and Advent's Columbarium Committee to keep in close touch in the years to come. *(Upon approval by Advent's Committee, you will receive a countersigned copy for your records.)*

(3) Certificate of Inurnment Rights (Appendix C):

This document sets forth your legal rights. *(Upon approval, Advent's Committee will complete the gray section. You will receive a countersigned copy for your records.)*

(4) Niche Inscription and Engraving (Appendix E):

Please see the sample of a niche front in Appendix D for guidance about what information will be engraved. On Appendix E, carefully record what you want on your niche front. The Committee uses your guidance to ensure accurate engraving inscriptions, so please spell everything exactly as you want it to appear. Keep a copy of your engraving instructions for your records. Also check "yes" or "no" on this form to guide us as to the timing of your inscription.

Rest assured that you have complete control over the timing of your inscription. The Committee realizes that some niche purchasers may want to inscribe their name and date of birth now, while others may choose to wait and inscribe information prior to or after placing ashes in the niche. This is your choice! We're simply asking you to tell us what you want us to do right now and what you want us to do later.

Members of the Advent Prayer Garden Columbarium

- Wes Anderson – chair, 262-376-0436, PrayerGardenColumbarium.Chair@adventchurch.org
- Susan Baumann – secretary, 262-375-0252, FMYE.Chair@adventchurch.org
- Sherry Jones, 262-377-8585, Sherry.Jones@adventchurch.org
- Tom Van Den Bogart, 262-644-8888, Tom.VanDenBogart@adventchurch.org
- John and Cindy Westgor, 262-375-0452,
PrayerGardenColumbarium.Treasurer@adventchurch.org

Administrator of the Advent Prayer Garden Columbarium

- Kit Keller – administrator, 262-375-6180,
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