

## 2018-19 CHARTER Memorial Garden

### Section A: Name

1. What is the name of your group?

Memorial Garden Ministry Team

### Section B: Purpose

1. What is the purpose of your group? To maintain and enhance the Memorial Garden as an area on the church grounds set aside for the ashes and memorial plants of individuals with a connection to East Shore who have passed away.
2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above. Our work is related to the First UU Principle—Belief in the worth and dignity of all human beings-- because the garden equally honors the memory of past members and friends and because the garden can be appreciated equally by all who spend time there. Our work is also related to the Seventh UU Principle—Belief in the interconnected web of life--because it encourages reflection on and respect for the cycle of both human life and the natural world of which we are all a part.
3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws.
  - Promote Love: The group works in a loving way with those who are grieving a loss and provides a place for members and friends to heal with a positive remembrance of their loved ones.
  - Explore Spirituality: The group maintains and enhances a peaceful wooded setting, where members can ponder the cycle of life and a symbolic return to their spiritual home.
  - Build Community: The group provides a nurturing community to hold and heal individual grief and to support one another in ceremonies or practices which are most meaningful for personal and community healing.
  - Promote Justice: All members and friends, no matter what their economic means, their life accomplishments or their manner of death are honored equally with a place in the Memorial Garden.
4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed. We do not currently have Right Relations guidelines but will develop a set this year.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

Memorial Garden work is most closely related to the Developmental Ministry Goal 2 bullets 1, 3, and 4:

- Memorial Garden Team inspires members and friends to appreciate nature and the cycle of life and the heal from grief of loss, which will promote healthier culture at East Shore.
- Memorial Garden Team promotes volunteerism to maintain the garden and work with those using the garden for spiritual growth. The MG Team works with the Grounds Team to recruit and mentor new volunteers and would gladly participate any leadership and volunteer development program offered within the church.
- Memorial Garden Team maintains and offers a unique amenity to the East Shore Campus which is attractive to members and prospective members. This asset encourages membership and membership growth.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

- Our Memorial Garden is preserved and enhanced by regular maintenance and special native plantings within its members' time and budget parameters.
- A place for grieving, contemplating, and healing is provided whenever support is needed for ritual, privacy, spreading ashes, installing/adopting/locating memorial plants, or commemorating loved ones.
- The north side of the garden has a better variety of sustainable native plants and visual barriers with our neighboring condos.
- The Memorial garden is a collaborative part of the project to remodel and enhance the North Room patio and grassy area that borders on the Memorial Garden.
- Memorial plants get better light and rainfall in certain needed areas where the forest canopy has been opened.
- Water usage and memorial plan survival is improved through drip system, hand watering instructions and a map of memorial plants provided to those working in the Memorial Garden.

The impact expected is increased reflection, healing, and peace through having a healthy, beautiful and inspiring place to remember loved ones and to connect spiritually with the natural world.

The team will evaluate the impact of our efforts by assessing the condition and sustainability of the garden at least monthly, collecting and assessing the communications of those who have used the garden, by noting the ways in which

our team collaborated with other groups to complete the North Room project, and by feedback about plant survival and water usage from those caring for the garden and the staff.

### **Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

The Memorial Garden group is a sub-group of the Grounds Core Team and works with our staff liaison Dianne Upton, the Facilities Manager, and with the Executive Director Jason Puracal).

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

The Memorial Garden Team has a minimum of five members, with no maximum. Because it is subgroup of the Grounds Team and works in close coordination with them, its membership often overlaps with the theirs. Members include Ann Fletcher, Karen Dawson, Connie Hirnle, Aleta Finnila, and two consultants--Ruth Edwards, a 20 year veteran of the Grounds Team, and Carolyn Reid, a master gardener and member of the Grounds Team.

3. What are the leadership roles and responsibilities within your group?

The Memorial Garden Coordinator (Ann Fletcher) represents the Memorial Garden at Grounds meetings and work parties and helps direct volunteers in the maintenance of the Memorial Garden. The Coordinator is responsible for working with members who want to adopt/purchase a memorial plant or spread ashes of loved ones who have passed away, and for communicating and/or collaborating with the Minister about service needs in the Memorial Garden. Other non-consultant members may also take on all or part of these responsibilities. The Coordinator maintains a list of native, drought resistant plants for those wishing to purchase plants and keeps/updates a map of memorial plants which are tagged with the name of the person being remembered.

4. How are leaders determined, and what are their term limits? Please explain any differences from the term limits recommended in the Overview Section above.

Memorial Garden Coordinator is determined by the Grounds Team with a term limit of three-year term, with the option of a second three-year term for a possible six-year total service if another leader cannot be found. After that, at least one year off of leadership is required before serving again.

5. What, if any, are the term limits for your members? Please explain any differences from the term limits recommended in the Overview Section above.

There are no term limits for members.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

Consensus or majority vote similar to the Grounds Team charter with a 50% quorum and email voting allowed when a decision needs to be made before the next meeting.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

8. How are members recruited and oriented to your team?

Members are recruited through church publications, by word of mouth, at the Grounds table after service, by passing out brochures, at occasional services, and at Grounds work parties. New members are oriented by working with the Coordinator and other skilled Grounds Team members, by participating in the monthly work party lunch and meeting and by acting as an assistant to an experienced Memorial Garden member during a memorial planting or installation of ashes.

9. What, if any, qualifications are required for membership or leadership?

The coordinator and members should have some knowledge of planting and gardening and a willingness to access experts on the Grounds Team or other landscape consultants as needed. The coordinator and members also should possess sensitivity in working with grieving members who want to use the Memorial Garden to remember their loved ones. Members of the team should have a caring attitude for church members who utilize the Memorial Garden, believe in working with nature as part of the cycle of life, and possess a willingness to learn.

10. How does your group communicate and collaborate with the larger East Shore community?

The group collaborates with the Grounds Team and communicates with the larger East Shore community by using the church publications, at the Grounds foyer table at the service, through its brochure, and during occasional Grounds related services.

The coordinator or member doing plant or ash installments with families works with the minister, if one is requested.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

The Coordinator is authorized to approve communications, and the back up person is the Grounds Chair.

12. What types of decisions is your group authorized to make?

- Locations for the placement of ashes in the Memorial Garden.
- Selection and placement of memorial plants in the Memorial Garden.
- Schedule arrangements with families installing plants or ashes.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

The group may recommend Memorial Garden plans and guidelines to the Grounds Team and may recommend ways to collaborate with them on projects

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

No

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The group is expected to continue as long as the Memorial Garden is in existence.

#### **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?

No, this group has a designated fund for enhancing the garden. Funds come from donations of those dedicating plants or spreading ashes in the garden. If operating funds were ever needed, this would be proposed through the Grounds Budget.

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

N/A. The group would not fundraise. If a desired project is not affordable through the designated fund, the group might try to do projects in a different or less expensive way or wait on the project and advocate for future funds.

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

N/A

4. What kind of decision process exists for how money is used?

Consultation with the Grounds Team, consensus or majority vote of the team, and submission of request by the Grounds Team Chair.

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person? The Grounds chair is authorized to approve Memorial Garden Team expenses. The back up person is the Memorial Garden Coordinator.

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

No