

ST MARKS LUTHERAN CHURCH

Randolph, MN

Columbarium Policies and Procedures

Purpose of the Columbarium

The Columbarium at St marks Lutheran Church provides a special place for the inurnment of cremated remains of deceased church members and others. The Columbarium contains 144 double niches and an Ossuary capacity of 275 soft urns.

Management of the Columbarium

The Columbarium committe will manage the Columbarium, maintain a Columbarium diagram, and keep records regarding reservations and persons inurned in the Columbarium including names, dates of birth and death, and inurnment dates. Niches are identified as shown on the Columbarium diagram.

The Niche

Each niche has the capacity for two urns. The urns will not be provided by the church and are not included in the price of the niche. The committee will work with the family in regards to the engraving on each niche faceplate. The contents of each niche shall be limited to the deposit of the urn(s), and each urn may only contain the cremated remains of one human. No object other than the urn(s) of cremated human remains may be placed in any niche.

Niche Pricing

The fee schedule will be provided to those interested in purchasing a niche. The fee includes the right of inurnment in the reserved niche and ongoing care of the Columbarium. All inscription and shipping costs for the niche will arranged with Eickhof Columbarium. The reservation fee does not include the cost of cremation or the urn. The committee may change the reservation fee upon approval of the Finance Committee. If the reservation fee is changed for future niche reservations, those with pre-existing niche reservations will not be charged any additional reservation fee nor will they receive a refund for any amount previously paid.

Reserving a Niche

A niche may be reserved by submitting a completed Application for Columbarium Reservation, available from the church office. A niche reservation is not complete until (1) the Application has been approved and accepted and (2) the full fee has been paid to the church. Upon full payment of the fee, the applicant will have the right to select any niche available at that time and a Right of Inurnment Certificate will be issued.

Inscriptions on Niche Faceplates

The inscriptions on each niche faceplate shall be limited to the guidelines provided by Eickhof Columbarium. The church shall only be responsible for correcting errors on the inscription which deviate from the names and dates on the Inscription Order Form.

Designating the Persons to be Inurned

Each Application for Columbarium Reservation must designate the person(s) to be inurned. No remains may be inurned in a niche except those of the person(s) designated on the Right of Inurnment Certificate for that niche. At any time prior to the death of the person(s) to be inurned, the holder of a Right of Inurnment Certificate may designate different person(s) to be inurned in a reserved niche by submitting an Application for Columbarium Reservation Change in Designated Person to the committee.

The Application for Columbarium Reservation Change in Designated Person will be reviewed for compliance with applicable policies and procedures. If approved, a revised Right of Inurnment Certificate will be issued and the Parish will update the Columbarium records accordingly.

Certificate Owner's Mailing Address

Each holder of a Right of Inurnment Certificate must notify the committee of changes to his or her mailing address and phone number. Correspondence sent by the church to the holder of a Right of Inurnment Certificate at the last address that he or she provided to the church will be deemed received by the owner seven days after the correspondence is sent.

Refusal to Inter

The Parish, subject to Canon Law and civil law, may refuse to inter the cremated remains of any person. In such an event, the Parish shall offer to refund the reservation fee paid by the holder of the Right of Inurnment Certificate for that niche. The refund shall be offered to the holder of that Right of Inurnment Certificate or the Estate of that person.

Inurnment Service

Only the Pastor of the St. Mark's Lutheran Church, or another person authorized by the Pastor, shall officiate at an inurnment service in the Columbarium. The committal service shall be at the convenience of the Pastor and the family of the deceased person to be inurned.

Flowers, Flags, Signs, and other Decorations

No flowers, real or artificial, are allowed in the Columbarium area, except at the time of inurnment. Flags, signs, and other decorations may not be placed in or near the Columbarium. Prohibited items will be removed and disposed of by the committee without notice and without liability to the holder of any Right of Inurnment Certificate, the Estate of any person inurned in the Columbarium, or any other person or group.

Transferring a Niche

The right to use a reserved niche may not be sold or otherwise transferred. That right can only be cancelled and surrendered back to the church.

Cancellation of a Niche Reservation

A holder of a Right of Inurnment Certificate may cancel his or her reservation and surrender it back to the church by providing written notice of cancellation to the church. In that event, no compensation will be due to the holder of the Right of Inurnment Certificate, the holder's estate, or any other person or group.

Cancellation of a Niche Reservation when a Niche is not Used

If the remains of the person(s) designated on the Right of Inurnment Certificate have not been inurned in the niche within either 5 years after the death of the last surviving person listed on the Right of Inurnment Certificate or 120 years after the birth of the youngest person listed on the Right of Inurnment Certificate, the rights under that Right of Inurnment Certificate will be cancelled and surrendered back to the church, with no compensation due to the holder of the Right of Inurnment Certificate, the holder's estate, or any other person or group.

Cancellation of a Niche Reservation when Remains are Removed

Cremated remains are the property of the family or estate of the deceased. If the remains of the person(s) designated on the Right of Inurnment Certificate are removed from a niche by a member of the deceased family, the Right of Inurnment Certificate will be cancelled and surrendered back to the church, with no compensation due to the holder of the Right of Inurnment Certificate, the holder's estate, or any other person or group. Cremated remains may not be removed from the Columbarium without written consent of the church.

Title and Retained Rights

The Columbarium is owned by and is part of the church. The holder of a Right of Inurnment Certificate acquires no property rights in the Columbarium, any of its niches, or any of the Parish's property. Legal title to the Columbarium and all niches remains with the church at all times. The holder of a Right of Inurnment Certificate possesses only the right to inurn the cremated remains of the person(s) named on the Certificate. Assignment of cremated remains to a specific niche is only a license to use that niche pursuant to these Policies and Procedures, as amended from time to time. In the event of a discrepancy between the Right of Inurnment Certificate and church records, the church records shall take precedence and shall control.

Removal or Relocation of Cremated Remains by the Church

Cremated remains may be temporarily removed by the church while making repairs or improvements to the Columbarium, including relocation of the Columbarium. The holder of a Right of Inurnment Certificate agrees to permit the temporary removal of any cremated remains until such repairs or relocation may be completed.

Security of Cremated Remains

The church will not willfully take an action or willfully fail to do any act that would result in the loss, destruction, or desecration of any cremated remains in niches. Otherwise, the holder of a Right of Inurnment Certificate, his or her heirs, family, survivors and successors assume the risk of the loss, destruction or desecration of cremated remains from any or all other causes.

Termination of the Columbarium

The Right of Inurnment continues perpetually as long as the present church church edifice stands and is owned by the church. If the present edifice is sold or demolished, then the Right of Inurnment will cease. If the church church edifice is sold or demolished, the church will notify the holder of each Right of Inurnment Certificate at the mailing address provided by that person to the Parish and advise that cremated remains must be removed from the niche within 180 days. If cremated remains are not removed within that time, then the church may relocate the cremated remains as it deems proper. In that event, no refund in any amount will be made to the holder of the Right of Inurnment Certificate, the holder's estate, or any other person or group.

Personal Conduct in the Columbarium Area

The Columbarium is part of St. Marks Lutheran Church and all persons in the Columbarium area shall conduct themselves in accordance with customary good decorum. The pastor is empowered to enforce these policies and procedures and to exclude any person(s) violating these policies and procedures from the Columbarium area.

Protection Against Loss

There is no obligation for the church to provide any insurance for the benefit of the holders of a Right of Inurnment Certificate.