



# Sheridan Lutheran Church

## Columbarium Policies & Procedures

### **THE COMMITTEE**

A Columbarium Committee shall be created to manage the Columbarium and promote the Columbarium Ministry. This Committee shall consist of members of the Sheridan Lutheran Church Congregation. The Committee shall create, interpret and administer all practices and policies regarding the Columbarium. The Committee shall provide for the maintenance and security of the Columbarium out of the funds collected from the sales or other transactions, and dedicated funds held by the Sheridan Lutheran Church and Foundation. Periodically the Committee will inspect the Columbarium structure and surrounding area, and work with the Church Maintenance Staff to maintain its beauty and dignity. The Committee shall conduct a yearly financial review of available funds, niche inventory, columbarium general condition, and provide an annual report to the Church Council for inclusion in the Congregational Annual Report.

### **ELIGIBILITY**

Niches in the Columbarium are available to members of the Church and their families. They are available for the purpose of interment of human remains only. Niches may also be purchased without the intent of interring any human remains to serve as a memorial. Persons who are not members of Sheridan Lutheran Church may participate in the Columbarium at the discretion of the Executive Committee.

### **PROCEDURE OF OBTAINING A NICHE**

Anyone desiring to purchase a niche must file a written application on the form provided by the Church and include payment for the purchase price. The buyer shall provide the names of those whose remains will be placed in the niche. Niches will be numbered and identified by a row letter and a column number. No niche can accommodate more than two persons. Each niche is 12" high x 12" wide x 12" deep to hold two urns. The faceplate is 16" high and 16" wide. When the church office and a Pastor approves the application, the applicant will receive a copy of the signed agreement for the niche purchased.

### **COST, PAYMENT AND USE OF FUNDS**

The first 50 niches were sold at the discounted price of \$2,000 each. The next 50 niches will be sold at the price of \$2,500 each. The remaining niches will then be sold at a price of \$2,950 each. All but \$250 of the purchase price will be considered a donation to Sheridan Lutheran Church. Additional fees include \$100 for each time a niche is opened and closed, and \$150 for the initial engraving, and \$75 for any additional engraving. These prices are subject to change based on costs incurred from various vendors involved. Each niche holds only two urns or canisters. Not

included in the purchase price is the cost of cremation or any other fees incurred from contracted mortuary services. Installment payments for the purchase price of the niches will be considered upon request. Funds received by Sheridan Lutheran Church from the purchase of niches shall be deposited in a Columbarium account for use in perpetual care and expansion.

### **TITLE AND RIGHTS REMAIN WITH THE CHURCH**

Legal title to the niche and to the land on which the niche is placed will remain with the Church. The exclusive right to place the cremated remains of eligible persons in Columbarium niches and keep them there is granted to the purchaser based on the following conditions:

- A.) Each eligible person who has paid for and been provided a niche shall receive a copy of the agreement granting use of the niche. Any niche purchase financial balance remaining for donation or niche purchase must be paid in full prior to any inurnment service. Sheridan Lutheran Church retains the right to refuse a sale to any person or entity at the discretion of the Executive Committee.
- B.) The exclusive right to use such a reserved niche may not be sold or otherwise transferred by any individual. It can only be donated to the Church.
- C.) The Church reserves the right to relocate the Columbarium to a new location within the Church property, or to a new site. If either of these events occurs and affects a purchased niche, the church will provide a comparable niche.
- D.) For niches purchased prior to the completion of any construction, repairs to the Columbarium, or for any other reason approved by the Executive Committee, the Church may temporarily house remains in the church Chapel in a secure and appropriate location for up to 90 days or until the Columbarium construction or repairs have been completed. Any cremated remains left for an extended period or left unclaimed may be returned to a family member or personal representative.



### **OPERATION OF THE COLUMBARIUM**

The Columbarium Committee is authorized to provide a set of policies and procedures for the operation of the Columbarium, and to recommend any changes that may be required from time to time in such policies and procedures. The original policies and procedures and subsequent changes recommended by the Columbarium Committee shall become effective when ratified by the Church Council.

In addition to the policies and procedures, all inurnments, disinurnments, and removals shall comply with all federal, state, and local laws rules and regulations to the extent they are applicable to the Church. Nothing herein shall be construed as a waiver of any exception of the Church as

provided pursuant to such laws, rules and regulations. Information obtained from niche owners or occupants should be held as confidential. Information that is engraved on the granite niche stone face is public information.

The Columbarium will always be cared for and tended by members of Sheridan Lutheran Church. There shall be no future or further cost to the purchaser for the niche or its upkeep.



#### **ADDITIONAL COLUMBARIUM OPERATING GUIDELINES**

- A.) The Columbarium shall be open to visitors at all times.
- B.) Funeral services may be held in the Church or in the Columbarium area.
- C.) No remains will be interred in the Columbarium without a committal service.
- D.) Only the person's name, date of birth, and date of death may be engraved on the granite niche face stone. The Verm Arco font is the standard used with 2" lettering for last names, 1 ¼" lettering for first names, and 1" lettering for dates of birth and death. These established lettering guidelines may restrict the ability to accommodate family names generally with more than 10 characters or may require a slightly smaller font size to be used. A final proof copy of the niche lettering should be approved prior to any stone engraving being completed. All engraved characters will be painted black to highlight the finished granite face stone.
- E.) The Sheridan Lutheran Church grounds may be utilized as a "Scatter Garden" for cremated remains if desired by the family.
- F.) Only real flowers shall be allowed and may be placed only in designated areas.
- G.) Flowers or plants may be placed near the Columbarium only as approved by the Church.
- H.) Flags, signs, flowers, wreaths, and other decorations may not be placed on or attached to the Columbarium wall.
- I.) No glass vases or containers may be placed on the wall or walkway.
- J.) Prohibited items may be removed and disposed of by the Church without notice or liability to the owner of the item or any niche owner.
- K.) The Columbarium grounds will be maintained by Sheridan Lutheran Church.
- L.) The surrounding worship areas may be used by the Church as deemed appropriate.
- M.) The Columbarium grounds are part of the church campus non-smoking restrictions.

#### **AMENDMENT OR WAIVER OF COLUMBARIUM POLICIES AND PROCEDURES**

Sheridan Lutheran Church may at any time, amend or waive any of its Columbarium policies and procedures. Waiver of any policy or procedure does not constitute a continuing waiver of that policy or procedure with respect to any situation arising thereafter. Current copies of policies and procedures are available upon request.