

Columbarium Policy and Rules
Front Street United Methodist Church
Burlington, North Carolina

The Columbarium of Front Street United Methodist Church, Burlington North Carolina is located on the premises of the church for the interment of the cremated remains of eligible deceased persons. The Policy and Rules are established to assure that the procedures for interment and memorializing are carried out in an orderly and reverent manner, and to describe and explain the services provided by the church in connection with these activities.

DESCRIPTION: The Columbarium consists of niches, uniform in size, for the interment of the ashes of cremated humans. Each niche is covered with a granite plate, uniform in size, to be engraved with the name(s) and dates of birth and death of the deceased persons.

ELIGIBILITY: The Columbarium is restricted to the interment of (a) member(s) of Front Street United Methodist Church, Burlington; (b) spouses of members; (c) children or stepchildren of members; (d) parents or step-parents of members; (e) current or past ministers of the church; and, (f) former members as approved by the Buildings and Grounds Committee after a written request. Any other request may be approved by the Buildings and Grounds Committee.

PURCHASE OF NICHEs: Each niche may hold up to two urns. Right of interment of the first urn is \$1000. A second urn may be interred for additional \$500. Niches within the Columbarium may be purchased only by those individuals defined in the section on ELIGIBILITY (above). The right to use a niche may not be sold or transferred in any manner. Designation of the person to be interred may be changed by a request in writing from the purchaser at any time prior to death. A niche may be surrendered by the owner back to the church upon written notification for a full refund, less an administrative fee of \$50. If a deceased person for whom a niche is reserved is not interred within eighteen (18) months of the date of his/her death, that reservation may be canceled or declared expired at the discretion of the Church, and if declared canceled or expired previous payment will be refunded to the Purchaser or their estate, less an administrative fee of \$50.

The legal title to all niches will at all times remain with the church. No ownership in the Columbarium and its property is involved. Each niche will be assigned a specific number. Specific niches for the interment of cremated remains may be purchased upon payment of designated fees and execution of required documents. The Trustees may change these fees in the future upon approval of by the Board of Trustees. Any niche not previously purchased or reserved may be selected by the purchaser. Purchases may not be transferred to another person without prior written permission of the Trustees. A contract form for the purchase of a Columbarium niche is attached to these rules as Exhibit A.

MANAGEMENT: The church will receive all payments and disperse all expenditures in a separate account to be known as "The Columbarium Fund" apart from and entirely separate from the general budget. Appropriate annual audits and reviews will be performed in accordance with the church's regular accounting procedures. Any surpluses generated after all expenditures have been satisfied may

revert to the general church funds at the direction of The Church Council. The church will maintain a record of each interment in the Columbarium. The name(s) of the deceased in each interment, the deceased's dates of birth and death, and the deceased's next of kin or legal representative will be included therein. The church will also maintain a list of the persons who have reserved niches, together with the names of the next of kin or legal representatives of such persons.

ADDRESSES: It will be the responsibility of the purchaser to keep the church advised at all times of the current mailing address of themselves, the person for whom the niche is reserved, and of the next of kin. The purchaser will normally be the individual that the church would contact for any reason.

INTERMENT: Memorial Services for the interment of cremated remains will be performed by a pastor of Front Street United Methodist Church or some other person the Pastor designates in consultation with the family of the deceased.

URNS: The urns containing the cremated remains of the persons to be interred in the Columbarium will be provided by the deceased's family or legal representative, and the provider will be responsible for the cost of each urn. A niche may contain one or two urns of deceased persons. The interior dimension of each niche is 12" high x 12" wide x 12" deep. Each urn or urns will not exceed the interior dimensions.

COST: The cost of cremation is not covered by any fee paid to the church pursuant to these operating rules. The church will not offer cremation services. No expenses other than those prescribed herein are covered by the prescribed fees.

NICHE COVERS: Engraving of niche covers will be of uniform size and style as prescribed by the church. The purchaser is solely responsible for the accuracy of the instructions to the engraver. 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 persons will be inscribed with such information for both persons. Cost for engraving will be paid by the Purchaser directly to the engraver.

FLOWERS: Flowers may be placed in the area immediately in front of a niche on the day cremains are placed in a niche. The flowers may be left for 2 days following the day of the interment of cremains. After that time period, we ask that the family remove the flowers. If not removed by the family, the church will remove and discard them.

SUPERVISION: The use, management and maintenance of the Columbarium will be supervised by the Buildings and Grounds Committee. The purchaser may contact the church office to make arrangements.