

# RESERVING A NICHE AT THE GAP UNITING CHURCH - WALL OF MEMORY

## HOW TO MAKE A RESERVATION

Complete the attached application form and book an appointment with the Columbarium Wall Registrar. You will need your form at this meeting.

The current fee for niches (as fixed by the Resource Mission Team) is **\$2,100.00**.

**Please Note:** This excludes the cost of the plaque, which the family orders and pays directly to the Church's approved plaque Manufacturer (Worsell & Co.).

After meeting and selecting a niche, the Registrar will send you an invoice. **Please note** that a Direct Deposit is the preferred method of payment.

**Direct Deposit to:** UCA – The Gap Cemetery Trust,  
Commonwealth Bank, BSB 064174, A/c 10335675  
**Cheque payable to:** UCA -The Gap Cemetery Trust

A certificate will then be issued showing the reference number of the Columbarium reserved. This certificate will be sent to the applicant, together with a plaque order form, to be held until required.

## HOW TO ARRANGE FOR THE INTERMENT OF ASHES

Notify the Columbarium Wall Registrar or Minister of death of person for whom reservation has been made, quoting Certificate number if known.

During negotiations, the Manager of the Crematorium will ask the relatives, as a routine enquiry, what arrangements are intended for the ashes.

**NB:** They should be advised that it is the intention to inter the ashes in the Wall of Memory at The Gap Uniting Church. This will require ashes to be placed in the smaller sized container.

At this time, the responsible relatives should order the memorial plaque by completing the "Plaque Order Form" (as supplied) for a Cast Bronze plaque and lodge it with Worsell & Co. who will advise the cost involved. Following payment to Worsell & Co., they will make and dispatch the plaque directly to the Registrar.

On receipt of information from the Crematorium that the container is available, the responsible relatives should arrange for its collection and delivery to the Registrar or the Minister at least a week before the interment.

The Registrar will notify the family when the plaque is delivered to the Church. Arrangements can then be made for the blessing and placement of the ashes in the memorial wall by the Minister.

## CORRESPONDENCE

ALL correspondence to the Registrar or Minister, at address shown below:

### **The Columbarium Wall Registrar**

1050 Waterworks Road  
The Gap QLD 4061  
Telephone: (07) 3300 2712  
Email: office@thegapuca.org.au

### **Minister**

Rev. Rod Fisher  
Mobile: 0419 678 619  
Email: rfisher@thegapuca.org.au

# THE GAP UNITING CHURCH

## WALL OF MEMORY – APPLICATION FORM

**Congregation Members:** Complete Section A & B and return form to The Columbarium Wall Registrar  
**Non-Congregation Members:** Complete **Section A only** and submit to the Columbarium Wall Registrar for approval.

### SECTION A

- I am a congregation member of The Gap Uniting Church.  
 I am *not* a congregation member of The Gap Uniting Church. My connection to the Church/The Gap community is as follows:

.....

**I hereby apply to the Resource Team/Columbarium Wall Registrar for approval to (*tick applicable box*):**

- Reserve a columbarium for future interment of ashes.  
 Arrange for interment of ashes.  
 Erect a memorial plaque.  
 Reserve a space for future erection of a memorial plaque.

The above to be in the Name of (**full name**) .....

Address (**full details**) .....

..... Postal Code .....

Occupation ..... Date of Birth .....

If the above person is deceased, please provide Date of Death: ...../...../.....

### APPLICANT'S DETAILS

Applicant's Name: .....

Address .....

..... Postal Code .....

Telephone No ..... Email Address .....

### SECTION B

**I CONFIRM THAT:**

- 1) I will pay the Invoice in full, by the date stated on the Invoice; *and*
- 2) I agree to (i) arrange and pay for the order of the niche plaque (ii) using the Church's approved plaque Manufacturer, (iii) in the approved format agreed between the Church and the Manufacturer, and (iv) using the "Plaque Order Form" supplied by the Registrar.

Signature of Applicant ..... Date ...../...../.....

***Forward this form to the Columbarium Wall Registrar***

### SECTION C – Registrar to Complete

LOCATION OF NICHE: Section ..... Row ..... Column .....

# Memorial Plaque Order Form

**To:** Worsell and Co.  
70 Mica Street  
Carole Park  
BRISBANE QLD  
4300

**Tel:** (07) 3271 1544  
**Email:** [michele@worsell.com.au](mailto:michele@worsell.com.au)

Please supply one cast bronze memorial plaque, 140mm x 127mm (5 ½" x 5"), to the wording hereunder for installation on the **Wall of Memory in The Gap Uniting Church Cemetery**.

<p>IN LOVING MEMORY OF</p> <p>.....</p> <p>DEPARTED THIS LIFE</p> <p>.....</p> <p>AGED ..... YEARS</p> <p><i>"Quotation"</i></p> <p>.....</p> <p>.....</p>
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*(The above template can be changed – consult Worsell & Co. for further details)*

**Signed** .....

Worsell & Co will contact the person listed below *(person ordering plaque to complete)*:

**Print Name** ..... **Date** .....

**Address** .....

..... **Postal Code** .....

**Telephone No** .....