

**ST. ANDREW THE APOSTLE CATHOLIC CHURCH
COLUMBARIUM & MEMORIAL GARDEN**

GOVERNING POLICY

The purpose of the Columbarium is to provide a place on Church property for the permanent preservation of the cremated remains for those inurned therein. The Columbarium is an answer to the age-old concern of the Christian community to participate in the proper disposition and identification of the earthly remains of those who have shared the fellowship of our Parish Family. This is to be a place especially for those who love St. Andrew the Apostle Catholic Church and have a sense of closeness to it, which they would like to preserve after death. It shall be a hallowed ground, sacred to the memory of those who have departed from our midst.

The following Governing Policy and any subsequent amendments adopted by the Columbarium Commission and approved by the Pastor of St. Andrew the Apostle Catholic Church, are set forth here as guidelines for all. The Columbarium Commission shall review policies and fees periodically and submit recommendations to the Pastor, as changing conditions may require.

Section 1. Terms

- 1.1 The term “Columbarium” shall mean the Columbarium and Memorial Garden located at Saint Andrew the Apostle Catholic Church, Saline Michigan 48176.
- 1.2 The term “Right of Inurnment In a Columbarium Niche”, hereinafter referred to as the “Columbarium Agreement” shall mean the contract between Saint Andrew the Apostle Catholic Church and any eligible person who wants to use the Columbarium for inurnment. (Inurnment is the placing of cremated remains in an urn. The process involves the placement of an urn containing cremated remains either above the ground in a niche, or below the ground in a grave.)
- 1.3 The term “Purchaser” shall mean the person who executes the Columbarium Agreement.
- 1.4 The term “eligible person” or “immediate family”, shall mean any current or previously registered member of Saint Andrew the Apostle Catholic Church, his or her spouse, their parents, siblings, children and grandchildren (i.e. natural, adopted or step-children), including any of these named relatives who may be non-Catholic.
- 1.5 The term “niche” shall mean a designated space in the Columbarium.
- 1.6 The term “memorial plaque” shall mean a plaque remembering loved ones who have been reposed elsewhere and are available for members of St. Andrew the Apostle Catholic Church and their immediate family as defined in section 1.4 above. A separate agreement will be used for Memorial Plaques.

Section 2. Eligibility and Use of the Columbarium and Memorial Plaques

- 2.1 The Saint Andrew the Apostle Catholic Church Columbarium and Memorial Garden are primarily for the deceased members of Saint Andrew Parish and their immediate family as defined by section 1.4.
- 2.2 The Saint Andrew the Apostle Catholic Church Columbarium and Memorial Garden are the property of the Roman Catholic Diocese of Lansing Michigan.
- 2.3 All rules for the assignment of niches and memorial plaques will be set by the Columbarium Commission and be approved by the pastor.
- 2.4 The full payment for a niche or memorial plaque and the signing of the Columbarium or Memorial Plaque Agreement give the person(s) the right to reserve a niche(s) or memorial plaque(s), so the designated person(s) have the right to be inurned or memorialized. The Columbarium Agreement does not convey ownership of any real property to the individual (s) who are party to the Columbarium Agreement.
- 2.5 A purchaser may transfer the rights evidenced by the Columbarium Agreement to members of his or her immediate family as defined in section 1.4 but to no other person, estate, or corporation by will, intestate succession, or otherwise.

Section 3. Columbarium Agreement

- 3.1. The written Columbarium Agreement is the sole Agreement between Saint Andrew the Apostle Catholic Church and any purchaser as defined in section 1.3 with respect to the use of a niche in the Columbarium.
- 3.2. The Columbarium Agreement shall be evidence of the purchaser's right to the use of a niche (s) in the Columbarium for inurnment.
- 3.3. The purchaser shall pay the purchase price in full and sign the Columbarium Agreement. The Columbarium Agreement shall be signed by the pastor, or his appointed representative, and a copy shall be delivered to the purchaser.

Section 4. Funds

- 4.1. The cost of the Columbarium and Memorial Garden will be self funded through the sale of niches. A portion of the proceeds from niche sales will be placed in an interest bearing account to establish and support a perpetual care fund for the upkeep of the Gardens and Columbarium. Only the interest on this account will be utilized for the initial perpetual care. The balance of the proceeds from the initial niche sales will be placed in an operational account for the purpose of reimbursing the cost of construction, maintenance and future enhancement. The pastor, at his discretion, has the right to assign niches based on need.
- 4.2. Monies paid into the Columbarium and Memorial Garden accounts may not be used for any purposes other than for which they were originally intended.

Section 5. Administration

- 5.1. A Columbarium Commission composed of parishioners will manage the Columbarium and Garden. Its purpose shall be to administer, manage, and maintain oversight of the operation of the Columbarium and Garden in compliance with this Governing Policy. It will include the pastor, and not more than 5 other members, appointed by the pastor.
- 5.2. The pastor will appoint the members for a two or three year term. No member may serve more than two consecutive terms. Members' appointments will be staggered to assure historical continuity.
- 5.3. A chairperson and vice-chairperson will be elected by the commission.
- 5.4. The commission shall oversee the purchase of Columbarium niches and memorial plaques in accordance with the Governing Policy. Numbered niches, once assigned, as evidenced by the Columbarium Agreement, will not be changed, so long as the Columbarium Agreement has not been terminated.
- 5.5. The Columbarium Commission shall maintain a permanent record of the Columbarium area, designating the exact location of all niches and numbers.
- 5.6. The Columbarium Commission shall meet annually or as needed to review policies and fees and issue an annual report to the Finance and Administration Commission.
- 5.7. Any action of the Columbarium Commission may be determined by majority of the members present at any regularly scheduled meeting, subject to the pastor's approval.

Section 6. Inurnment

6.1. Arrangement for the inurnment of cremated remains must be made through the pastor or his duly appointed representative.

Arrangements should be made in advance of inurnment to permit the verification of required documents. Inurnment of cremated remains shall be made only in an urn that meets the specifications outlined in section 7.5 of this Governing Policy. Only the cremated remains of one human may be placed in a single urn. Only the cremated remains of humans are allowed to be inurned in the Columbarium.

6.2. No more than two persons' cremated remains, as defined in section 1.4, may be inurned in a niche. Exceptions to the immediate family rule require the approval of the pastor.

6.3. The rites of inurnment will be in keeping with Roman Catholic forms of worship and prescribed by the pastor. Exceptions must receive approval by the pastor.

6.4. An agreement shall be executed by all involved parties for each Columbarium niche, or memorial plaque, setting forth the right of the parties, including specifically, a provision granting full authority to Saint Andrew the Apostle Catholic Church to move or relocate niches with cremated remains and/or memorial plaques, if the Saint Andrew the Apostle Catholic Church Columbarium and Garden should be relocated. Such relocation would be at the sole expense of Saint Andrew the Apostle Catholic Church.

6.5. A niche may be opened and the contents removed only for good cause as determined by a majority vote of the Columbarium Commission. A written request is required from the surviving spouse or next of kin of the deceased.

- 6.6. The Parish may purchase an unoccupied niche for just cause as determined by the Columbarium Commission and/or the pastor. The re-purchase price will be the original price less an administration fee and any expenses incurred.

Section 7. Miscellaneous

- 7.1. All parties of the Columbarium Agreement shall be subject to this Governing Policy and any amendments thereto.
- 7.2. Any and all matters arising in connection with the operations and maintenance of the Columbarium and Garden not covered in the Governing Policy or the Columbarium Agreement shall be determined by the Columbarium Commission with approval by the pastor.
- 7.3. Any notices given hereunder shall be to the most recent address supplied to Saint Andrew the Apostle Catholic Church by the purchaser of record.
- 7.4. Engraving – All engraving will be arranged through the Saint Andrew the Apostle Catholic Church Columbarium Commission and paid for at the time of need by the family member(s) responsible for making inurnment arrangements. The engraving style will be the same for all niches.
- 7.5. Urns to be used for cremated remains must be made and designed for this specific purpose and reflect the dignity and respect appropriate for human remains and Christian tradition. Each niche in the St. Andrew Columbarium is designed to hold one or two urns. The interior dimension of each niche is 11 7/8" high by 11 7/8" wide by 12" deep. Care must be taken to select urns that will fit into the space in a respectful manner.

- 7.6. Nothing of either a permanent or temporary nature shall be placed in the Columbarium and Memorial Garden without written authorization of the Columbarium Commission and approved by the pastor.
- 7.7. The fee at the time the Columbarium Agreement is executed will cover the right of inurnment of cremated remains and perpetual care of the Columbarium. The Church is not responsible for any other costs such as funeral home charges, cremation costs, etc.
- 7.8. Saint Andrew the Apostle Catholic Church and the Columbarium Commission will manage the Columbarium and Memorial Garden to the best of their ability, and distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by elements, acts of God, common enemy, thieves, vandals, malicious acts, explosions, invasive accidents, riots or order of military, or civic authority whether the damage is direct or collateral, other than herein provided.
- 7.9. The Columbarium Commission, with the approval of the pastor, will have sole responsibility for maintaining the uniformity of design and materials used for the Columbarium.