

St. Ann Church (Exhibit A)
A Policy Governing the Use of the Memorial Garden and Columbarium
March 2020

Saint Ann Catholic Church of Clayton
A Policy
Governing the Use of the Memorial Gardens and Columbarium
March 2020
(Exhibit A)

The Roman Catholic Church of St. Ann in Clayton, NC, has designated part of the church grounds as a Memorial Prayer Garden and Columbarium, which shall be used and governed as set forth herein.

The Columbarium will be managed by a Columbarium Committee. A member of the parish administrative staff will administer the operations of the Columbarium using the Guidelines developed by the Columbarium Committee.

The Columbarium Committee will be composed of five members: a member of the Finance Council, three volunteer members appointed by the pastor*, and the staff Columbarium administrator. The Finance Council representative shall serve as chair of the Committee. The volunteer members shall each serve a term of five years. Initial members may be appointed for two to five years to insure continuity of membership. No volunteer committee member can serve more than three consecutive terms.

The following Guidelines, adopted by the Columbarium Committee and approved by the Pastor of St. Ann Church, are set forth here for the guidance of all. No part of these Guidelines shall be suspended, repealed, annulled, altered or amended unless such change is proposed in writing, presented to the Columbarium Committee and approved by the Pastor of St. Ann Church. The Columbarium Committee shall review policies and fees periodically and submit recommendations to the Pastor as changing conditions require.

* In this policy, “the Pastor” refers to the Pastor of Saint Ann Catholic Church, Clayton, NC.

Guidelines

1. Eligibility

A. The Saint Ann Memorial Prayer Garden and Columbarium are primarily for the deceased of St. Ann Parish.

B. The Saint Ann Memorial Prayer Garden and Columbarium are the property of the Roman Catholic Church, the Bishop of the Diocese of Raleigh.

C. All rules for the assignment of niches and memorial plaques will be set by the Columbarium Committee and approved by the pastor.

D. Assignments of niches and memorial plaques will only be given and held for active, registered members of St. Ann Parish or, if available, and approved by the Columbarium Committee and the Pastor, Catholics active and registered in other parishes. Exceptions require the approval of the Pastor. Active members will be defined as those parishioners with a consistent and on-going record of attendance at masses, offertory contributions, and/or participation in active ministries within the St Ann Parish.

E. Immediate family members of those defined in section 1.D. may be interred in the same standard double niche with those defined in section 1.D. regardless of their religion. Immediate family members are defined as husband and wife, parent and minor child, or two minor siblings.

F. Parents, spouses, children and siblings of parishioners may be memorialized on memorial plaques.

2. Records

A diagram of the columbarium and memorial plaques will be kept in the church office. With it shall be recorded the vital statistics of all individuals who have been or are to be memorialized or interred in the Memorial Garden and Columbarium. This information shall include the name and address of the surviving family member(s) or the purchaser of the niche or memorial plaque.

3. Reservation of a Niche or Memorial Plaque

A niche or memorial plaque shall be available upon payment of the fee in effect at the time of payment. The reservation of a niche or memorial plaque and the payment of a fee gives the person the right to be interred or memorialized but does not convey ownership of any property to

St. Ann Church (Exhibit A)

A Policy Governing the Use of the Memorial Garden and Columbarium

March 2020

the individual. No transfer of reservation of a columbarium niche or memorial plaque shall be made to another person, estate or corporation. However, the Parish may repurchase a niche or memorial plaque for just cause, such as a relocation to another state by the original purchaser, as determined by the Columbarium Committee. The repurchase price will be the original price less an administrative fee of \$200.00 plus any expenses incurred. Once an inscription has been cut into the stone, no refund will be made.

4. Multiple Interment

Standard Double Niche: No more than two persons' cremains may be interred in one standard double niche.

Shared Niche: No more than two persons' cremains may be interred in one shared niche. Shared niches are offered to individuals that only need a single urn, and will be shared with another single urn.

If a stone is inscribed for one person (Style 1, shown below), only one person's cremains may be interred. Once inscribed, the stone will not be changed.

Only the cremains of humans are allowed to be interred in the columbarium.

5. Inscription/Plaque/Urn

An inscription for each columbarium niche and memorial plaque will be included in the cost. The type of lettering used will be the same for all inscriptions.

Memorial plaques ordinarily will be inscribed in the Spring and Fall of each year.

With each niche, urn(s) will NOT be provided by the Parish, but each purchaser will be required to purchase an urn of their choice that meets the requirements of the Catholic Church, and that will fit within the niche. Only urn(s) approved by the Parish may be used for interment in the columbarium.

The Columbarium Committee will have sole responsibility for choosing high quality materials, for maintaining uniformity and for procurement of inscriptions.

6. Columbarium Niche Inscription Style and Content

Inscriptions on the columbarium niches shall consist of surnames and Christian names and dates

St. Ann Church (Exhibit A)

A Policy Governing the Use of the Memorial Garden and Columbarium

March 2020

of birth and death.

Inscriptions on standard niches shall be either Style 1 or Style 2, shown below.

For an additional fee, purchaser of a columbarium niche can provide a personal message inscription as shown in Style 3, as long as characters and text are approved by Pastor and Columbarium Committee and fit within the limits of the size of the plaque.

7. Memorial Plaque Inscription Style and Content

Inscriptions on the memorial plaques shall consist of surnames and Christian names. Inscriptions shall be as shown in Style 3 below. Purchaser can provide personal message, as long as characters and text are approved by Pastor and Columbarium Committee and fit within the limits of the size of the plaque.

8. Flowers and Decorations

The Columbarium Committee, in cooperation with the church staff, will arrange for the maintenance of the Memorial Garden and Columbarium. Nothing of either a permanent or temporary nature (flowers, decorations, stickers, etc.) shall be placed in the Memorial Garden and Columbarium without the written authorization of the Columbarium Committee.

9. Rites

The rites of interment will be in keeping with Roman Catholic forms of worship and prescribed by the pastor. Exceptions require the approval of the pastor.

10. Cost

The fee at the time when the **Right of Interment** or **Right to be Memorialized** is executed will cover the right to interment of cremains or placement of a name on the memorial plaque, appropriate inscription, and perpetual care of the Memorial Garden. The church is not responsible for all other costs such as funeral home charges, cremation costs, urn(s), etc.

11. Right of Interment or Right to be Memorialized

For purposes of control and clear understanding, a **Right of Interment** or **Right to be Memorialized** shall be executed by all involved parties for each columbarium niche or memorial

St. Ann Church (Exhibit A)

A Policy Governing the Use of the Memorial Garden and Columbarium

March 2020

plaque setting forth the right of the parties, including specifically a provision granting full authority to St. Ann Church to move, remove, relocate memorial plaques and/or niches with cremains, if, for any reason, the St. Ann Church Memorial Prayer Garden and Columbarium should be relocated.

12. Income Care

The cost of the Memorial Prayer Garden and Columbarium will be paid for by fees from those who desire to use it. A portion of the funds from every sale, including the initial sales, will be held in a perpetual care fund. Ultimately, the interest income from this perpetual care fund will provide for the upkeep of the Memorial Prayer Garden and Columbarium. All other initial funds will be applied to pay for the Memorial Prayer Garden and Columbarium. Any additional available funds from the sale of niches will be used as approved by the Columbarium Committee, Finance Council and Pastor of St Ann Church.

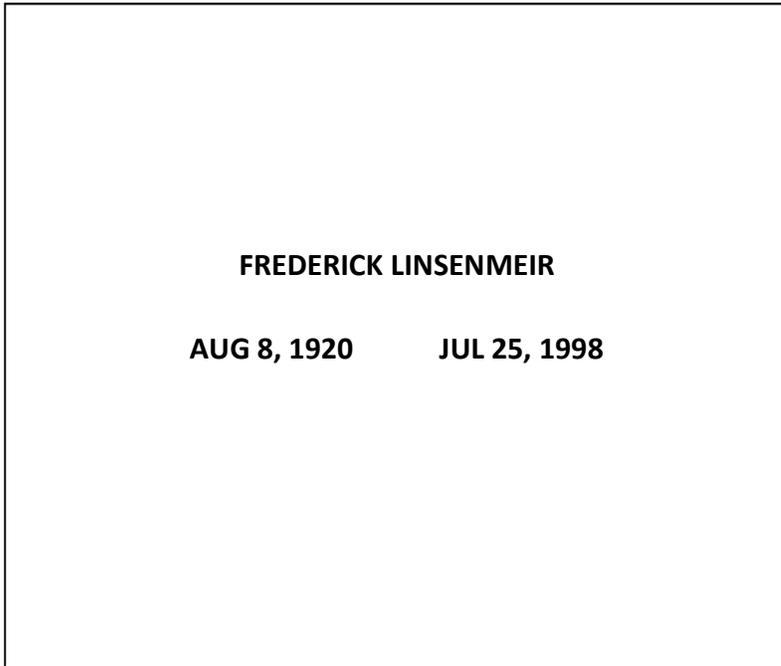
13. Maintenance Funds

Maintenance funds which will be accumulated in the operating account of the Columbarium and Memorial Garden, over and above the amount needed for perpetual care, may be spent for capital improvements and/or repairs of St. Ann Church upon the recommendation of the Columbarium Committee and Finance Council of St Ann.

14. Special Consideration

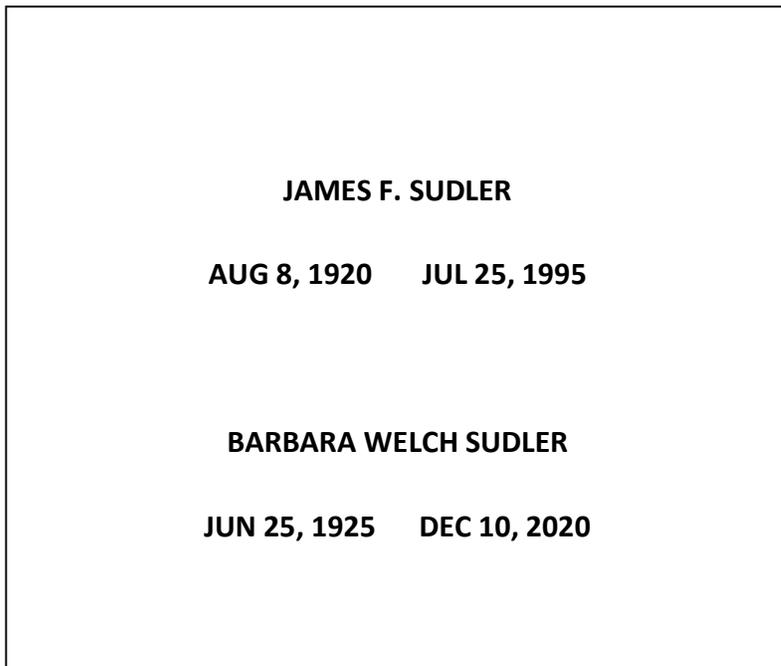
Each year the Columbarium Committee will set aside a limited number of columbarium niches and memorial plaques which the Pastor can provide at reduced cost, or no cost, based on need. Any niches offered at reduced cost (or no cost) shall be reported at the next month's meeting of the Finance Council and Columbarium Committee meetings and recorded for the church records. The number of reduced or no cost niches will be limited to the recommendations of the Finance Council and Columbarium Committee each year.

St. Ann Church (Exhibit A)
A Policy Governing the Use of the Memorial Garden and Columbarium
March 2020



Style 1 (Single Niche)

12" X 12" stone



Style 2 (Double or Shared Niche)

12" X 12" stone

IN LOVING MEMORY OF

**George Lally
Bevill**

**Feb 6, 1966
Oct 16, 1973**

**Son of Mr. & Mrs.
Tom Bevill**

Buried in Jackson, MS

*Style 3
(Memorial Plaque)*

12" X 12" stone