

**St. John's Episcopal Church**  
**576 Concord Road, Glen Mills, PA 19342**  
**610-459-2994**

**AGREEMENT TO ACCEPT A LIVING MEMORIAL DONATION (TREE)**

**PURPOSE:**

To establish guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of trees donated as Living Memorials on the property of St. John's Episcopal Church, Glen Mills, PA.

**BACKGROUND:**

Memorial gifts have been a welcome and thoughtful addition to our church property for years, and although the church in the past has accepted such donations without a formal policy or agreement, the Vestry has developed these guidelines, in consonance with a Master Canopy Expansion Plan (hereinafter referred to as the Master Plan), as a means to better steward our resources with intention, focusing on ecologically sustainable practices, in support of the aesthetics of the surrounding natural environment. The term Living Memorials shall include gifts that may be designated, "In Memory of", "In Thanksgiving for", or "In Honor of".

**THE DONOR AGREES TO THE FOLLOWING:**

1. Use of Approved Specimen. The Donor shall select a tree from the list of native/recommended species per the Master Plan. A member of the St. John's Green Team will assist and determine the best source for the specimen.
2. Planned Location. Donor agrees that the specimen shall be planted at a location in accordance with the Master Plan.
3. Costs.
  - a. Purchase: The donation of \$200 shall include the full purchase price of the tree and any planting or transportation costs required by the grower or garden center. A member of the Green Team will provide guidance on approximate purchase prices per specimen, by species, size, and best purchase source(s).
  - b. Planting: The donation shall include costs to appropriately plant the specimen in accordance with guidance from the Green Team designee. In either case, planting will be accomplished per the Master Plan.
  - c. Maintenance. The donation shall include costs to maintain and care for the planted specimen for a period of three (3) years, such as for mulch, fencing, watering, and/or staking, as required and deemed appropriate.
4. Life Expectancy of Gift. If/When the donated specimen reaches the end of its life expectancy, the Donor will be given the first option to repurchase and replace the specimen. There is no guarantee of permanence of a Living Memorial gift.
5. Restrictions. No markings or other tags, plaques, flowers or other forms of memorabilia shall be attached to the specimen.

6. Record. A record of the Living Memorial gift shall be maintained and displayed at the discretion of the Vestry.

THE VESTRY OF ST. JOHN'S CHURCH AGREES TO ACCEPT THE DONATION AS FOLLOWS:

1. Maintenance. The Vestry will provide care for and ensure proper maintenance of the tree on behalf of the Donor, including watering, mulching, feeding, staking or fencing as necessary to sustain the specimen for its first three (3) years based upon the funds donated. Care will be taken to ensure that any stakes or fencing remain in place and do not constrict the growth of the tree.
2. Damage. In the event of damage due to vandalism, accident, extreme weather, or an act of God, the Vestry is NOT required to, but may at its discretion depending on cost efficiencies, remediate by repair, pruning or replacing the donated tree within these first three (3) years of planting.
3. Church Asset. At the end of this three (3) year Agreement, the tree will be considered an asset of St. John's Church, to remain at the planting location for its lifetime. At any time after the three (3) years, the church reserves the right, at its discretion, to remove the memorial tree due to disease, infestation, or a safety issue.
4. Other gift. If an existing or new Donor would like to gift an additional or replacement tree, a new agreement must be executed along with an applicable monetary contribution at that time.
5. Record. A record of the Living Memorial gift shall be maintained and displayed at the discretion of the Vestry.

In whose Name the tree is given; in \_\_\_\_ Memory; \_\_\_\_ Thanksgiving; \_\_\_\_ Honor

Name of Donor

Phone

Email

Proposed Donation/Specimen

Proposed Location

Signature

Date Signed

Name of Vestry Representative

Signature

Date Signed

Member Representing Green Team

*Attachments:*

*The Master Canopy Expansion Plan*

*List of Native and Recommended Trees*



**SAINT JOHN'S**

EPISCOPAL CHURCH

*Rooted in God, Growing in Faith*

*For Office Use Only*

Date Donation Received: \_\_\_\_\_ Check / Cash / Online

Copies to: \_\_\_\_\_ Archive \_\_\_\_\_ Green Team \_\_\_\_\_ Donor

Approved by the Vestry 2/2025