



## **Policy Governing the Use of the Church Columbarium**

*St. Paul the Apostle Catholic Church has designated part of the church grounds as a Columbarium, which shall be used and governed as set forth in this document.*

1. The Columbarium will be managed by a **Columbarium Committee** composed of four positions held by members of St. Paul the Apostle Parish. Three members will be appointed to the committee by the Pastor. The fourth position will be held by a member of the Church Finance Council. Formation of the first committee may be for terms lasting from two to four years to ensure continuity of membership. Thereafter, members shall serve a term of four years. No committee member may serve more than three consecutive terms.
2. The **Columbarium Committee** shall elect one of its members to serve as chairperson for a two-year term and another to be vice-chairperson for a two-year term. The vice-chairperson shall become chairperson after the completion of the two years served as vice-chairperson. The vice-chairperson may also become the chairperson in the event that the current chairperson leaves that office or for any reason cannot serve a full term.
3. The **Columbarium Committee** will meet at least annually to review policies and fees and issue an annual report to the Pastor. A committee meeting may be convened by the chairperson or the Pastor at any time.
4. A member of the parish staff will manage the operations and the affairs of the Columbarium using the guidelines developed by the **Columbarium Committee**.
5. The following guidelines adopted by the **Columbarium Committee** and approved by the Pastor of St. Paul the Apostle Parish are established for the guidance of all. No part of these guidelines may be suspended, repealed, annulled, altered, or amended unless approved by the Columbarium Committee and the Pastor of St. Paul the Apostle Parish. Proposals for any changes in the guidelines should be submitted in writing.

## **Guidelines**

### **I. ELIGIBILITY**

- A. The St. Paul the Apostle Columbarium is primarily for the use of registered members of this parish.
- B. The St. Paul the Apostle Columbarium is the property of the Roman Catholic Diocese of Charlotte under the current Bishop of Charlotte.
- C. The rules governing the assignment of niches will be established by the **Columbarium Committee** and approved by the Pastor.
- D. Assignment of niches will be made available to registered members of St. Paul the Apostle Parish. Assignment may be made to active, registered members of other Catholic parishes when space is available. Exceptions must be approved by the Pastor of St. Paul the Apostle Parish. Members of the immediate family, regardless of their religious affiliation, may be inurned with those eligible members as outlined in this section.

### **II. RECORDS**

- A. A diagram of the Columbarium will be kept in the church office. A record shall also be maintained indicating the appropriate vital statistics of the individuals 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 purchaser(s) of the niche.

### **III. NICHE RESERVATION**

- A. A Niche shall become available to an eligible purchaser upon payment of the fee in effect at the time of purchase. The reservation of a niche and the payment of the fee convey only the right of the purchaser to be inurned. The reservation is not to be construed as ownership of any property by the purchaser.
- B. There shall be no transfer of a reservation of a Columbarium niche to another person or an entity. However, the Parish may repurchase the niche, with just cause, as determined by the Columbarium Committee. The repurchase amount will be calculated based on the original purchase price, less any expenses, and less a \$100.00 administrative fee.
- C. Once an inscription has been cut into the niche cover, no refund will be made.
- D. Each year the Columbarium Committee will set aside a certain number of Columbarium niches, which the Pastor may provide at a reduced cost or not cost, based on need.

### **IV. MULTIPLE INURNMENT**

- A. The cremains of no more than two persons, who are members of the same family, may be inurned only in a double niche. Exceptions to the immediate family rule (see Item I, paragraph D) require the approval of the Pastor.
- B. Only one person's cremains may be inurned in a single niche. Once inscribed, the niche cover will not be changed.
- C. Only the cremains of humans are allowed to be inurned in the Columbarium.

### **V. INSCRIPTION OF FACEPLATE AND PURCHASE OF URN**

- A. The inscription for each Columbarium niche is not included in the cost of reservation. The type of lettering used will be uniform for all inscriptions as determined by the Columbarium Committee. The payment for inscription is due at the time the inscription is made.
- B. Inscriptions shall consist of surnames, first name, middle names, or maiden names and dates of birth and death.
- C. Urn(s) are not included in the price of the niche(s). Only the urns which meet specifications provided by the Columbarium Committee will be allowed for inurnment in the Columbarium.
- D. The Columbarium Committee will have the responsibility for selecting quality materials, maintaining uniformity, and for procurement of inscription casting.

### **VI. FLOWERS AND DECORATIONS**

- A. The Columbarium Committee will arrange for the maintenance of the Columbarium and Garden in cooperation with the church staff. Items may not be placed within the Columbarium area either temporarily or permanently.

### **VII. RITES**

- A. The rites of inurnment will be in keeping with the Roman Catholic traditional forms of worship and prescribed by the pastor. Exceptions must be approved by the Pastor.

### **VIII. 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 purchase of each Columbarium niche. This document sets forth the rights of all parties, in particular a provision which grants full authority to St. Paul the Apostle Church and/or the Roman Catholic Diocese of Charlotte to move or relocate niches with cremains should the St. Paul the Apostle Columbarium need to be relocated for any reason.

### **IX. COST**

- A. The fee in effect at the time when the Right of Inurnment is executed will cover the right of inurnment of the cremains. St. Paul the Apostle Church is responsible for the niche(s) only. Neither the cost of the urn(s) nor the cost of engraving the plaque is included in the fee.

### **X. INCOME CARE**

- A. The cost of the Columbarium will be covered by the funds collected from the sale of niches. A portion of the funds collected from each sale, including those collected from initial sales will be held in a maintenance fund. The interest income from this fund will provide for the upkeep of the

Columbarium. All other initial funds will be applied to the construction costs incurred for the Columbarium. Afterward, funds will be used for maintenance, upkeep, and future expansion of the Columbarium.