

MEMORANDUM – ADVENT PRAYER GARDEN COLUMBARIUM NICHE APPLICATIONS

To: Potential Purchasers 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 kit.keller54@gmail.com)

Date: November 26, 2017

Advent's Prayer Garden Columbarium Committee worked with legal counsel to prepare necessary paperwork, which we need you to read carefully and then complete and return the required documents. If you're receiving this information by email, paperwork is attached electronically.¹

Please review the paperwork. **Four (4) items need to be completed and returned to Advent at your earliest convenience.** If you have questions, please feel free to call or email me at 262-375-6180 or kit.keller54@gmail.com. If you'd rather discuss your questions in person, I'm happy to meet with you! You're also welcome to contact any member of the committee (listed on page 2).

What's included in Advent's electronic application packet or in the *paper only application packet:

- Photo of Advent's columbarium showing the crescent and two completed cabinets (#1 and #6)
- Niche selection document – *Niche location assignments are made in the order full payment for niches is received* **Please complete and return to Advent**
- *Niche selection document for your records *(please keep a copy of your five location choices)*
- Policies and Procedures for the Advent Prayer Garden Columbarium
- Appendix A – Application Form – **Please complete and return to Advent** *(this information is required for Advent's records; following committee approval of your application, you'll receive a countersigned copy for your records)*
- Appendix B – Current Cost and Fee Schedule
- Appendix C – Certificate of Inurnment Rights **Please complete and return to Advent** *(Advent's Committee will complete the gray sections and deliver a countersigned copy to you for your records)*
- Appendix D – SAMPLE Niche-front Stone Inscription
- Appendix E – Your Inscription Instructions for your niche-front stone inscription – **Please return this form to Advent with your payment**
- *Appendix E for your records *(please keep a copy of your inscription instructions)*
- *Business envelope for you to return the four (4) documents **indicated in green** and payment by mail or in person to Advent.

Niche Selection:

We ask you to select five niche locations and list them in order of 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.** Most niche purchasers receive their first or second choice. **Please complete and return this document** and also keep a copy of your niche preferences for your records.

¹ If you'd rather receive a paper copy, niche application packets are available at Advent's Church Office (Monday-Friday from approximately 9am to 12 noon). If you prefer, Advent will gladly mail a packet to you – just let us know.

Application Form (Appendix A):

Your signature indicates that you understand the Policies and Procedures. If you have any questions, please feel free to call me. **Please complete and return Appendix A to Advent.** This form serves as a communication tool for/with the Columbarium Committee members. *(Upon approval by Advent's Committee, a countersigned copy will be provided to you for your records.)*

Certificate of Inurnment Rights (Appendix C):

This document sets forth your legal rights. **Please complete and return Appendix C to Advent.** *(Upon approval, Advent's Committee will complete the gray sections and deliver a countersigned copy to you for your records.)*

Niche Inscription and Engraving (Appendix E):

Please see the sample of a niche plate in Appendix D for guidance about what information will be engraved. On Appendix E, carefully record what you want on your niche plate. The Committee uses this to ensure accurate engraving inscriptions, so spell everything exactly as you want. **Please complete and return this document.** Keep a copy of your engraving instructions for your records. Please be sure to 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 this information. The Committee realizes that individuals may want to inscribe their name and date of birth now, while others will choose to wait and inscribe information just prior to inurnment. 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.

The Committee will build future cabinets in the crescent only after all the niches in Cabinet #1 and Cabinet #6 are sold and after selling 50% of the niches in the next cabinet to be constructed.

Members of the Advent Prayer Garden Columbarium

- Doreen Lettau – chair, 262-339-0546, del@lettaus.com
- Susan Baumann – secretary, 262-375-0252, spbaumann@wi.rr.com
- Wes Anderson, 262-376-0436, anderson4441@sbcglobal.net
- Sherry Jones, 262-377-8585, sherry.jones88@gmail.com
- Kit Keller – administrator, 262-375-6180, kit.keller54@gmail.com
- John and Cindy Westgor, 262-375-0452, jwestgorjr@aol.com (John) or goobswest@aol.com (Cindy)