

**The Columbarium at
St. Paul's Lutheran Church
474 Yalick Road
Dallas, [Dallas Township], Pennsylvania**

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St. Paul's Lutheran Church, hereafter referred to as the "Church" has built a Columbarium to provide niches for the inurnment of our loved ones.

RIGHT OF INURNMENT

For the purpose of control and clear understanding, a Right of Inurnment Certificate will be executed for each Columbarium Niche. The Right of Inurnment Certificate does not constitute a sale of property, but is merely the provision of a burial space. All ownership of the land, the Columbarium and surrounding property remains with the Church. This instrument states the right of the parties, including specifically a provision granting full authority to St. Paul's Lutheran Church to move or relocate niches with cremations if relocation of the Columbarium becomes necessary in the opinion of the Congregation Council.

COLUMBARIUM

Cost of Niche has been set at One Thousand Dollars (\$1,000.00) per Niche. Name plates will be engraved at the time of inurnment; inurnment and engraving cost will be included in the cost of the niche. Each niche is a nominal size of six inches in diameter and has a capacity for one urn. The following section defines the maximum urn size.

URNS

The purchase price of a niche will include one complementary urn. However, urns are available through other sources and the family may choose to purchase a different urn elsewhere. The size of an individual urn cannot exceed 6 inches x 8.625 inches and cannot exceed 8.635 inches deep.

RULES OF INURNMENT

- A. The reservation of a niche and the payment of the fee give the individual the right to be inurned. The Church provides only the niche, urn, engraving and inurnment and is not responsible for other cost for funeral expenses of whatever nature.
- B. A member who possesses a Right of Inurnment Certificate may then apply at any time for authorization for the inurnment of a single urn containing the cremated remains of that member, the member's spouse or the member's immediate family, e.g. issue, parents or others' upon the approval of the Pastor. A separate authorization shall be required for each inurnment. A separate Right of Inurnment Certificate is required for each niche.
- C. No transfer of reservation of a Columbarium niche may be made to another person, estate or corporation. However, the church may repurchase an unused niche for just cause as determined by the Congregation Council. The repurchase price will be the original price less an administration fee which will be deducted from the refund. Once an inurnment is complete, no refund will be made.
- D. All arrangements for inurnment will be under the direction of the Pastor of the Church. The service will be as prescribed by the Pastor of the Church in consultation with the family and in accordance with the doctrine of the Lutheran Church. Exceptions must receive prior approval of the Pastor. Neither the church nor the Pastor shall be responsible for the Rights of Inurnment or for the identity of the remains which are to be inurned.
- E. The urn should be sent with the body to the crematory for emplacement of the ashes. The funeral home or the family will make these arrangements. The urn cap is permanently placed once the ashes are enclosed. The urn will be placed by the church in the individual reserved niche following the Memorial Service.
- F. The purchaser assumes the obligation to have the remains cremated and otherwise prepared in accord with the applicable laws of the State of Pennsylvania.
- G. Removal of an urn for permanent inurnment in another facility will be permitted only upon presentation of the appropriate legal documents and payment of an administration fee determined by the Congregation Council, plus the cost of either replacing the front panel cover or whatever is necessary to return the niche to its original state.
- H. Payment options: \$1,000.00 per niche
 - 1. Payment in full at time of purchase
 - 2. Timed Installments – three, six or twelve months – as agreed upon with Church Treasurer – over a two year period if necessary.

- I. Only the cremations of humans are allowed to be inurned in the Columbarium.
- J. If a niche remains unused more than five years after the death of the person whose name is on the Right of Inurnment Certificate, the niche will revert to the church without reimbursement. However, within five years after the death, the Congregation Council will honor the first written request from any next of kin who is an eligible person, that the Right of Inurnment Certificate be reissued in his or her name.
- K. Persons eligible to be inurned in the Columbarium include:
 - 1. Parishioners and their family members
 - 2. Former parishioners and their family members
 - 3. Others, with prior approval of the Pastor
 - 4. Note: Family members [others] need not be Lutheran to be interred.

RESPONSIBILITIES OF THE CHURCH

- A. The Church shall maintain the Columbarium in good condition, care for all niches, take reasonable precautions against defacement or defilement of the niches, and the engraving thereon. Maintain and preserve all records pertaining to The Columbarium (responsibility of Church Treasurer). To foregoing obligations, all maintenance expense will be funded from fees received for each space, as well as gifts and memorials designated for this purpose.
- B. If sufficient funds and need exist, the Congregation Council shall have the right to physically expand the Columbarium.
- C. In the event that St. Paul's Lutheran Church or the Columbarium shall be relocated or ceases to operate or in the event of destruction of the Columbarium resulting from an act of God, the Church shall cause the reinurnment of the ashes with the relocated facility or the precinct of another Christian Church. If such is not available, the Congregation Council shall cause the ashes to be disposed of in accordance with Lutheran Doctrine and legal manner.
- D. Manage the maintenance and finances of St. Paul's Columbarium including recommending any necessary renovations or additional construction.
- E. Ensure timely delivery and installation of engraved niche place markers.

- F. The Congregation Council and Pastor will decide any matter not covered by the guidelines and will review and amend them as required. All who use the Columbarium agree to abide by the guidelines as they now exist, or as they may be amended in the future.
- G. The Church Treasurer will be responsible for daily administration and will maintain the following records.
1. Of each person to whom a Right of Inurnment is issued.
 2. Of each inurnment of remains in a niche.
 3. Of the names and addresses of the next of kin.
 4. Of a diagram showing the individual niche the parishioner is reserving in the Columbarium.
 5. Of each name engraved, dates of birth and death and placement of engraving order.
- H. A uniform charge of \$1,000 for the Right of Inurnment Certificate shall be as determined by the Congregational Council and shall include a niche, engraving, inurnment and the cost of perpetual care of the Columbarium.
- I. The Finance Committee with approval of the Congregation Council, is responsible for the management of all funds directly associated with the Columbarium. The Church Treasurer will maintain financial records for the Columbarium including names and inurnment certificates of all purchasers and well as disbursements..
- J. The costs of the Columbarium will be paid by fees and donations from those who purchase a Right of Inurnment and/or Memorial Donations to the Columbarium Fund. This includes the maintenance of the Columbarium and the grounds immediately adjacent to the Columbarium.
- K. Funds will accumulate in the Columbarium's line item fund (Luzerne Savings Account) to be used for maintenance and landscaping of the Columbarium area.
- L. The Congregation Council [Property / Landscaping Committee] will provide suitable planting and landscaping in the Columbarium area. No flowers, plants or other decoration may be placed in the areas without prior approval of the Congregation Council. Memorial flowers may be placed in the church on any designated Sunday.
- M. Special cases may arise in which literal enforcement of these guidelines or fees may impose unnecessary hardship. The Pastor and the Congregation Council, therefore, reserve the right, without notice, to grant exceptions to any of these guidelines or fees. Such exceptions shall in no way be construed as affecting the general application of these guidelines and shall not constitute a waiver of any of them.