

**Structure and Guidelines
Of the
Garden Committee
University Presbyterian Committee**

1. Consistent with the Session's action on August 9, 2007:

- The Garden Committee will report to the Session through the Administration Committee.
- The committee will submit an annual report in May on the garden's condition and finances.
- The restructured committee will have six members with three year staggered terms and the option of reappointment for subsequent terms.
- Members will serve until a replacement is appointed.
- The members will be nominated by the Administration Committee and at its May meeting elected by the Session.
- Attention will be given to having members who have buried the remains of loved ones in the garden and also those who have gardening interest and experience.
- The Committee will elect its own Chair, who will also be Garden Keeper.
- The current members will be folded into this new structure with terms inversely related to their length of service and with the option subsequently of reappointment or of accepting emeritus membership.
- Over time the Administration Committee will have the option to reduce the size of the committee to three members.

2. Additionally, the Committee will:

- Elect a Secretary as well as its Chair/Garden Keeper
- Meet at least twice each year at the call of the Chair
- Review the budget and expenditures of the Committee
- Review the annual report to the Administration Committee and Session.
- Periodically review policies related to uses of the garden and, on request of Pastoral Staff, consider any unusual requests
- Periodically review policies related to burial of remains/entering names and, in coordination the Pastoral Staff, recommend needed changes to the Session.
- Visit the garden at each meeting and observe its health and maintenance and any need for corrective action
- Review the annual maintenance contract, the performance of the contractor, and review any new bidding of the task

Approved by Action of Session August 9, 2007