

December 14, 2014

**Policy for Use of First Christian Church (FCC) Tree of Memories**

1. Any FCC member or family member living or deceased may be memorialized by having a leaf engraved on the Tree of Memories.
2. Any blood relative of a FCC member is eligible to be memorialized or honored with a leaf on the Tree of Memories.
3. A minimum donation of \$250.00 per leaf is suggested for engraving a memorial leaf on the tree. The purchaser may select an un-engraved leaf (location) for the memorial.
4. All wording on a leaf will be approved by the Facility Servant Group before ordering.
5. Changes to existing leaf wording may only be accomplished by replacing the original leaf. The original leaf purchaser or the legal representative of that purchaser must pay for a new leaf as done for the original leaf acquisition to make the replacement. The replacement leaf fee will be \$250.00 additional for replacement of the original leaf.
6. The Facility Servant Group will be responsible with ordering and installing the leaves as they are ordered. Leaves will be sent for engraving approximately each quarter year, or when a total of 5 leaves are requested.
7. All donation fees for leaves on the Tree of Memories will be made payable to FCC and given to the church treasurer to deposit in the church Memorial Fund.