

Woodmont United Methodist Church
Columbarium
Policy and Operating Rules

Description: The Columbarium shall consist of 216 double niches, uniform in size, for the inurnment of the ashes of cremated humans. Each niche shall be covered with a granite plate, uniform in size, which shall be engraved with the name(s) and dates of birth and death of the deceased. Each niche may contain the remains of one or two individuals with appropriate engravings.

Eligibility: The Columbarium shall be restricted to the inurnment of (a) members of Woodmont United Methodist Church, (b) spouses of members, (c) children or step-children of members, (d) parents or step-parents of members, (e) current or past ministers of the Church, and (f) other persons with strong ties to the Church if approved by the Columbarium Committee after a written request.

Fees: The current one time fee for the right of inurnment in the Columbarium is \$1,500 per double niche. This fee includes up to two urns, all costs directly associated with inurnment, inscription of names and dates, and perpetual care of the Columbarium. It does not include the cost of cremation, transportation, and other off-premises cost. The fee may be changed in the future by the Committee if approved by the Trustees.

Purchase of Niches: Niches within the Columbarium may be purchased only by members of this church and/or immediate families as outlined above. The right to use a niche may not be sold or transferred in any manner. Designation of the person to be inurned may be changed by a request in writing from the purchaser at any time prior to death. A niche may be surrendered by the purchaser upon written notification only back to the church for a full refund, less an administrative fee of \$250. The legal title to all niches shall at all times remain with the Church. No ownership in the Columbarium and its property is involved.

Each Columbarium niche will be assigned a specific number. Specific niches for the inurnment of cremated remains may be purchased or reserved by eligible persons upon payment of designated fees and execution of required documents at the time of reservation. Any niche not previously purchased or reserved may be selected by the purchaser. Reservations may not be transferred to another person

without prior written permission of the Committee. A contract for the purchase of a Columbarium niche is attached.

Fees For Right To Utilize Niche Where No Reservation Has Been Made:

On those occasions when the family of a deceased eligible person desires to have the cremated remains of the deceased inurned in the Columbarium but no niche has been previously reserved, the right to utilize a niche may be obtained upon the payment of the fees then currently effect.

Cancellation: If a reserved niche is unused within eighteen (18) months after the death of the Person(s) for whom the niche is reserved, the Committee will declare the reservation canceled and will refund the reservation fee to the person legally entitled to same, less the administrative fee of \$250.

Management: The Columbarium committee will receive all payments and disburse all expenditures in a separate account to be known as "The Columbarium Fund" apart from and entirely separate from the general Church budget. Appropriate annual audits and reviews will be performed in accordance with the Church's regular accounting procedures. The Committee will maintain a record of each inurnment in the Columbarium and the name(s) of the deceased in each inurnment, the deceased's dates of birth and death, and the deceased's next of kin or legal representative shall be included therein. The Committee shall also maintain a list of the persons who have reserved niches, together with the names of next of kin or legal representatives of such persons.

Addresses: It shall be the responsibility of the purchaser to keep the Columbarium Committee advised at all times of the current mailing addresses of themselves, the person for whom the niche is reserved, and of the next of kin of the designee. The purchaser will normally be the individual that the Columbarium committee would contact for any reason.

Inurnment:

Memorial Services for the inurnment of cremated remains will be designed by the Minister of Woodmont United Methodist Church in consultation with the family of the deceased. Only an ordained minister may conduct the inurnment ceremony.

Urns to contain the remains of the deceased shall be provided by the Church and each niche can contain two (2) urns.

Cost of cremation is not covered by any fee paid to the Committee pursuant to these Operating Rules. The Committee will not offer cremation services. No expenses other than those prescribed herein are covered by the prescribed fees.

Niche Covers will be uniform in size and design and the engraving will be of a uniform size and style as prescribed by the Committee. The Committee will provide for such engraving as part of the fee. Each niche cover will be inscribed only with the name(s) and dates of birth and death of the deceased. Niches containing the remains of two (2) persons will be inscribed with such information for both persons. No other inscriptions will be permitted. No flowers, flags, decorations, or other memorabilia will be permitted inside the Columbarium, the one exception, being that fresh flowers will be permitted within the Columbarium on Palm Sunday through Easter Sunday. Flowers will be removed on the Monday following Easter.

Supervision: The use, management, and maintenance of the Columbarium shall be supervised by a permanent Columbarium Committee of the Church. Membership shall consist of six (6) members nominated by the Trustees and approved by the Church Council with two (2) members rotating off each year. The Minister shall serve as an *ex officio* member without a vote. The Chairman of the Columbarium Committee shall be elected by the members of the Committee. The Committee will function under the general supervision of the Trustees and will report to them annually or more often as deemed necessary by the Trustees.

The Columbarium Committee will have the authority to amend, change, or modify these Operating Rules, which shall govern all activities and services relating to the Columbarium, subject to the approval of the Trustees.

Liability: No liability of any kind whatsoever is assumed by the Church for the maintenance or preservation of the ashes of any person inurned in the Columbarium or for any loss or damage to the urns. Nor is any liability of any kind whatsoever assumed by the Church for any matter or thing relating to the Columbarium area, its use, or subsequent maintenance.