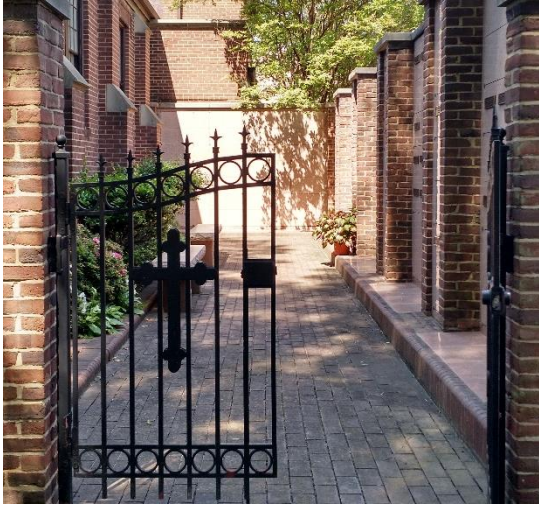


COLUMBARIUM GUIDELINES



Rest eternal grant to them, O Lord, and let light perpetual shine upon them.



Revised 2016

PREFACE

The Church has traditionally been the natural repository and final resting place of the faithful departed. Burial within the Church allows members of the Christian community to gather in loving remembrance and to strengthen the bond between the living and the dead. As the Parish is the center of the Christian sacramental life through Baptism, Confirmation, Eucharist, and Marriage, so is the Parish a fitting place of Burial for the deceased. It is our intention to create and maintain a holy and peaceful space for the bodies of our loved ones to rest within the Parish grounds.

POLICIES

ELIGIBILITY:

Persons eligible for interment in the St. Luke's Columbarium are any baptized members of St. Luke's Episcopal Church, who are registered as active members, and their spouses. Others may be eligible upon approval of the Rector.

COSTS:

The costs for interment in the St. Luke's Columbarium shall be set by the Vestry, and may be amended at the Vestry's discretion.

Columbarium Niche: \$1,400. The cost for a niche interment represents only the cost of the niche and plaque. Other costs (cremation, containers, opening and closing of the niche) will be paid by the family directly to the supplier. Niches may be reserved ahead of the death of a member.

Reopening: \$100. The cost of have a niche reopened for a subsequent interment of a spouse in the same niche. The cost of the additional plaque will be the direct cost from the supplier.

Scatter Garden: \$500. The scattering of ashes shall be in the area of the Columbarium designated for that purpose. There will be a marker near the area on which plaques will be affixed to memorialize those whose ashes have been scattered in the Columbarium. The inscriptions shall consist of the name and the dates of birth and death. The cost for scattering of the ashes includes the plaque.

There will be no future assessments beyond the original purchase price. However, the purchase price may be revised in the future. In the event of any increase, all paid reservations will be honored.

The Rector may, at his/her discretion and in case of need, waive the requirement of payment of fees, charges, or other costs as may be established from time to time, provided that the Rector advise the Vestry of such waiver at its next meeting.

PLAQUES AND NICHE:

A container for ashes is required for interment in a Columbarium niche. This container shall be a stainless steel box, metal urn, plastic urn, or other appropriate container. Containers must be of such size to fit within the niche without alteration. St. Luke's will not supply the container or the

engraving thereon. Inside dimensions for niches are: 10.5 inches wide, 11.25 inches tall, and 9 inches deep.

No epitaphs, titles, or honorifics will be permitted on the name markers. Plaques will contain only the Christian name (First name, middle name or initial, last name, and generational suffix, if applicable) of the deceased, date of birth, and date of death. In the interest of uniformity, the size and style of lettering shall be as determined by the Vestry. Final approval of all wording of plaques must be approved by the Rector (or designated staff member). One plaque is included in the cost of the niche, in the case of multiple interments the family will be charged for the second plaque.

BURIAL SERVICES/RITES:

No ashes will be interred without a committal liturgy. The burial services will be as prescribed by *The Book of Common Prayer* and will be conducted by the Rector, or some cleric of the Church appointed by the Rector.

MULTIPLE INTERMENTS:

Spouses (those joined together in Christian Marriage) may be interred in the same niche. Strict attention must be paid to the size of the containers to ensure that both will fit in the niche. Separate plaques will be used.

This policy has not been in effect since the beginning of the Columbarium (effective September 2016). Any families wishing to amend plans may do so with a full refund for any unused niches. Spouses that are currently interred in different niches may be moved to a joint one with no refund and with the cost of doing so being paid by the family.

LANDSCAPING/MAINTENANCE:

St. Luke's will be responsible for the care of the interment places, through the Columbarium Fund, a perpetual maintenance fund established for that purpose. This will be composed of fees received for each niche or plot, as well as gifts and memorials designed for this purpose.

Landscape treatment shall be provided only by St. Luke's Church. No other plantings, flowers, or objects shall be placed in any parts of the Columbarium.

USE, RULES, AND REGULATIONS:

Recording: All interments shall be recorded in the Parish Register, kept in the church office, giving names and dates of those interred in all interment areas. A record of the Columbarium showing interments and paid reservations will be kept in the church office.

Operation: The Columbarium shall be open to visitors at hours designated by the Vestry.

Reservations and Ownership: Interment niches shall be available upon payment of the fee in effect at the time of reservation, or at the time of interment, if no prior reservation is made. Reservation of specific niches in the Columbarium may be made. The reservation of a niche or plot and the payment of the fee gives the individual paying the fee the right to interment of cremated remains,

and does not convey ownership of the niche or plot to the individual. No transfer of reservations shall or may be made to another person, estate, or corporation. In the event a person desires to cancel such reservations, he or she may do so in writing, addressed to the Rector and Vestry. A refund of the amount paid shall be made to that person.

Arrangements: Arrangements can be made prior to death or they can be made by the next-of-kin or executor, through the church office.

Rules and Regulations: The use of the Columbarium is subject to the control of the Vestry of St. Luke's. All rules and regulations are established by the Vestry, which reserves the right to make, amend, and repeal such terms, conditions, rules and regulations as are in the best interest of St. Luke's.

Only the ashes of the cremated human dead shall be interred in the Columbarium. Ashes from fetuses in cases of miscarriage or other fetal loss may also be interred in the Scatter Garden (with a plaque that appropriately names this loss).

Ashes may only be interred in a niche or in the designated scatter area.

Waivers: Waivers from these rules and regulations may be made by the Rector and Vestry. The Rector shall be authorized to permit the scattering of ashes of non-members, with or without charge, when, in his or her opinion, Christian charity so dictates.

Liability: St. Luke's will endeavor to protect ashes deposited in the Columbarium. It assumes no responsibility with respect to such ashes other than to afford them such protection as it affords its own property. Such ashes and the receptacles in which they are placed are not covered by the Parish's insurance policy.

Agreement for Interment: An agreement setting forth the rights of the parties will be prepared and executed by the parties involved in each interment. Each agreement shall grant full authority to St. Luke's to exhume and rebury ashes if for any reason the Columbarium of St. Luke's should be relocated.

Finances: All funds received from sale of niches shall be deposited and administered as directed by the Vestry.