

Revised June 13, 2018



# Columbarium Policies and Procedures

## Chapel in the Pines Presbyterian Church

Chapel Hill, North Carolina

June 13, 2018

Chapel in the Pines Presbyterian Church, Chapel Hill, North Carolina, offers rights of interment in its columbarium to qualified applicants who have purchased a niche within the columbarium.

**The Columbarium:** A columbarium consist of uniformly-sized niches designed to hold urns for the interment of the ashes of cremated human remains, hereafter named "cremains". Each niche may hold the cremains of two persons, provided urns of an accommodating size are used.

**Eligibility:** Interment in the Columbaria shall be limited to members and former members of Chapel in the Pines and current and former clergy of Chapel in the Pines. For these purposes, immediate family members are defined as: spouse or partner, parents, step-parents, siblings, natural or adopted children, step-children or grandchildren. Present and former clergy and their immediate families are also eligible. Nonmembers, typically longtime friends of the church may be eligible to purchase a niche in the columbaria with approval of session.

**Oversight:** The columbarium will be operated under the oversight of the pastor, session, and Remembrance Garden Committee of Chapel in the Pines Presbyterian Church and governed by the Columbarium Policies and Procedures established and adopted from time to time by them.

**Title and Rights:** Legal title to the columbarium and all niches contained therein shall at all times remain the property of Chapel in the Pines Presbyterian Church. No property rights are created by, or transferred as a consequence of the Reservation Contract of Sale. Purchasers of reservations may choose from remaining niches upon submission of the full purchase price (currently \$1,500) and a signed Reservation Contract of Sale. Acceptance of payment for a niche reservation results only in the right to use the niche by those designated in the Reservation Contract of Sale. The purchase involves no ownership in the columbarium and its property. Chapel in the Pines Presbyterian Church shall at all times have full rights of management and control with respect to all matters relating to the columbarium.

In the event the cremains of an approved designee are not interred in the space identified in the reservation contract within six (6) months after the death of the original purchaser and written notice has been made to the original designee or the last surviving child of such purchaser or designee, whichever last occurs, then the Remembrance Garden Committee will buy back use of the niche at the original purchase price minus an administrative fee (currently \$50). If the niche cover has been engraved, there will be an additional deduction from the purchase price to replace the cover. In the event that a request for an extension of time is requested to inter the cremains of the deceased, exceptions will be made on a case by case basis.

**Limitations:** The exclusive right to use a reserved niche may not be sold or otherwise transferred except to Chapel in the Pines Presbyterian Church. Upon written notification to the church, a niche may be surrendered back to the church, for a full refund of the original reservation fee, less the then current administrative fee (currently \$50). If interred cremains are removed and a niche surrendered back to the church, the then current additional fees for cleaning and sanitation (now \$50) and for a new black granite covering for the niche (now \$100) will also be subtracted from the refund.

The amount to be refunded shall not be refunded until the Remembrance Garden Committee has processed a new replacement reservation for that niche. Exceptions may be granted by the committee on a case by case basis. It will be deemed that the first reservation processed after a surrendered reservation is in replacement of the surrendered reservation. If at any time there is more than one surrendered reservation, as new reservations for niches are processed, refunds will be issued beginning with the earliest surrendered reservation until all such refunds have been issued.

Chapel in the Pines Presbyterian Church reserves the right to move, remodel, or otherwise alter the columbarium. In the unlikely event that moving, removing, or relocating the columbarium niches becomes necessary, every reasonable effort shall be made to notify the family of the deceased.

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Chapel in the Pines Presbyterian Church shall make a good faith effort to safeguard the columbarium and the contents of each niche, but shall not be responsible for any loss due to fire, vandalism, theft, acts of God, or any other cause.

In the event that the columbarium can no longer be maintained due to unforeseen causes, a reasonable effort shall be made to notify the person(s) designated on the contract, in order to allow such person(s) to receive the cremains.

**Interment:** Interment must be arranged through and approved by the pastor of Chapel in the Pines Presbyterian Church. No cremains shall be interred without Christian liturgy deemed appropriate by the pastor. All interments shall be presided over by a pastor of Chapel in the Pines Presbyterian Church.

Although we do not scatter ashes, we do allow in-ground interments of cremains in the columbarium area. Names of people interred in-ground are inscribed on one of the columns at the entrance to the columbarium area. There is no fee for the interment, but the family pays for the engraving; cost depends on the details of engraving. Forms for in-ground interment may be obtained from the pastor. In-ground interments are subject to the following sections of the Columbaria policy, as provided: Eligibility, Oversight, Interment, Access and Restrictions, Records, Allocation of Funds, Maintenance, and Amendments

**Urns:** Urns shall be provided by the family or legal representative of the deceased and the family or legal representative shall be responsible for the cost of each urn. All urns shall be approved by Chapel in the Pines Presbyterian Church. Urns shall be of a size that will fit the interior of the niche, a 11 5/8 inch cube, and shall be placed by or under the oversight of the clergy of Chapel in the Pines Presbyterian Church.

**Inscription:** All niches shall be enclosed with a covering of granite that is uniform with all other niches. The inscription on the cover shall be arranged by Chapel in the Pines Presbyterian Church at the time of interment, and shall be of predetermined size and style, and of uniform composition and appearance. The inscription shall be limited to name, date of birth, and date of death.

**Access and Restrictions:** The columbarium shall be open to visitors at all times. Nothing of either a permanent or temporary nature shall be affixed to or on the columbarium wall surfaces. No flowers, ornaments, flags, decorations, embellishments, memorial items, or other objects may be placed on the niche cover or in the columbarium area.

**Exchange of Niche Spaces:** Cremains and the niche covering may be relocated from one niche to another, pursuant to a written application made by the holder, and subject to the same aforementioned fees that apply to a surrendered niche.

**Removal of Cremains:** No urn containing cremains may be removed from a niche except with the prior written approval of the pastor of Chapel in the Pines Presbyterian Church. In the event it is necessary for Chapel in the Pines to remove an urn for any purpose, personnel approved by the session shall carry out such removal, shall record the removal in the records of the Chapel in the Pines Remembrance Garden, and shall notify family members of the deceased.

**Records:** Chapel in the Pines Presbyterian Church shall maintain all records and documents relating to the columbarium, the sale of reservations of specific niches, and the interment of cremains. Each niche shall have an identifying number, with a record located in the church, which will show the names of the deceased, date of birth, and date of death. It shall be the responsibility of the purchaser to keep the church advised at all times of current mailing addresses of themselves and the person(s) for whom the niche is purchased.

**Allocation of Funds:** The church shall receive all payments and gifts and disburse all expenditures in an account to be known as "The Remembrance Garden Fund", apart from and entirely separate from the general church budget. Appropriate annual audits and reviews shall be performed in accordance with the church's regular accounting procedures and paid from the Remembrance Garden funds.

**Maintenance:** The Remembrance Garden Fund shall at all times maintain a reserve to provide for adequate maintenance of the Remembrance Garden.

**Amendments:** Amendments to this document may be made only upon approval of the pastor and session of Chapel in the Pines Presbyterian Church. Such amendments shall be in writing and recorded as a revision to this document.