



# The Church of the Good Shepherd

## COLUMBARIUM GUIDELINES

*revised August 18, 2015*

1. The columbarium is available for interment of ashes of any baptized or confirmed member of this parish and/or their spouse, whether or not the spouse is a member. Following approval of the Rector who shall consult with the Wardens of the parish, former members of this parish who no longer reside in the area, may also be buried here. Any other exceptions to this policy, which may arise from time to time due to pastoral concerns and necessity, may be decided by the Rector and the Wardens.
2. The cost of a double niche (designed to hold up to two urns) is \$700. Spaces in the columbarium may be reserved in advance by filling out the attached form and by remitting a check payable to the Church of the Good Shepherd. Space in the columbarium may be requested at the time of death by the deceased's family and these requests will be honored if space is available and when all other requirements are met.
3. An urn is required and will be furnished by the church at the time of need. It will be the responsibility of the deceased's family to pick up the urn at the church and deliver it to the funeral home providing service to the family. The approved urn is available to be seen at the church office.
4. The columbarium is constructed with niches built to accommodate two (2) urns. A temporary plaque is placed on the opening until the permanent plaque arrives; the church arranges for this to be done.
5. The plaque will be furnished by the church. It will be the responsibility of the deceased's family to order the plaque through the church office. Correct spelling of names and dates are the responsibility of the family to provide.
6. The urn, plaque and labor to open and close the niche will be furnished by the church and paid for by the deceased's family at time of use with a check payable to the church of Good Shepherd. These costs, as of August 2015, are as listed below and may be adjusted to reflect any manufacturer's price increases in the future.

### **1998 Columbarium**

- a. Niche space \$700.00.
- b. The initial use of a niche for one person will require an urn, plaque and labor for opening and closing at an additional cost of \$750.00.
- c. The use of a niche for the second person, if the original plaque had the second person's name and birth date on it will require an urn and death date addition on the plaque at an additional cost of \$400.
- d. If the original plaque only had one name put on it, at the time of use for the second person an urn, and new plaque with both person's names and dates on it are required at an additional cost of \$550.

## **2015 Columbarium**

- a. Niche space \$1050.00.
  - b. The initial use of a niche for one person will require an urn, plaque and labor for opening and closing at an additional cost of \$400.00.
  - c. The use of a niche for the second person, if the original plaque had the second person's name and birth date on it will require an urn and death date addition on the plaque at an additional cost of \$400.
  - d. If the original plaque had only one name put on it, at the time of use for the second person an urn, and new plaque with both persons' names and dates on it are required at an additional cost of \$550.
7. If financial assistance is needed for any of these services please contact the Rector.
  8. Any service of interment in the columbarium shall be governed by the canons of the Episcopal Church and the rubrics of *The Book of Common Prayer*.
  9. The exclusive right to use a niche may not be sold or transferred in any manner by a member, their family or heirs. Designation of the person to be interred may be changed in writing by the maker of the original reservation at any time prior to said person's death. A niche may only be surrendered back to the Church of the Good Shepherd. The Church will refund only the amount paid for the niche itself; when and if a qualified person wishes to reserve a niche. The reservation of a niche conveys the right to use the space inside the niche for interment of human ashes but no ownership, interest in the columbarium or any interest in real estate is implied. The legal title to all the niches shall at all times remain in the Church.
  10. Changes or relocation of the columbarium and its niches, their use and maintenance, are at all times subject to the Vestry of the Church of the Good Shepherd.
  11. No liability of any kind or character whatsoever is assumed by the Church of the Good Shepherd for the maintenance or preservation of the ashes of any person interred in the columbarium or for any lost or damage to the urns nor is any liability of any kind whatsoever assumed by the Church for any matter or thing relating to the columbarium, its use or subsequent maintenance.
  12. A niche shall be deemed abandoned only after all of the following conditions have been checked and satisfied:
    - a. Niche that has not been used within 21 years of the execution of this agreement,
    - b. buyer is no longer a member of the Church,
    - c. buyer does not respond to certified mail sent to last known address, and
    - d. no response or objection is received within 90 days from the date of the certified letter.If a through d are all negative, the ownership of the niche shall revert back to the ownership of the Church and can be made available to another person.
  13. By these regulations no cemetery is created, no rights or special privileges are granted to families of those whose ashes are buried, and full right and power is reserved by the Rector, Wardens and Vestry of the Church of the Good Shepherd and the Trustees of the Diocese of North Carolina or other Church bodies as may have jurisdiction.

## Contract for Burial of Cremated Remains

The undersigned hereby applies to reserve one niche in the columbarium of the Church of the Good Shepherd, Rocky Mount, North Carolina. This reservation includes a check for \$700 or \$1050.00. (Fees for the urn, plaque and masonry work at the time of interment are additional.) I understand that use of the niche shall be subject to the columbarium guidelines adopted by the Vestry (as they may from time-to-time be amended and as currently in effect set forth and attached hereto) and agree to be bound by such rules.

I request that niche number \_\_\_\_\_ in the 1998 / 2015 columbarium  
(circle one)

be reserved for

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

and

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

I understand that I may change the person(s) to be interred to any other qualified person only by written request to the Church during my lifetime.

I will inform the Church of any change of my address or the names and addresses of the persons for whom niches are reserved.

I understand that acceptance of this application is at the discretion of the Rector and the Vestry (as represented by the Wardens when necessary).

I have reviewed and received a copy of the Columbarium Guidelines and have seen the urn and niche plaque to be used, and I find all this to be acceptable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_