

CHALICE PATHWAY CHARTER

Live Oak Unitarian Universalist Church
Cedar Park, Texas

PURPOSE

The Chalice Pathway has been designed as a pathway through a living garden. It contains a central (chalice-shaped) area with small stage which may be rented for special life transition ceremonies, such as weddings, graduations, child dedication, and commitment or memorial services.

It was also established as a Memorial Garden for those who have a sense of closeness to Live Oak Unitarian Universalist Church, which they would like to preserve after death. It is hallowed ground, sacred to the memory of those who have departed from our midst. Ashes are placed directly into the soil or buried in a biodegradable container so that they may become a part of the life of the living garden.

The Chalice Pathway is to be maintained as a place of peace and serenity, which will permit meditation and relaxation for anyone seeking a place to meet mental or spiritual needs.

MANAGEMENT

The Chalice Pathway is under the supervision and management of the Chalice Pathway Team. This team is responsible for all record-keeping related to the Chalice Pathway, except for financial records. The team is responsible for periodically reviewing and revising fees and for proposing any updates to this document. The team shall consult with the Executive Team as necessary, to ensure that full and proper communication is maintained.

All rental fees collected are considered part of Live Oak's general rental income. In return Live Oak will pay for utilities and grounds supplies (chemicals) used by the Chalice Pathway from its facilities budget. Checks for rental fees will be made payable to Live Oak UU. Do not enter Chalice Pathway in the memo line.

All other costs of maintaining the Chalice Pathway will be paid by checks for fees and required donations for services. Fees, earned by the sale of benches, plaques, and other landscape items in support of the Chalice Pathway, and required donations for maintenance services will be made payable to Live Oak UU with Chalice Pathway in the memo line.

If the Chalice Pathway Team needs to raise funds in addition to the fees and required donations for services, the Live Oak fundraising procedures shall be followed.

All income, other than rental income, shall be deposited into the Chalice Pathway fund, which is a Live Oak capital account. Expenditures from the Chalice Pathway fund must be approved by the chair of the Chalice Pathway Team using a reimbursement form. Invoices or other documentation of the expenditure must be attached to the reimbursement form. The Live Oak Treasurer, or designee, will verify the expenditures and sign all checks. This fund does not earn interest. It is a dedicated fund whose assets do not go away at the end of the year.

PROCEDURES

Those wishing to use the Chalice Pathway for a ceremony shall contact the church administrator and complete a standard Live Oak rental agreement.

Those wishing to use the Memorial Garden for the scattering of ashes shall contact the church administrator, the Minister or a member of the Chalice Pathway Team to receive an application form. The written application, indicating a knowledge and acceptance of the rules and regulations outlined in this document, must be signed before the disposition of any ashes. In addition, there is a required fee which will be used for maintaining and enhancing the beauty of the Chalice Pathway. In 2013 this fee shall be at least \$500 which includes the privilege of installing a marker. Pledging Live Oak members or friends may ask for a discount.

Each applicant using the Memorial Garden agrees and understands that ashes will be scattered or buried in the soil, not preserved intact. A biodegradable container may be used. At least some of the ashes should be scattered on the surface. Ashes CANNOT be recovered.

Disposition of ashes is to be done with the accompaniment of an official of the church or after a conversation with an official of the church waives this requirement

If a marker is desired a simple flat stone should be used and placed parallel to the ground. The size of the stone should be not more than 250 square inches. A metallic plaque of up to 150 square inches would also be acceptable. The words on the marker must be approved by the Chalice Pathway Team.

Recognition of all people whose ashes have been scattered in the Memorial Garden may be made in the Memory Book which will contain a brief biography with photographs, if available. A copy of this book will be filed in the church office with other church records for safe keeping. Anyone wishing to memorialize a departed loved one and who has made a memorial donation to the church or the Chalice Pathway Fund of at least \$100 is welcome to fill a page in the Memory Book.

The Chalice Pathway Team will maintain accurate records of the Memorial Garden listing all ashes scattered or buried there, as well as requests for future disposition of ashes. The record will show the names of all persons whose ashes are placed in the Memorial Garden, along with their date of birth, date of death and the date that the ashes were scattered or buried. However, Live Oak Church will not keep a record of the exact location of the scattering.

At a later date, there may be a special, separate area for the scattering of pet ashes.

RESTRICTIONS

Placement of ashes in the Memorial Garden shall not take place without a completed application form.

All scattered ashes shall be placed within the oak knoll circle.

No urns or other container may be left at the site. If a potted live plant remains, it must be removed by the applicant once it has faded.

Any new plantings must be approved by the Chalice Pathway Team.

No applicant or other person may acquire any right to the physical location or appearance of the Memorial Garden. Only the Church shall have any property rights to the Memorial Garden.

Live Oak cannot accept any liability for the safety of visitors to the Chalice Pathway nor the loss or damage of the markers.

In the event the Church moves to a new location, a small amount of soil from the oak knoll circle containing ashes will be moved to the new location. If possible, plaques and benches will also be moved. A notice of the new location will be sent to those family members who have maintained contact information.

ARRANGEMENTS

Arrangements for the scattering or burial of ashes must be made through the church office and the Minister prior to use.

When possible, these arrangements should be made in advance of need so that decisions can be calm and devoid of a sense of urgency. If desired, the Minister will place on file a prepared statement of memorial plans.

Three copies of the agreement (one for the purchaser, one for the church administrator, and one for the Chalice Pathway files) will be created. The agreement shall include the name and address of the purchaser, the name of the deceased, relationship, dates of birth and death of the deceased and the date of the planned interment.

AMENDMENTS

The procedures listed above have been adopted by the Executive Team of the Live Oak Unitarian Universalist Church and can only be changed by subsequent action of that body (or its successor).