

## **RULES, POLICIES & REGULATIONS RELATED TO SACRED HEART CATHOLIC CHURCH COLUMBARIUM**

**105 WAUGH STREET, COLUMBIA, MO 65201**

### **I. PURPOSE**

The Sacred Heart Catholic Church Columbarium has been created to provide a space for inurnment of cremated remains of deceased Church members and other eligible persons.

### **II GOVERNANCE**

1. The Columbarium Committee administers, operates and maintains the Columbarium under a delegation of authority from the Parish Council. The sacred canons of the Roman Catholic Church and the norms of the Diocese of Jefferson City govern in all cases.
2. The Committee shall consist of at least three persons, all of whom shall be members of Sacred Heart Church. Committee members shall be approved by the Parish Council and shall serve for at least one year and no more than 5 consecutive years.
3. The Committee shall have authority to:
  - a. Elect its own Chairman, Vice Chairman, and Secretary/Treasurer.
  - b. Set meetings according to need.
  - c. Suggest procedural changes, subject to approval of the members of the Parish Council.
  - d. Receive proceeds from the sales of niches and make disbursements or pay expenditures, subject to accounting for such financial transactions to the Parish Council upon request, using designated accounts with designated financial institutions.
  - e. Generally, administer, operate and maintain the Columbarium consistent with these Rules, Policies, and Regulations, maintaining all records and documentation relating to the Columbarium, the sale of niches, and all inurnments in the Columbarium.

### **III ELIGIBILITY FOR INURNMENT**

Eligible purchasers of a niche will include Parish members or former Parish members and their immediate and extended families. Others will be allowed to purchase upon the recommendation of the Columbarium Committee.

### **IV FEES**

The one-time fee a niche in the Columbarium is \$1500.00 if paid in cash or check. If the fee is paid with credit card the cost will be \$1560.00. This fee includes all costs directly associated with inurnment, inscription of names and date of birth and death, and perpetual care in the Columbarium. It does not include the cost of urns, cremation, transportation and other off-premises costs. It does not include the cost of pre-approved epitaphs, quotes and or additional artwork etched or sandblasted into the faceplate. The fee may be changed if recommended by the Committee and approved by the Parish Council. Current holders of an Inurnment License and Agreement will neither be reimbursed nor assessed additional costs if the fee changes in the future.

## **V PURCHASE OF NICHES**

Each niche in the Columbarium shall have a capacity for cremains of two individuals. (additional cremains may be possible with approval of the Columbarium Committee) To purchase a niche, an eligible person will obtain a Columbarium Packet from the Church business office or website. This packet contains instructions for completing forms, a copy of the Columbarium Brochure, the Columbarium Rules, Policies, and Regulations, an Inurnment License and Agreement, an Application to Purchase and Certificate, and an Inscription Order Form. The applicant will complete all appropriate forms and submit them, with payment in full, to the Church. A member of the Committee will contact the applicant to ensure that all information is correct and then submit the application to the Committee for final approval. When the application is approved, the applicant will be issued a completed Certificate to a Right of Inurnment.

## **VI SELECTION OF NICHES**

When an application has been approved, the applicant will have the right to select any niche(s) which may be available at that time. If more than one application shall have been approved on the same date, the rights of preference shall be based on the date and time the completed applications were received.

## **VII MANNER DELIVERING OF ORDER FORM**

The purchaser shall be responsible to provide written orders in a clear and precise manner. The Church shall not be held responsible for any mistake occurring due to lack of precise written instructions as to either the inscription upon or the location of the niche where inurnment is desired.

## **VIII INURNMENT PROCEDURES**

- a. *Services.* Only a Priest or a Deacon serving Sacred Heart Catholic Church or a designee invited by the aforementioned shall be authorized to officiate at an inurnment service in the Columbarium. The committal service shall be at the convenience of Sacred Heart Catholic Church and may or may not be inurned on the date of the funeral ceremony.
- b. *Cremains.* An urn holding the cremains must fit in the niche. If the purchaser wishes to use a container other than an urn, pre-approval from the Committee shall be required.
- c. *Inscription on Niches.* All niche face plates must include the standard inscription data of the deceased's full name, date of birth, and date of death. The purchase price of the inurnment rights shall include the cost of the standard inscription data. Arrangements for the standard inscription data shall be made by the Committee with preapproved providers. Additional inscriptions, epitaphs, quotes or artwork must be preapproved by the Committee and completed by an approved provider. Costs will be paid by the Licensee at the time they are incurred.
- d. *Personal Items.* Personal or memorial items may be placed in the niche along with the urn as long as the items will fit in the original size of the niche, and not be of a volatile nature. These approved items may be photographs, letters, news clippings, etc. The Church shall be held harmless for any damage, decay, or destruction of said personal items placed in the niche. The Church hereby offers no warranty for the preservation of said personal items.

## **IX FLOWERS, ORNAMENTS AND DECORATIONS**

- a. *Floral Regulations.* The Columbarium will be located out of doors and is designed with a garden setting. Therefore, no additional flowers, plants, or decorations shall be permitted other than the day of the Inurnment service. If not removed within 24 hours of the service the flowers and their containers will be removed and or disposed of without notice to the owner and without liability.
- b. *Prohibited Ornaments.* The use of any decoration of a Columbarium niche is prohibited. The placing of any items such as toys, signs, wreaths, ornaments, or any other article shall not be permitted other than the day of the Inurnment service. If these articles are not removed the same day of the service the articles will be removed and or disposed of without notice to the owner and without liability.

## **X OBLIGATION OF NOTIFICATION**

**The licensee of inurnment rights has an obligation to keep the Church notified concerning his or her current address and/or related information prior to inurnment. The licensee also has an obligation to name a designee to receive information regarding the columbarium and provide current contact information.**

## **XI PERPETUAL CARE FUND**

An established percentage of funds from the sale of niches shall be maintained by the Church under direction of the Committee as a perpetual care fund for the upkeep of the Columbarium, including the following:

- a. Routine maintenance.
- b. Floral arrangements and seasonal plantings
- c. Insurance as required
- d. Future additions, modifications and/or repairs to the Columbarium
- e. Other uses at the discretion of the Columbarium Committee, subject to Parish Council approval

## **XII TRANSFER OR ASSIGNMENTS**

- a. *Resale.* The Committee has the right of first refusal prior to purchase prior to the resale of a niche at the current standard purchase price or the original purchase price less the current transfer fee, whichever is lower. Any new owner would have to meet the criteria in Article III of this document and would be subject to approval by the Committee.
- b. *Removal.* Cremains remain the property of the family or the estate of the deceased. If cremains from the person listed on the Certificate have been inurned in their niche and the heirs wish to remove all the cremains, rights to the niche will revert to the Church, with no compensation due to the owner's estate.
- c. *Niche Use.* No cremains may be inurned in any niche except those for the person listed on the Certificate to a Right of Inurnment for that niche without a special exception made and approved by the Committee.

### **XIII TITLE AND RETAINED RIGHTS**

The Columbarium is owned by and is part of the Church. The holder of a Certificate acquires a license to rights in the Columbarium. Legal title to the Columbarium and all niches remains with the Church at all times. The Certificate attests only to the right to inurn the cremains of the person named on the Certificate in the specific niche stated in the Certificate. Assignment of cremains to a specific niche shall constitute only a license to use such niche pursuant to these Rules, Policies and Regulations, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records maintained by the Committee, the latter shall control.

### **XIV REMOVAL OF CREMAINS BY THE CHURCH**

- a. Cremains may not be removed from the Columbarium without the written consent of the Church and the Designee of the Right of Inurnment. The rules stated in the section, *Transfers of Assignments*, shall apply.
- b. In the event that the Columbarium requires repair in order to maintain its integrity, the Licensee agrees to permit the temporary removal of any cremains until those repairs are completed.

### **XV TERMINATION OF THE COLUMBARIUM**

The Right of Inurnment will continue as long as the present Church edifice stands and is owned and utilized as the primary place of worship by the Church. If the present edifice is to be sold and/or demolished and a replacement Columbarium is constructed at the current site or at a new site, any Licensee will be entitled to an inurnment space equivalent to the space occupied at that time and the expense of the move will be borne by the Church.

### **XVI PERSONAL CONDUCT IN THE COLUMBARIUM AREA**

The Columbarium is part of the Church, and all persons in the Columbarium area are expected to conduct themselves in accordance with customary good decorum as normally observed in a sacred area of the Church. Any member of the Church staff is empowered to enforce these rules and regulations and to exclude from the Columbarium area any persons(s) violating these rules and regulations.

### **XVII PROTECTION AGAINST LOSS**

The Church may carry insurance for its own benefit upon the Columbarium and contents as the Committee sees fit. However, there is no obligation upon the Church or the Committee to provide any insurance for the benefit of the Inurnment Rights holders.

### **XVIII AMENDMENT OR WAIVER OF OPERATING RULES**

The Sacred Heart Parish Council may, at any time, amend, repeal, suspend, or waive the rules and requirements of these *Rules, Policies and Regulations*. Waiver of any rule or requirement shall not be construed, unless specifically so stated by said Council, to constitute a continuing waiver of that rule or requirement. Circumstances change so rules & regulations may be amended by the Sacred Heart Parish Council.