

**SAINT JAMES EPISCOPAL CHURCH**  
107 WEST CHURCH STREET, GREENEVILLE, TENNESSEE 37745-3803  
(423) 638-6583 |

August 17, 2010

Subject: Guidelines for Committal in the English Close

**General**—Saint James Episcopal Church's English Close is dedicated to the Greater Glory of God and to the memories of those who have gone before us. The English Close is a place of repose. It offers a beautiful atmosphere of peace to all who wish to visit. The church will continue to use the Close for a variety of parish gatherings. Our mutual life in Christ is to be celebrated here through joy, praise, laughter, conversation, and social moments as well as meditation and prayer.

**Eligibility**—Interment in the English Close is reserved for members of Saint James Episcopal Church and their immediate family members. Immediate family includes spouse, children, parents, brothers, and sisters. The Rector may make exceptions.

**Restrictions**—Only cremated ashes from human remains may be interred or scattered in the English Close. The ashes (known as "cremains") will be poured directly into the soil. No urns or containers are permitted. When a person is interred in the English Close, it is a vivid enactment of "earth to earth, ashes to ashes, dust to dust." Thus, the ashes become an everlasting and integral part of the English Close and may not be recovered.

**The Committal**—Only the church's clergy or an ordained priest invited by the clergy may officiate a committal service in the English Close following the liturgy of the *Book of Common Prayer* or, in special circumstances, the *Book of Occasional Services*. One must arrange the date and time of the service with the Rector and the parish office. As with all church's property, uses of the English Close will be at the discretion of the Rector and with the approval of the vestry.

**Cost**—There is a one-time interment fee of \$600 to cover the expense of a marker, burial, and for maintenance and upkeep of the English Close. Alternatively, a person may choose to have his or her ashes scattered, which has a one-time fee of \$300. Fees are payable to the church within one month of the committal. In cases of exceptional need, fees may be reduced or waived at the discretion of the Rector.

**Marking**—A paver engraved with the name, year of birth, and year of death, memorializes each person interred in the English Close. Titles, awards, degrees, *et cetera* are not to be included in the inscription. Saint James Episcopal Church will order the paver through her regular supplier to ensure consistency and proper fit.

**Ornamentation**—The church does not permit any decorations, flowers, or other items to be placed on or near any interment site. The church reserves the right to remove and destroy any such ornamentation. Family members and friends who wish to offer floral arrangements in remembrance of the departed are encouraged to contact the parish office to present altar flowers for Holy Eucharist.

**Documentation**—Saint James Episcopal Church will maintain in her official records the names and dates of persons interred or scattered by the church in the English Close.

**Permanence**—It is the church's intention that this English Close be maintained in its present location in perpetuity. However, in the unforeseen event that the area now designated as the English Close must be put to some other use, it is understood that the church is free to do so. In this case, the ashes are considered to have returned to the soil and are no longer identifiable, so there would be no attempt to identify or move cremains. The markers would be moved to an appropriate location as near as practical to the original location. The church will make reasonable effort to contact family members in this event, but this cannot be assured.

**Title and Rights**—No property right of any kind will be acquired by the purchaser, and legal title to all the English Close area will be retained by Saint James Episcopal Church. Permission to use the area for burial cannot be sold or transferred to any other person without the consent of the church. Through a signed document, the purchaser must agree to the Terms and Conditions associated with buying a burial in the earth.

## English Close Reservation Form

The English Close  
@ St. James Episcopal Church  
107 W. Church Street  
Greeneville, TN 37745  
www.StJamesGreenEville.org

Date: \_\_\_\_\_

### Subscriber (Applicant) Information

Name (Last, First, MI): \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Please circle the preferred phone number

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Space Cost: \_\_\_\_\_

Purchase of contiguous spaces: Yes No If yes, how many: \_\_\_\_\_

Each contiguous space requires a separate application.

Name of Designee #1: \_\_\_\_\_

Name of Designee #2: \_\_\_\_\_

Space Assignment: The order of purchase will determine the assigned location. Multiple spaces purchased at the same time will be contiguous if space permits. This form shall serve as proof of space purchased.

### Schedule of Charges

- Use Fee/Cost per Space: \$600.00
- Marker & Engraving: Included
- Open/Re-open Niche: included in cost of Niche

Amount paid: \_\_\_\_\_ Date paid: \_\_\_\_\_  
Check #: \_\_\_\_\_

Terms and Conditions: I understand that use of the St. James Episcopal Church Greeneville, TN English Close shall be subject to the "Guidelines for Committal" provided to me, and I agree to be bound by it. The Rector of St. James Episcopal Church, vestry, or the appropriate close committee must approve my application. I understand that I cannot sell or transfer this permission to use the area for burial to any other person without the consent of the Church. The purchaser will acquire no property right of any kind, and St. James Episcopal Church, Greeneville, TN, will retain legal title to all the English Close area.

My application which includes receipt of the Guidelines for Committal, which I have signed.

\_\_\_\_\_  
Subscriber (Applicant) Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Subscriber (Applicant) Signature Date: \_\_\_\_\_

\_\_\_\_\_  
St. James Episcopal Church Date: \_\_\_\_\_