



## Mount Carmel Baptist Church Columbarium Policy.

### Section 1: Conditions

- A. The Columbarium will be located on the Mount Carmel Baptist Church cemetery property and will be available to visitors. Exceptions do apply when memorial services or other special services are being held in the same location.
- B. The Columbarium is the property of Mount Carmel Baptist Church

### Section 2: Eligibility and Assignment

- A. The Mount Carmel Baptist Church Columbarium is primarily for deceased members of Mount Carmel or the immediate family of a member. Immediate family members are defined as: spouse, children, siblings, parents, grandparents or grandchildren regardless of religious preference.
- B. Niches may be made available to the general public upon approval of the Cemetery Committee and the Administrative Deacons.
- C. Assignment of niches and guidelines for inscriptions will be set by the Cemetery Committee in conjunction with the Administrative Deacons.
- D. Eligible persons will be assigned niches at the time of purchase. Exceptions must be approved by the Cemetery Committee and the Administrative Deacons.

### Section 3: Reservation and Purchase of a Niche

- A. In order to reserve a niche, eligible persons must complete the Columbarium Reservation Request form as well as make all associated payments to Mount Carmel Baptist Church.
- B. Payment does not convey ownership of any real estate or property to the purchaser or the purchaser's designee, whether or not they are eligible for inurnment.
- C. No transfer of a reservation of a columbarium niche, whether or not payment of the fee has been made, shall be made to another person, estate, corporation or other legal person or entity. However, the Cemetery Committee may repurchase a niche for just cause. The repurchase price will be the original price paid by the purchaser less: 1) an administrative fee

(presently \$100) but not to exceed 10% of the purchase price of the niche; and, 2) any expenses that may have been incurred in the repurchasing process.

D. Refunds will not be offered after doors have been inscribed.

#### **Section 4: Multiple Inurnments**

- A. No more than two (2) persons' cremains may be inurned in one niche. Only two persons' cremains who are members of the same immediate family may be inurned in one niche. Exceptions to the immediate family rule require the written approval of the Cemetery Committee.
- B. If a plaque is inscribed for one person, only one person's cremains may be inurned in that niche. Once inscribed, a plaque will not be changed without the approval of the Cemetery Committee.
- C. Only the cremains of humans are allowed to be inurned in the columbarium.

#### **Section 5: Niches, Urns, and Inscriptions**

- A. Niches
  - 1. Each niche consists of an aluminum box set within a granite stone wall and includes a bronze identification plaque.
  - 2. Wall niches measure 12 inches high by 12 inches wide by 12 inches deep.
- B. Urns:
  - 1. Mount Carmel Baptist Church does not provide the urn.
  - 2. Urn selection and costs are the sole responsibility of the estate or family of the deceased.
  - 3. The deceased's family or legal representative shall deliver the urn(s) containing the cremated remains of the person(s) to be interred in the Columbarium. They shall also be responsible for maintaining and possessing the urn containing the cremated remains until such time as it is placed into its respective niche.
  - 4. Urn sizes may not exceed 11x11x11
  - 5. The Cemetery Committee may approve deviations from this policy in exceptional circumstances.
- C. Inscriptions:
  - 1. For each niche there shall be an inscription of uniform size, type, format, and composition. All such inscriptions must be provided and approved by the church.
  - 2. Each door may be inscribed only with the deceased Eligible Person's name, date of birth, and date of death.
  - 3. Doors on niches receiving the cremated remains of two (2) eligible persons may be inscribed with such information for both persons. No other inscriptions(s) will be permitted on the plaque.
  - 4. Additional costs could be incurred if a replacement plaque is required due to a change(s) in inscription(s).
  - 5. The plaque shall measure 12 inches by 12 inches by 3/4 inches deep.

#### **Section 6: Decorations and Appearances**

- A. The Cemetery Committee, in cooperation with the Administrative Deacons of Mount Carmel Baptist Church, shall arrange for the maintenance of the Columbarium.
- B. Nothing of either a permanent or temporary nature shall be affixed to or on the Columbarium wall surfaces without the written authorization of the Cemetery Committee or the Administrative Deacons.

**Section 7: Costs**

- A. Payments received at the time of reservation will cover the right to inurnment of cremains, church fees for opening and closing of a niche, inscription of the plaque, and perpetual care of the Columbarium.
- B. Mount Carmel Baptist Church is not responsible for any other costs such as funeral home charge, cremation costs, etc.
- C. Fee Structure

	Member	Non-Member
Single Niche	\$400	\$1000
Double Niche	\$800	\$2000

- D. Any exceptions to this policy must be approved by the Cemetery Committee.

**Section 8: Contributions**

On occasion, individuals or families may wish to provide additional contributions to the Columbarium for the purpose of adding appropriate furnishings such as seating, artwork, or the like. The Cemetery Committee and the Administrative Deacons are charged with directing those funds and maintaining the Columbarium in accordance with the initial design.

**Section 9: Allocation of Funds**

- A. Funds received from those who purchase a Right of Inurnment, or who make contributions to the columbarium, may be used for costs associated with construction, supplies/services (doors, inscription, etc.), perpetual care, and damages to the columbarium, and other costs which are not covered by insurance.
- B. It is understood that all of the initial funds are used to pay first for the construction of the initial phase of the Mount Carmel Baptist Church Columbarium, the columbarium niches, doors, the perpetual care fund, and future expansion construction funds, in that order.
- C. Funds received from those who purchase a Right of Inurnment may not be lent or used for other events or activities whether or not church related.

## **Section 10: Right of Church to Remove Cremated Remains**

The Church shall reserve the right to remove the cremated remains of the deceased interred in the Columbarium and place them in another appropriate location, whether on the present grounds of the Church or elsewhere, upon the occasion of the relocation or discontinuance of the Columbarium or Church for any reason.

## **Section 11: Removal of Cremated Remains by Entities Other Than the Church**

- A. Upon the request of a person showing evidence of due authority, a niche may be opened and the cremated remains of a deceased Eligible Person interred therein may be removed by such person authorized by law to do so and upon compliance by such person with all requirements of state, municipal, or other applicable laws. The Church shall perform any such opening of a niche at such time as may be convenient to it. The Church may require as a condition to complying with such a request that the person making the request release and indemnify the Church against all liability and expenses (including attorney fees) incurred in connection with such opening and removal. If all cremated remains are removed from a niche, the rights to use the niche shall revert to the Church.
- B. The Church shall refund no fees of any type to any person or estate upon such removal of interred remains.

## **Section 12: Resale of Niche Reservation**

If the purchaser (or his/her legally authorized representative) desires to dispose of the niche subsequent to its purchase, the purchaser or representative is not allowed to sell the niche to another person or entity. It may only be sold back to the church for 90% of the purchase price. It is the responsibility of the purchaser, representative, or purchaser's family to keep the Church apprised of any changes in contact information (address, phone number, email addresses, etc.). If a niche has not been used after 10 years from the date of the purchase, the Church shall make a reasonable effort to locate the purchaser or next of kin (using the provided contact information). If the Church is unable to locate the purchaser or next of kin, the niche will revert back to the Church.

## **Section 13: Memorial Services**

A memorial service for the interment of cremated remains may be planned by the ministerial staff of the Church and, when possible, in consultation with the deceased's family. Only a minister of the Church or someone designated by such minister may conduct the services held in connection with the interment of the cremated remains in the niches of the Columbarium.

## **Section 14: Liability**

The Church's liability, if any, to any Eligible Person, his or her heirs, family and personal representatives, in connection with the ownership, use, and maintenance of the Columbarium shall be limited to the fee paid for the right to use a niche.

## **Section 15: Records**

- A. The diagram of the Mount Carmel Baptist Church Columbarium and its niches shall be maintained by the Cemetery Committee and shall be available at the administrative office of Mount Carmel Baptist Church. The diagram shall be kept current on a continuous basis.
- B. The vital statistics of all persons who will be or who are inurned in the Mount Carmel Baptist Church Columbarium shall be a part of the above record. This information includes the name of the purchaser of the niche, the name and address of the surviving family member(s), birth and death dates, a record of membership status, and the fee paid for the niche.
- C. Financial records of the Mount Carmel Baptist Church Columbarium shall be maintained by the Cemetery Committee and shall be held in the Mount Carmel Baptist Church office. A financial statement for the most current year will be available upon request.

#### **Section 16: Interpretation and Application of these Policies**

The Cemetery Committee in conjunction with the Administrative Deacons shall be responsible for the interpretation and application of these policies.

#### **Section 17: Amendment of these Policies**

Except where the Committee has the expressed authority to do so, the Administrative Deacons of Mount Carmel Baptist Church may, at any time modify, amend, or repeal any of these policies upon approval by the church in conference.



## Columbarium Reservation Request

Please fill out the following information for the person requesting the reservation of a niche at the Mount Carmel Baptist Church Columbarium.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Phone \_\_\_\_\_

Email \_\_\_\_\_

Member Status:

- A Member of Mount Carmel Baptist Church
- The Immediate Family of a Member
- A Non-member

Niche Request:

- A Single Niche
- A Double Niche

If you are making the request on behalf of someone else, as his or her legal representative, please fill out your information below:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Phone \_\_\_\_\_

Email \_\_\_\_\_

In submitting this application, I acknowledge that I have received a copy of the Columbarium Policy and agree to abide by all provisions of the policy. I also agree to notify the church office of any changes in contact information provided above. Failure to do so may result in forfeiture of the reservation (see section 12 of the policy). I also understand that the reservation is not complete until approved by the Cemetery Committee and all fees paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Reservation Confirmation**

In receipt of the sum of \$ \_\_\_\_\_, Mount Carmel Baptist Church hereby reserves in the name(s) of:

Name of person 1 \_\_\_\_\_  
(please print for engraving purposes)

Date of birth of person 1 \_\_\_\_\_  
(please print for engraving purposes)

Name of person 2 \_\_\_\_\_  
(please print for engraving purposes)

Date of birth of person 2 \_\_\_\_\_  
(please print for engraving purposes)

Niche # \_\_\_\_\_ in the Mount Carmel Baptist Church Columbarium, subject to the Rules of Operation adopted from time to time by the Church. This space shall be used for the cremated remains of no more than two persons. Except as stated in Section 9, B, above regarding the use of "initial funds," if these funds are prepaid, they will be held in escrow by Mount Carmel Baptist Church and paid out at the time of interment. Any refund or additional costs will be assessed at that time.

By execution hereof, \_\_\_\_\_ shall be the Subscriber(s)' authorized representative with respect to matters concerning use of the niche.

Name and Address of next of kin after spouse: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chair of the Cemetery Committee

\_\_\_\_\_  
Date