

## ST. JAMES' COLUMBARIUM POLICY

### I. DEFINITIONS

- a. St. James' Episcopal Church herein after will be referred to as "Church"
- b. The St. James' Episcopal Church Columbarium herein after will be referred to as "Columbarium"
- c. "Member" will refer to active members in good standing as understood by the Canons of the Episcopal Church.
- d. "Church Participant(s)" may refer to those actively participating in the worship and/or ministry of the church but have not sought membership in the Church.
- e. "Non-Member(s)" are those with no current or prior relationship to the Church.

### II. ELIGIBILITY

- a. The Columbarium is primarily for the use of those registered as members of this congregation.
- b. Former Members who have moved to other communities but wish to purchase a Right of Inurnment in the Church's columbarium will be granted on a space available basis as determined by the Columbarium Committee of the Church.
- c. Those Church Participants or Non-Members wishing to purchase a Right of Inurnment in the Columbarium must be approved by the Columbarium Committee in consultation with the Rector or Wardens and Vestry.
  - i. If circumstances necessitate a timely decision in granting a Church Participant or Non-Member a Right of Inurnment, the decision to do so will be at the discretion of the Rector.

### III. OWNERSHIP AND POLICIES

- a. The Columbarium is the property of the Church and will be managed as directed by the Vestry of the Church.
- b. The Columbarium Committee in consultation with the Rector will establish all rules governing the assignment of niches which are subject to the approval of the Vestry.
- c. Assignment of niches will only be given to those registered as Members of this congregation.
  - i. Exceptions must be approved as stated in II b & c above.
- d. Those within the immediate family, regardless of their religious affiliation, may be inurned in the Columbarium with those Members as outlined in this document.

### IV. RECORDS

- a. Information regarding the Columbarium will be kept in the Church office. A record shall be maintained indicating the niche location which has been

## ST. JAMES' COLUMBARIUM POLICY

reserved, purchase information, and appropriate vital statistics of those who have been inurned and those who are to be inurned in the Columbarium. The record shall include the names and addresses of the surviving family members or the person(s) reserving the niche along with any biographical data provided by same.

### V. PURCHASE OF RIGHT OF INURNMENT

- a. A niche shall become available to an eligible purchaser upon the payment of the applicable fee in effect at the time of purchase. The Right of Inurnment in a niche and the payment of the fee convey only the right of the purchaser, or designee thereof, to be inurned. The Right of Inurnment is not to be construed as ownership of any property by the purchaser.
- b. The purchaser shall have the right to select their desired niche location in the Columbarium at the time of purchasing the Right of Inurnment.
- c. There shall be no transfer of a Right of Inurnment of a Columbarium niche to another person, outside the immediate family, or an entity such as an estate or corporation. However, the Church may repurchase the niche, at their discretion, as determined by the Columbarium Committee. The repurchase amount will be calculated based on the original purchase price, less any expenses, less a \$100 administrative fee.
  - i. Families wishing to purchase a Right of Inurnment for several family members in niches located next to one another may do so if spaces are available in the Columbarium.
    1. Larger memorial plate covers to accommodate couples or families may be available for purchase with the approval of the Columbarium Committee.
  - ii. If an inscription has been engraved into the memorial plate cover of an unused niche to be sold back to the Church, a new one shall be purchased to replace it, the cost of which shall be the responsibility of the seller.
- d. Each year the Columbarium Committee will set aside a certain number of columbarium niches which the Rector may provide at a reduced cost or no cost, based on need.

### VI. RULES FOR INURNMENT

- a. The cremated remains of no more than one person shall normally be placed in an individual niche.
  - i. An exception will be made in the case of the death of an infant or child six years of age or younger whose parent wishes to have their remains inurned in the same niche with them.
    1. Cremation remains must be in separate urns and cannot be co-mingled

## **ST. JAMES' COLUMBARIUM POLICY**

- b. Only the cremated remains of humans are allowed to be inurned in the Columbarium.

### **VII. URNS TO BE USED IN THE COLUMBARIUM**

- a. Infinity Urns™ are the only urns approved for use in the Columbarium.
- b. Infinity Urns™ can be purchased from an authorized funeral home approved by the Church.
  - i. A list of authorized funeral homes will be provided with the purchase of your Right of Inurnment in the Columbarium
  - ii. If circumstances dictate that an authorized funeral home cannot be used for the purchase of an Infinity Urn™, contact the Church to get further information about purchasing the Infinity Urn™.

### **VIII. URN FILLING AND ENGRAVING FOR MEMORIAL PLATE AND URN**

- a. The cost of the urn filling and engraving services are not included with the Right of Inurnment and will normally be handled through one of the authorized funeral homes approved by the Church whose names will be made available with the purchase your Right of Inurnment.
  - i. If circumstances dictate that an authorized funeral home cannot be used for the purchase these products and services, contact the Church to get further information about purchasing them.
- b. The type of lettering used will be uniform for all inscriptions. The memorial plate is included in the price of the niche.
- c. Inscriptions shall consist of surnames, Christian names and dates of birth and death.
- d. The Columbarium Committee will have the responsibility for selecting quality materials, maintaining uniformity and for determining who will handle the engraving.

### **IX. FLOWERS AND DECORATIONS**

- a. The Columbarium Committee will arrange for the maintenance of the Columbarium in cooperation with the Church staff. Items may not be placed within the Columbarium area, neither temporarily or permanently, without the written authorization of the Committee.

### **X. RITES**

- a. The worship or memorial service used in the inurnment of the deceased into the Columbarium will be in keeping with the Church's traditional forms of worship and prescribed by the Rector. Exceptions must be approved by the Rector.

### **XI. THE RIGHT OF INURNMENT**

- a. For purposes of control and a clear understanding, a Right of Inurnment document must be executed by all parties involved in the reserving of

## ST. JAMES' COLUMBARIUM POLICY

each columbarium niche. This document sets forth the rights of all parties, in particular a provision which grants full authority to the Church to move or relocate niches with cremated remains should the Columbarium need to be relocated for any reason.

### XII. COST

- a. The fee in effect at the time when the Right of Inurnment is executed will cover
  - i. the inurnment of the cremated remains of the person listed on the Right of Inurnment.
  - ii. a portion of the cost to purchase and install the Columbarium
  - iii. a portion of the cost to fund the Perpetual Care Program
- b. The Church is responsible for the Columbarium niche(s) and memorial marker plate(s) only. No funeral expenses will be paid by the Church.

### XIII. CHARITABLE DONATION

- a. Monies collected in the sale of the Right of Inurnment in the Columbarium in excess of the cost the Church incurred in the purchase and installation of the columbarium and the portion to be set aside for Perpetual Care of the Columbarium can be considered a charitable donation to the Church.
  - i. The Church will provide a donation form indicating the amount of the purchase which can be considered as a charitable deduction for tax purposes.<sup>1</sup>
- b. The portion considered a charitable donation will be used to benefit the ongoing mission and ministry of the Church as directed by the Vestry.

### XIV. PERPETUAL CARE

- a. A surcharge of 10%, of the cost of the Right of Inurnment or a minimum of \$100, will be collected with each sale. Proceeds from the surcharge will be managed by the Infinity Memorial Perpetual Care Program.
  - i. This program provides for the purchase of cemetery or mausoleum space within a 50 mile radius of the Church to provide space for memorialization in the event that the church closes and can no longer provide for memorialization for those inurned in the Columbarium.
  - ii. Urns already in the columbarium would be transferred to the new location where continued memorialization would be provided.
  - iii. Those having purchased a Right of Inurnment would have the option to be inurned at the new location. (Ask a member of the

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<sup>1</sup> The church provides this information as guidance only and is not responsible for the accuracy of these figures for tax purposes. You are encouraged to consult your tax advisor for further information regarding charitable deductions.

## ST. JAMES' COLUMBARIUM POLICY

Columbarium Committee for further information about this program.)

### XV. MAINTENANCE OF THE COLUMBARIUM

- a. Because of the finish and durability of the materials used in manufacturing the Infinity Memorial Systems™ columbarium which the Church has purchased, maintenance costs will be minimal. Any costs associated with the maintenance of the Columbarium will be handled as part of the Church's ongoing operating expenses.

### XVI. PRICING FOR THE RIGHT OF INURNMENT

- a. Registered Members and Church Participants:
  - i. Pre-Need Single Niche  

1. Perpetual Care	\$1,000.00
	\$100.00
  - ii. At-Need Single Niche  

1. Perpetual Care	\$1,500.00
	\$150.00
- b. Eligible Non-Members:
  - i. Single niche  

1. Perpetual Care	\$1,750.00
	\$175.00
- c. NOTE: The cost of the Infinity Urn™, urn filling and engraving both the urn engraving and the memorial marker plate are not included in the prices shown. Prices for the urns and related services will be at the prices prevailing at the time of need through the Church or authorized funeral home.
  - i. Current pricing for these items are:
    1. \$225.00 for the Infinity Urn™
    2. \$300.00 for the urn-filling service and engraving the memorial marker plate and Infinity Urn™