



Thank you for showing an interest in the Carmen & Don Godwin Shepherd's Garden. This packet includes information you will need to make a contribution in honor of or in memory of a loved one in the Shepherd's Gard, or to purchase a right of inurnment in the Columbarium within The Shepherd's Garden of Lovers Lane United Methodist Church. Before you review and complete the documents enclosed, you may find the following information useful:

1. Columbarium General Information
2. The Rules, Policies and Regulations related to the Columbarium are made and approved by The Lovers Lane United Methodist Church Board of Trustees as owner of the Columbarium. The Trustees, the Foundation, and the Columbarium Committee have authority for all decisions pertaining to The Shepherd's Garden Columbarium. When you purchase a right of inurnment, you will be asked to indicate you have received and agreed to abide by these Rules, Policies and Regulations, so please read them carefully. A copy of the Rules, Policies and Regulations for The Shepherd's Garden Columbarium is enclosed.
3. A Columbarium Reservation form is included in the documents you have received, as well as a reservation form for an honorarium or memorial.

At the time you submit your reservation form, you will be asked to indicate the location you prefer for your niche(s) or honorarium/memorial.

Each niche can hold either one or two urns. The Executive Director of the Foundation should be contacted for current availability. If the niche location you prefer has already been chosen, you will be assisted in making another selection.

Your completed application will include the following forms or documents completed in full, print clearly and sign where appropriate):

- A Columbarium or Honorarium/Memorial Reservation form
- For the Columbarium:
  - An Application for Inurnment
  - Inscription Request Form
  - Agreement Regarding Inurnment

Retain the approved inscription form in your file until needed and the remaining information (date of death) is known.

Payment — Payment for each Right of Inurnment/Honorarium or Memorial may be made by check payable to Lovers Lane United Methodist Church Foundation with the notation, “The Shepherd’s Garden.” You may also pay by credit card. If you choose to pay by credit card, a credit card authorization form will be provided to you.

Payment terms are as follows:

1. For Honorariums and Memorials, payment in full at the time of selection
2. For immediate use of a niche, payment in full at time of selection
3. For future use of a niche, you may pay in full or pay by installment payment -- 10% deposit at time of niche selection with balance to be paid in equal installments over a period no longer than 24-months (requires automatic payments be set up on credit card or bank account).

Niche costs must be paid in full before inurnment is allowed.

Honorariums and Memorials must be paid in full before any engraving or dedication is undertaken.

For the Columbarium:

Your application may be delivered or sent via regular mail to the address at the end of these instructions -- Attn: Executive Director, LLUMC Foundation.

After your application has been reviewed and eligibility determined, you will receive a copy of your Application, Inscription Request and Right of Inurnment Certificate. This approved and signed copy of the Application will serve as your receipt.

The Shepherd’s Garden is a columbarium only. It does not provide cremation services. If you make advance arrangements for cremation, we request that you retain one copy and provide one copy of these arrangements to the Executive Director of the Foundation for your file.

A supply of the urns for cremains to be inurned in The Shepherd’s Garden Columbarium is available at the church. Due to the size of niches, the only urns that may be used are those furnished by The Shepherd’s Garden. The urns are included in the purchase cost of a right of inurnment. At the time of need, you and your family may obtain an urn from the LLUMC Director of Facilities and provide it to the crematorium or funeral home so that the cremains can be placed in the urn, or the crematorium may provide the church with the ashes in their standard shipping urn and we will transfer the ashes to the urn that is included in your purchase price. Please ensure that proper identification is placed on the urn by the crematorium.

If you have any additional questions, please call the Executive Director of the Foundation at 214-706-9561.