

**COLUMBARIUM
FIRST PRESBYTERIAN CHURCH OF SALISBURY, NC
RULES AND REGULATIONS**

The purpose of the Columbarium is to provide a place on the property of First Presbyterian Church of Salisbury ("Church") for the permanent preservation of the ashes of cremation for church members and others as described in item 3 of this document. 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. This is to be a place especially for those who love the Church and have a sense of closeness to it that they would like to preserve even after death. It shall be hallowed ground, sacred to the memory of those who have departed from our midst.

Arrangements for the interment can be made through the church Business Administrator. When possible, the arrangements should be made well in advance of need, so that the decisions can be calm and devoid of a sense of emergency. All financial considerations must be paid prior to use. No interment can be made without prior written consent of the church.

Interment will be by placement in a niche. One of two interments can be made in canisters in a single niche. Each niche will be covered with a granite plate, uniform in size, which shall be engraved and limited to the name(s) and dates of birth and death of the interred (see enclosed example). The niche interior dimensions are 9" deep, 13" wide, and 9 ½" high. Containers must be small enough to fit in these dimensions. Memorial services and interment can be arranged at a time mutually convenient to the family and the church. There are no provisions for the scattering of ashes in the Columbarium area; therefore, this ceremony will not be allowed.

The Columbarium has areas for commemoratives of Memorial Plaques and a Memorial Walkway that are included to honor church members and others as described in item 3 of this document who have been interred in our Columbarium or elsewhere. The Memorial Plaques will have space for two lines of engraving which will consist of an individual name followed by date of birth and death. Individual bricks in the Memorial Walkway will have space for three lines of engraving which will consist of one or more individual names (see enclosed example).

Those wishing to use the Columbarium will sign a written application indicating a knowledge and acceptance of these "Rules and Regulations". Upon acceptance and approval of the application and receipt of the appropriate financial consideration, the Church will issue a certificate acknowledging payment and right of use.

1. The Columbarium shall be managed by the Columbarium Committee ("Committee") composed of the chairman of the Property Committee, the Business Administrator, and one appointed member each by and from the Session and the Diaconate. The Moderator of the Session shall be an ex officio member of the Committee. The Committee shall be under the direction of and report annually to the Session.

The Church Business Administrator shall maintain appropriate records of all purchases and allowable transfers, openings and removals, any and all other matters and things relating to and connected with the operation and maintenance of the Columbarium.

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2. Withdrawals from the Columbarium account for other than normal maintenance and repair shall be made only upon approval of the Committee. All records and books of account for the Columbarium Fund shall be subject to audit as are other accounts and funds of the Church.
3. Certificates of Purchase for interment and commemoratives will be issued only to members of the Church, their spouses and children. Other applications can be considered by the Committee, and, if recommended, forwarded to the Session for approval.

A Certificate of Purchase shall not be issued until the purchase price is paid in full and the purchaser has agreed to abide by the Rules and Regulations.

The Church Business Administrator shall receive applications for purchase of Columbarium niches and commemoratives on a first come-first served basis. Applications shall be completed in writing on a form approved by the Committee. It shall be the duty of the Business Administrator, in consultation with the Committee, to determine that applications for purchase are in proper order and that applicants are eligible persons. The exact location of an interment and each memorial plaque and memorial brick will be recorded on a Master Grid of the area. Since the area is not a cemetery, no parcels of land will be sold and no deeds will be issued. In the event that no interment shall have occurred within ten years after the death of the person to whom the Certificate has been issued, the Session may terminate that Certificate, with written notice, unless a spouse or lineal descendent shall have advised the Session in writing of an intention to have the remains interred in the space.

The purchaser upon written notification may surrender an unused niche back to the church. A refund will be issued for the purchase amount less a \$500.00 administrative fee. Payments made for yet to be engraved memorial plaques and memorial bricks will be refunded in full.

It shall be the responsibility of the purchaser to keep the church advised of their current mailing address as well as that of the person(s) for whom the niche is reserved and their next of kin. The purchaser would normally be the individual that the church would contact for any reason.

4. The persons arranging for each interment shall supply a container acceptable to the Committee and containing the cremated remains. A plastic container is considered the minimum acceptable standard.

The cost of cremation and any attendant cost and expense shall be the responsibility of and shall be paid by the person or persons at whose direction ashes are interred in the Columbarium.

5. A niche may be opened and the cremains removed only for good cause as determined by a majority vote of the Committee. Any expense will be borne by those requesting such action. All such openings and removals shall be fully documented with the church being released from any and all further responsibility.

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A request by individuals to remove cremains will only be accepted by executing a Withdrawal Agreement satisfactory to the Columbarium Committee.

6. No certificate of Purchase shall be transferred by purchase, by gift, by will, intestate succession or otherwise, except upon a majority vote of the Committee. The Business Administrator of the Church shall document consent, if given, with appropriate restrictions written on the face of each Certificate. In the event of any unauthorized transfer, the Certificate of Purchase shall become null and void and the niche and/or commemorative shall revert to the church. The purchase price shall be refunded, less the administration fee.
7. Only an ordained minister serving the Church, or an ordained minister approved by the Committee, shall be authorized to place or to oversee the placement of the remains of any person in the Columbarium niche. The interment shall be at the convenience of the Minister and the family of the deceased.
8. No interment shall be allowed without the permission of the holder of the Certificate of Purchase except when such holder has died and his or her ashes are to be interred.
9. No flowers, flags, decorations, or any other memorabilia will be permitted inside the Columbarium except during the interment service.
10. All holders of Certificates of Purchase of Exclusive Rights of Interment and Commemoratives shall be subject to the Columbarium Rules and Regulations, and any amendments.
11. Amendments to these Rules and Regulations may be made only upon recommendation of the Committee and approval by the Session of the Church.
12. Any and all matters arising in connection with the operation and maintenance of the Columbarium not covered in the Rules and Regulations on the Certificate of Purchase issued shall be determined solely by the Session upon the recommendation of the Committee.

The Columbarium committee will manage the facility to the best of its ability and will not be responsible for any damage or injury to the Columbarium and its contents, except as caused by its gross negligence.

First Presbyterian Church of Salisbury
Passed by Session

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Application Sequence
(For internal use only)

1. When an applicant or applicant's representative approaches any staff or church member, they are to be referred to the Business Administrator (BA).
2. The BA gives the applicant an "Application for Use" form along with a copy of the Rules and Regulations.
3. The completed form is returned to the BA along with the appropriate funds.
4. If the applicant meets the requirements of paragraph 3 of the Rules and Regulations, the BA will issue the appropriate Certificate(s) of Purchase.
5. If the eligibility of the applicant is in question, the "Application for Use" form shall be forwarded to the Columbarium Committee for consideration.
6. The appropriate Certificates of Purchase will be issued or the application rejected depending on the decision of the Committee.
7. An approved application will be immediately recorded on the master grid, establishing the location of the purchased niche and/or memorial.

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APPLICATION FOR USE

This is to affirm that I (we) have read the Rules and Regulations of the Columbarium of Salisbury First Presbyterian Church and wish to apply for an interment niche, memorial plaque, and/or engraved brick in the Memorial Walkway; subject to the Columbarium Rules and Regulations.

Enclosed is a check for \$_____, which is to cover the expenses for the following:

___ Interment Niche for one or two cremains, \$2000 (see note below)

___ Optional memorial plaque(s), \$500 per person

___ Optional memorial brick, \$200 (see note below)

Note: Engraving for this item is ***NOT*** included in the purchase price and will be billed by engraver separately.

**Name and date for engraving: Please print clearly and legibly. This information
will be sent to the engraver.
Please be sure all information is accurate.**

Name: _____

Date of Birth: _____

Date of Death: _____

Name: _____

Date of Birth: _____

Date of Death: _____

Current Mailing address and Phone number: _____
