



Friends of The Nurses' Memorial Chapel

Commemoration Policy for Pew Plaques, Garden Seats, Plants and Commemorative Memorial Book

1. Purpose of the Policy

The Nurses' Memorial Chapel is a place in which the lives of many nurses are remembered. It is recognised that the Chapel is a sacred place.

The life of a nurse or a group of nurses may be remembered:

- On a small plaque on a pew or on a garden seat
- A rose or plant in the Memorial Garden
- By entry in the Commemorative Memorial Book

This policy provides guidance on how to apply to the Friends of the Nurses' Memorial Chapel committee (FOC) for these memorials.

Other options for commemoration may be available. Please contact the FOC Secretary for further information.

2. Information regarding a Plaque on a Pew or on a Garden Seat:

Criteria:

- Deceased nurse who has worked in the Christchurch region including the NZ Army Corp.
- Class reunions e.g. in remembrance of deceased nurses of a particular class

Description:

The maximum number of plaques per pew is 6 or 5 plaques per garden seat.

Plaques are uniform in size at 8cm wide x 5 cm high. They are manufactured locally to a standardised format. The maximum number of words is 13 per plaque.

Application for plaque:

- Download and complete the Application Form on line at www.cnmc.org.nz.
- The cost per plaque is \$150.00 (including GST), payable by direct credit to the Friends of the Chapel following the approval of the application by the Friends Committee.

3. Plants in the Memorial Garden

The Nurses' Chapel is surrounded by a garden of old roses, perennials and medicinal herbs associated with World War 1 and women. The garden, being part of the reserve, is maintained by Botanic Gardens staff member Louise Young with the assistance of Jude Turner, a member of the Chapel Trust committee.

Criteria:

- Must be in memory of a friend or relative associated with the Chapel
- The costs of the rose or plant and the cost of the plaque is the responsibility of the applicant.

Please note the choice of plant must be made in conjunction with the Botanical Gardens staff.

Application for rose/plant in the Memorial Garden:

- Down load and complete the Application Form on line at www.cnmc.org.nz.

4. Entries in the Commemorative Memorial Book

Criterion: Deceased nurse who has worked in the Christchurch area.

Description: This book is kept under glass in a special cabinet. Each entry is beautifully written in calligraphy and states:

- Full name of deceased nurse (please include maiden name)
- Date of Graduation
- Status on retirement from nursing
- Date of death
- Nursing or other decorations/awards

Application for entry in the Memorial Book:

- Down load and complete this application Form on line at www.cnmc.org.nz.
- The cost per entry is \$40, payable by direct credit to the Friends of the Chapel after approval of application.

Tear off.....

5. Administration Only

- Check information on the application form is complete
- Email Calligrapher to check if a new page is required
- Arrange pick up of the page and reinstate in the Memorial Book
- Advise the relative/friend when this process has been completed

6. Review of Policy

- This policy is reviewed every three years.
- Policy review date: April 2023.