

MEMORANDUM – HOW TO APPLY FOR A NICHE IN THE ADVENT PRAYER GARDEN AND COLUMBARIUM

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: March 22, 2021

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. Please call 262-377-2710 to arrange pick up or to have a packet mailed to you.

You may also obtain the niche application packet by email or downloaded it from Advent's website: <https://www.adventchurch.org/prayer-garden-and-columbarium>.

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 any 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.) *Please note: I am retiring from this position on May 17, 2021.*

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

- Photo of Advent's columbarium showing the crescent of six cabinets.
- **Niche selection document.** *Please note that niche location assignments are made in the order in which full payment is received. (We suggest you keep a copy of your top five location choices).*
- Policies and Procedures for the Advent Prayer Garden Columbarium. *(From time to time, this document is revised by the committee/church council. You can find the most current version on the website.)*
- **Appendix A – Application Form.** *(This information is required for Advent's records. Once the committee approves your application, you'll receive a countersigned copy to keep with your important legal 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.** *(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.)*
- [Paper packets include a business envelope for you to return the four (4) highlighted documents and payment by mail or in person to Advent.]

Please complete and return the following documents to Advent

(1) Niche Selection:

Because several people may complete 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 usually receive their first or second choice.*

(2) Application Form (Appendix A):

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. Your signature on your application indicates that you understand our Policies and Procedures. Please read the Policies and Procedures document. If you have any questions, ask them. *(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 sections. 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 be sure to 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 knows that some niche purchasers want to inscribe their name and date of birth now, while others will choose to wait and inscribe information prior to or after placing ashes in the niche. The timing 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
- Cindy Westgor - treasurer, 262-375-0452, PrayerGardenColumbarium.Treasurer@adventchurch.org
- Linda Oakes, 262-623-1184, Linda.Oakes@adventchurch.org
- Paul Schwan, 262-352-0076, Paul.Schwan@adventchurch.org
- Tom Van Den Bogart, 262-644-8888, Tom.VanDenBogart@adventchurch.org

Administrator of the Advent Prayer Garden Columbarium

- *Until May 17, 2021:* Kit Keller – administrator, 262-375-6180, PrayerGardenColumbarium.Administrator@adventchurch.org