

Myers Park
PRESBYTERIAN
CHURCH

Application
Columbarium Garden

This is to affirm that I (we) have read the Columbarium Garden Terms and Conditions; and wish to apply for a Niche, scattering of Ashes or Memorial Plaque—subject to the Terms and Conditions.

Today's Date: _____

Designee's Name (1): _____

Designee's Name (2): _____

Check all that Apply:

Designee's Name (1): Niche _____ Memorial Plaque _____ Scattering of Ashes _____

Designee's Name (2): Niche _____ Memorial Plaque _____ Scattering of Ashes _____

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

_____ - Memorial Plaque(s), at \$500 per person

_____ - Memorial Plaque(s) and Niche(s), at \$1,500 per person

Contact Name: _____

Contact Email: _____

Phone Number: _____

Address to which the Columbarium Certificate(s) should be mailed:

Street City State Zip

Signature: _____ Date: _____

(Application continues on next page)

Myers Park
PRESBYTERIAN
CHURCH

Designee's name and date as it should appear on the memorial plaque: (Please print)

Designee's (1): Name: _____

Date of Birth: _____ Date of Death: _____

Designee's (2): Name: _____

Date of Birth: _____ Date of Death: _____

Memorial Plaque Placement:

If you wish to have the plaque(s) placed near a family member or other, please specify below. Relocation of currently mounted plaques will require a payment of \$500. If needed, the Operations office will reach out for more information.

Terms and Conditions Columbarium Garden

Effective Date: 12/3/2018

Review Date: 12/3/2023

The terms and conditions of the Agreement between the Church and the Designee relating to the Columbarium Garden are as follows:

- The purpose of the Columbarium Garden is to provide for the permanent preservation of the cremated remains of the Designee on the church property (church members, their immediate family, and others by decision of the Session). It is intended to be a sacred place where we may honor the memory of those recognized there.
- Arrangements for interment by placement in a niche, or by scattering of ashes can be made through the Congregational Staff or Operations Office at any time.
- Custody and control of the Columbarium, the niches therein, and all matters relating to them are vested in all respects in the Church. The Columbarium is under the oversight of the Columbarium Garden Committee, which is part of the Facilities Committee of the Session.
- All property rights of any kind in or to the Columbarium or any niche therein remain in all respects in the Church.
- **Designee's payment related to the interment of remains is for the next sequenced available niche in the Columbarium Garden, at time of interment. Niches are not available for reservation.**
- Designee's payment related to the plaque(s) (nameplate, or grouping of nameplates), allows for the selecting and reserving of a specific location for placement on the Columbarium Garden wall. If you wish to have plaques grouped together, please specify on your application. There is an additional fee of \$500 to relocate any plaques.
- Designee's payment relates to the interment of the Designee only. No right to inter remains of any other individual is conveyed without the advance written consent of the Columbarium Garden Committee.
- Designee's payment is due at the signing of this Agreement.
- If the Designee dies and payment is still due, failure to make arrangements for payment in full prior to interment terminates all rights granted to the Designee under this Agreement.
- It is the Church's intention to exercise reasonable care in the maintenance of the Columbarium.
- The Church maintains the right to add, remove, or amend all rules and regulations governing the use and maintenance of the Columbarium.
- All cremated remains must be in a container, of which the type, size and shape shall be subject to the absolute control of the Church. The niches are 7"x 6" x 6".
- No identifying markers of any type shall be permitted in the Columbarium except for the nameplate approved and provided by the Church as a part of the interment fee specified in this Agreement.
- No flowers, plants or decorations of any type shall be permitted or placed in the Columbarium at any time by any person other than the Church. Items left will be removed at the discretion of the Church.
- The Church shall have the right and sole discretion to discontinue the use of any part or all of the Columbarium or to change the Columbarium's location, as it shall deem appropriate.
- All the terms and conditions apply to and are binding upon the Designee, and any such person acting on the Designee's behalf.

Columbarium Garden Operating Procedures Myers Park Presbyterian Church

- **Inquiry:**
 - When a Member inquires about the purchasing of niche(s), a Pastor or member of the Operations office staff contacts the Member to meet with them or send them the Columbarium Garden Information Package, which includes:
 - Columbarium Garden Application
 - Columbarium Garden Terms and Conditions
- **Sale of a Niche:**
 - When a Member decides to purchase a niche, the following steps must be completed:
 - Columbarium Application listing Designee and method of interment (scattering of ashes or placement in a niche), memorial plaque instructions, and Terms and Conditions.
 - Payment in full at signing of Columbarium Garden Application
 - Copy of signed Columbarium Garden Application and plaque preferences, including location on the Columbarium Wall, will be kept in the office of the Operations Director, who will be responsible for the Columbarium Garden Master Layout and all other records related to the use of the Columbarium Garden.
 - Operations Director and Moderator of Session issue a Certificate of Purchase upon completing the above steps.
- **Interment:**
 - When a death of a member wishing to be interred in the Columbarium Garden occurs, these steps should be followed:
 - With a signed Columbarium Garden Application, the Designee has the right to be interred per the Columbarium Terms and Conditions.
 - Clergy will inform the Operations Office the date of the funeral service or committal service to coordinate the interment process.
 - Only an ordained Pastor of Myers Park Presbyterian Church, an ordained Pastor invited by the Moderator of the Session, or a family member under the supervision of the Pastor shall be authorized to place the remains of any person in the Columbarium Garden niche or perform any scattering.
- **Other:**
 - Under the authority of the Session's Facilities Committee, the Columbarium Garden Committee is solely responsible for the operation and management of the Columbarium Garden.
 - Any amendments to the Terms and Conditions or Operating Procedures of the Columbarium Garden must be made by the Columbarium Garden Committee and approved by the Facilities Committee.
 - Columbarium Garden Committee is comprised of the Clerk of Session (1), Chair of the Facilities Committee (1), Associate Pastor for Pastoral Care (1), Operations Director (1), and three members from the congregation (3). Congregation members ordinarily serve a three-year consecutive term and will be eligible to serve again after being off the committee for at least one (1) year.

Myers Park Presbyterian Church Columbarium Garden Frequently Asked Questions

The Columbarium Garden provides a place on the church property for the permanent preservation of the ashes of cremation for church members, their immediate family, and others by decision of the Session. It is intended to be a sacred place where we may honor the memory of those recognized there.

Who May Use the Columbarium?

The Columbarium is available to any church member and his/her immediate family, which includes father, mother, husband, wife, and children, upon executing the *Columbarium Application*.

How Does the Columbarium Work?

Arrangements for interment can be made through a Pastor or Operations office at any time. Interment can occur by placement in a niche, or by scattering of ashes in the Columbarium Garden. An ordained Pastor of Myers Park Presbyterian Church, an ordained Pastor invited by the Moderator of the Session or a family member under the supervision of the Pastor shall be authorized to place the cremains of any person in the Columbarium Garden niche or perform any scattering.

Who Takes Care of the Columbarium?

The Columbarium is under the oversight of the Columbarium Garden Committee, which is part of our Facilities Committee. The Columbarium Garden Committee is comprised of the Clerk of Session, Chair of the Facilities Committee, Associate Pastor for Pastoral Care, Operations Director, and three members from the congregation. They oversee the facility, garden, and finances of the Columbarium. The fees received through the purchase of Memorial Plaques and/or Niches cover the cost of maintaining the site.

Who Determines the Timing and Placement of the Plaques and Niches?

The Columbarium Garden Committee determines the placement of all niches. No specific niche requests can be made; however, families with multiple applications may request the Columbarium Committee approve the selection of contiguous space on the Columbarium wall to place memorial plaques. The Operations Director shall keep a master layout of the wall.

How is Interment Completed?

An ordained Pastor of Myers Park Presbyterian Church, or other Pastor invited by the Moderator of the Session, will conduct the Service of Committal by either placing the ashes in the niche or performing any scattering.