

## **OPERATING POLICIES OF THE ST. MICHAEL'S MEMORIAL COLUMBARIUM COMMITTEE**

These Policies are established pursuant to a resolution of the St. Michael's' Vestry duly enacted January 15, 2015 to set forth policies and procedures relating to the St. Michael's' Memorial Columbarium (the Columbarium), its Board of Directors (the Board), and its operation.

Legal title to all real property, including the Columbarium, its niches, niche covers, and all other property relating thereto remains with St. Michael's. No ownership is transferred nor otherwise amended by acceptance of an Application for Reservation, issuance of a Certificate of Reservation, or any associated action on the part of the Parish, its Rector, the Columbarium's Board, or any other representative of the Parish.

Eligibility for reservation of a Columbarium niche shall be restricted to those eligible for inurnment in the Columbarium and to other persons acting in the interest of those persons. Applications for Reservation shall be on the form and in the manner prescribed by the Board. All Applications shall be submitted to and acted upon by the Board. The Chairman of the Board shall promptly notify the applicant of the acceptance or rejection of the Application.

The fee for reservation of the use of a niche shall be Five Hundred and no/100ths (\$500.00) Dollars, or such other amount as the St. Michael's Vestry may from time to time determine. Changes in this fee shall be recommended by the Board to the Vestry and the fee set by the Vestry. The fee for reservation may be paid in ten equal monthly installments of Forty Two and no/100ths (\$42.00) Dollars each and two monthly installments of Forty and no/100ths (\$40.00) Dollars each. The Application is not complete and will not be considered until the reservation fee has been paid in full.

Upon acceptance and approval of an Application, a Certificate of Reservation, executed by the Board Chair and Senior Warden, and co-signed by the Rector, shall be issued in the name of the Parish to the applicant.

Certificates of Reservation are non-transferable, but may be returned to the Parish for a refund of ninety percent (90%) of the reservation fee paid. This return option shall expire at the earlier of (a) one (1) year after the death of the Applicant or (b) the death of the person for whom the Application was made.

Offers of a specific niche location shall be made in the same chronological order as Applications are approved. The location of the specific niche thus selected shall be indicated on the Certificate of Reservation. Any selection not promptly made may pass to the holder of the next approved Application.

The Board shall carefully maintain records of Applicants, Certificate holders, niche locations, names and birth dates of Certificate holders, Committal Service dates, and niche locations of

inurned remains. Certificate holders shall be responsible for keeping the Board advised of their current mailing addresses and contact information.

If, after five (5) years, or such reasonable time as determined by the Board, after the death of a Certificate holder, the niche remains unused, the Certificate and associated privileges of use may be cancelled by the Parish. In such case, no refund of the reservation fee shall be made and the niche may be made available to other Applicants.

Eligibility for interment on the Columbarium shall be restricted to:

1. Members of the Parish
2. Spouses of members of the Parish
3. Children or step-children of members of the Parish
4. Parents or step-parents of members of the parish
5. Grandchildren of members of the Parish
6. Siblings of members of the Parish
7. Other persons with strong ties to the Parish upon recommendation by the Rector and approval by a majority of the Board.

Engraving of niche covers shall be of uniform size and style as prescribed by the Board. Each niche cover may be inscribed with the name and life dates of the deceased. Niches containing the remains of two persons shall be inscribed with such information for each person. No other inscriptions shall be permitted. The cost of engraving the niche cover is included in the Reservation fee.

The measurements of the Columbarium niches are approximately 11 ½" X 11 ½" X 11 ½." Selection of urns appropriately sized to accommodate these dimensions is the sole responsibility of the Applicant.

Only cremated human remains and urns containing those remains shall be placed in a niche. Remains of no more than two (2) persons shall be placed in any one niche.

No cremated remains shall be placed in a niche without a Committal Service as prescribed by the Book of Common Prayer according to the use of the Episcopal Church in the United States of America or an alternate service approved by the Rector. No flowers, real or artificial, flags, decorations, or other memorabilia shall be allowed in or around the Columbarium except during the Committal Service and a brief period thereafter.

The Parish reserves sole discretion as to modification or relocation of the Columbarium or any portion thereof for any reason as may be in the best interests of the Parish as determined by its Vestry.

The parish does not provide nor offer cremation services. Costs of cremation are not covered by any fees associated with use of the Columbarium.

Adopted by the Board January 22, 2015 and approved by the Vestry February XX, 2015.

**ST. MICHAEL'S EPISCOPAL CHURCH**  
**APPLICATION FOR RESERVATION OF A COLUMBARIUM NICHE**

*First person for whom application is made:*

Name to be engraved on niche cover:

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Date of birth: \_\_\_\_\_

If deceased, date of death: \_\_\_\_\_

Mailing address: \_\_\_\_\_

This person is eligible for inurnment in the St. Michael's memorial Columbarium because he or she is:

\_\_\_\_\_ Member of this Parish

\_\_\_\_\_ Spouse of a member of this Parish

\_\_\_\_\_ Child or step-child of a member of this Parish

\_\_\_\_\_ Parent or step-parent of a member of this parish

\_\_\_\_\_ Grandchild of a member of the Parish

\_\_\_\_\_ Sibling of a member of the Parish

\_\_\_\_\_ Person with strong Parish ties recommended by the Rector and approved by the Board

*Second person for whom application is made:*

Name to be engraved on niche cover:

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Date of birth: \_\_\_\_\_

If deceased, date of death: \_\_\_\_\_

Mailing address: \_\_\_\_\_

This person is eligible for inurnment in the St. Michael's memorial Columbarium because he or she is:

\_\_\_\_\_ Member of this Parish

\_\_\_\_\_ Spouse of a member of this Parish

\_\_\_\_\_ Child or step-child of a member of this Parish

\_\_\_\_\_ Parent or step-parent of a member of this parish

\_\_\_\_\_ Grandchild of a member of the Parish

\_\_\_\_\_ Sibling of a member of the Parish

\_\_\_\_\_ Person with strong Parish ties recommended by the Rector and approved by the Board

Applicant, if different from above-named person(s):

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Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to person or persons for whom application is made:

\_\_\_\_\_

Note: "Member of the Parish" shall be as defined by Article I Section C, paragraphs 1, 2, and 3 of the Bylaws of St. Michael's Episcopal Church, Easley, S.C.

The undersigned acknowledges receipt of the Operating Policies of the St. Michael's Memorial Columbarium Committee and agrees to adhere to and be bound by them, both in their present form and as they may be amended from time to time.

Unreserved niches as listed in the attached appendix are available for immediate selection.

Preferred niche location: \_\_\_\_\_

This Application is to be accompanied by the reservation fee. Please indicate "Columbarium Niche" on the memo line of your check. This Application is not complete without the reservation fee.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application review:

Rector \_\_\_\_\_ Approve \_\_\_\_\_ Reject \_\_\_\_\_

Senior Warden \_\_\_\_\_ Approve \_\_\_\_\_ Reject \_\_\_\_\_

Board Chair \_\_\_\_\_ Approve \_\_\_\_\_ Reject \_\_\_\_\_

Check number, date, and amount: \_\_\_\_\_

Certificate of Reservation Issued: \_\_\_\_\_

Niche assigned: \_\_\_\_\_

## EASTERLY SIDE (FACING NARTHEX)

A	1	2	3	4	5	6	7	8
B	1	2	3	4	5	6	7	8
C	1	2	3	4	5	6	7	8
D	1	2	3	4	5	6	7	8

## WESTERLY SIDE (OPPOSITE NARTHEX)

1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8