



TRINITY PRESBYTERIAN CHURCH

COLUMBARIUM POLICIES AND PROCEDURES

The following rules and regulations are hereby adopted and approved by the SESSION of Trinity Presbyterian Church of Charlotte, hereinafter referred to as the CHURCH. These rules and regulations are to govern the use, operation, and maintenance of its Columbarium.

1. **COLUMBARIUM:** The Columbarium shall consist of niches, uniform in size, for the interment of the ashes of cremated humans only. Each niche shall have a brick face on which shall be placed a brass plate engraved with the name of the deceased and the date of birth and death. The brass plates shall also be of uniform size. Each niche is limited to the cremated remains of two (2) persons.
2. **ELIGIBILITY:** The Columbarium is restricted to the interment of members of Trinity Presbyterian Church and immediate family members. "Immediate family" includes the member's spouse, parents, children, and grandchildren. "Parents" and "children" shall also include "step-parents" and "step-children." Current and former Pastors of Trinity Presbyterian Church and their families are also automatically eligible.
3. **SALE OF USE OF NICHE:** The use of niches within the Columbarium may be sold only to members of the CHURCH and their immediate families as outlined above on application to and approval by the SESSION of the CHURCH. The exclusive right to use a niche in the Columbarium may not be sold or transferred in any manner by a member, or by the member's family or heirs. The right to use a reserved niche may not be sold or transferred in any manner by any applicant. Designation of the person to be interred may be changed in writing at any time by the applicant prior to his/her death, or by the general power of attorney. A niche may only be surrendered back to the CHURCH. The CHURCH will refund only the amount paid for the niche itself. The purchase by an applicant conveys to the applicant the right to use the space inside the niche, but no ownership, interest in the Columbarium, or any interest in real estate is implied. The legal title to all the niches shall at all times remain in the CHURCH.
4. **URNS:** The urn containing the cremated remains of the eligible person to be interred in the Columbarium shall be provided by the deceased's legal representative or family, and the provider shall be responsible for the cost of the urn. Each urn shall not exceed the interior dimensions of the niche. A niche measures 8" high by 8" wide by 16" deep.
5. **ENGRAVING OF NICHE COVERS:** (a) Engraving of brass plates for each niche must be of the uniform size and style prescribed by the CHURCH. The costs for the brass plate and the niche opening and closing shall be paid for by the applicant's family at the time of the applicant's death. (b) Each niche plate may be inscribed only with the deceased's name, date of birth, and date of death. Niches receiving the remains of two (2) eligible persons may be inscribed with such information for both persons. No other inscription(s) will be permitted.

6. **MULTIPLE INTERMENTS IN A NICHE:** The cremated remains of two (2) deceased eligible persons may be placed in the same niche. The placement of the cremated remains of more than two (2) deceased persons in the same niche is prohibited.
7. **PRICE:** The SESSION retains the exclusive right to change the price for the use of a niche at any time. The purchase price for all niches shall remain uniform at any given time, regardless of location. The costs of cremation are not covered by any fee or fees paid to the CHURCH pursuant to these Operating Rules and the CHURCH will not offer any cremation services.
8. **MASTER PLAN:** The SESSION shall maintain a Master Plan of all the niches in the Columbarium to be identified by a number with the name (2) of the deceased, date of purchase, birth date(s), date(s) of death, and date(s) of interment.
9. **CHANGES OR RELOCATION:** The Columbarium and its niches, their use and maintenance, are at all times subject to the management of the SESSION.
10. **ACCESS:** Committal or memorial services may be held in the Columbarium with the approval of and under the direction of a Trinity Pastor. The opening of any niche is prohibited by anyone other than those persons so designated by the CHURCH.
11. **LIABILITY:** No liability of any kind or character whatsoever is assumed by the CHURCH for the maintenance or preservation of the ashes of any person interred in the Columbarium, or for any loss or damage to urns or other containers, nor is any liability of any kind whatsoever assumed by the CHURCH for any matter or thing relating to the Columbarium, its use, or subsequent maintenance.
12. **FLOWERS, PLANTS, and DECORATIONS:** The SESSION reserves the right to allow placement of flowers, plantings, or any other memorial items in the Columbarium area as it may deem appropriate.
13. **FUTURE COSTS AND ASSESSMENTS:** The CHURCH shall provide for the perpetual care and maintenance of the niches. There will be no assessments or future charges to the applicant or family member after the initial charges for niche reservation, niche opening and closing and brass plaque have been paid.
14. **RULE CHANGES:** The SESSION reserves the right to amend, change, or modify these rules and regulations concerning the Columbarium at any time, which amended rules shall govern all niches within the Columbarium at all times.
15. **MONETARY CONTRIBUTION:** The current amount to reserve a niche is listed on Schedule One (attached).
16. **ADDRESSES:** It shall be the responsibility of the applicant at all times to keep the CHURCH advised of the current mailing address of the applicant, the address of the person for whom the niche is reserved, and the address of the person designated as next of kin or contact person. This designated person will then become the individual the CHURCH would contact for any reason related to the Columbarium.

17. **REPURCHASING BY THE CHURCH:** The CHURCH shall have the right to repurchase the Interment Rights for any space not used within (5) years of the death of the person whose remains are to be interred in such space. The CHURCH shall take the necessary steps to notify the niche owner, or appropriate representatives. The CHURCH shall thereupon reacquire full rights to the niche.
18. **ABANDONMENT:** A niche shall be deemed abandoned only under extraordinary circumstances under rules and conditions adopted by the SESSION of the CHURCH.
19. **AUTHORITY OF THE SESSION:** The SESSION of Trinity Presbyterian Church retains final authority and discretion on all matters related to the columbarium.

COLUMBARIUM FEES

Niche Reservation Fee	\$950.00
Interment Fees, single urn or two urns simultaneously interred (Includes brass plate/engraving and opening/closing niche)	approx. \$450.00
Interment Fees, second urn not simultaneously interred (Includes brass plate/engraving and opening/closing niche)	approx. \$300.00

Interment fees include brass plate and engraving, as well as opening and closing the niche. These fees are subject to change, depending on the actual cost of the services at the time of the person's death.

A niche can be reserved at any time, but must be paid in full before niche can be reserved. The Interment fees are to be paid by the applicant's family or estate at the time of death, and must be paid in full before the niche is initially opened.

APPLICATIONS FOR COLUMBARIUM NICHE

The undersigned hereby applies to reserve one niche in the Trinity Presbyterian Church Columbarium to be used for the interment of the ashes of the person(s) listed below.

I understand that the use of the niche shall be subject to the Columbarium Rules duly adopted by the SESSION as amended from time to time and agree to be bound by such rules.

I request that the niche on wall number _____, row number _____ (from the top), niche number _____ (from the left) be reserved for:

Name: _____ Relationship: _____

Address & Telephone: _____

Name: _____ Relationship: _____

Address & Telephone: _____

I understand that I may change the person(s) to be interred to any other qualified person(s) only by written request to the CHURCH during my lifetime.

I will inform the CHURCH of any change of my address or the names and addresses of the person(s) for whom niche(s) are reserved.

I understand that this application is at the discretion of the SESSION of the CHURCH.

I understand that each urn or cremation container shall not exceed the interior dimensions of the niche.

Signed: (Note that all applicants should sign)

Name(s): _____

Address: _____

TOTAL COST TO RESERVE NICHE: \$950.00

For CHURCH Use Only: (initial when complete)

Amount Received: \$ _____

Niche(s) Assigned: _____

Acknowledgement & Receipt sent (date): _____

Accepted by (full name): _____

COLUMBARIUM PLAQUE INFORMATION

In order to help facilitate the ordering of plaques for niches in the Columbarium, please PRINT the following information as you would like it to appear on the plaque.

Two sets of blanks are provided, as each niche can hold two urns. If only one will be interred in the niche, please leave the second set blank.

NAME

DATE OF BIRTH
(Month, Day, Year)

NAME

DATE OF BIRTH
(Month, Day, Year)