

Supplement to Rules and Regulation 1.4
Saint Paul the Apostle Catholic Church
COLUMBARIUM RULES AND REGULATIONS

Columbarium Memorial Plaque Inscription Guidelines

Inscriptions

Intent: the intent of Regulation 1.4 is to permit tasteful memorials for deceased persons or families. The following administrative guidelines are used for inscriptions.

Guidelines:

A single first or last name is permitted, but nicknames or names with inappropriate dual meanings are not, i.e. "Grace" as a first name is permitted (despite dual meaning), while "Bones" is not.

Space permitting, "The John Smith Family" or "John Smith Family" or "Family of John Smith" or "Smith Family" are all permitted forms of inscription, after John is deceased.

Names of two individuals may be full names one above the other or, in the case of a common family name, first names above and family name below, i.e. 'William L. Smith' above 'Jane P. Smith', or 'William and Jane' above "Smith". In the case of two full names, the Licensee may choose which is on top; when "and" is used, the Licensee may choose which given name is first. Names will be inscribed in a timely manner, after both persons are deceased.

Names of businesses, organizations, animals, or anything other than persons are not permitted.

Additional information regarding the persons or families commemorated may be placed in the "Remembrance of the Deceased" files in the Church Office.

The Pastor and Columbarium Advisory Board will make the final determination regarding any questions on permitted inscriptions, and may refuse any proposed inscription for any reason.

All inscriptions on Memorial Plaques must fit in the specified space using the specified font. Technical limitations of granite engraving limit small fonts and characters. Lengthy inscriptions will be sent to the engraver to determine the exact engraved length before approval or return for decreasing length.

TITLES

In addition to a person's name, certain titles, ranks, and affiliations are permitted.

Titles of military rank, religious and profession titles are permitted. The form of all titles (combinations of capital and small letters) is not possible in all cases, and superscripts (1st, 2nd, etc.) are not possible. In such cases, a form that the available font permits will be allowed. The Licensee will determine whether to use the modified form or omit the title.

Salutary titles such as Mr., Mrs., Ms., etc. are not permitted.

AFFILIATIONS

Military, professional, and religious affiliations are permitted. All affiliations will be abbreviated without punctuation using the generally accepted form of such abbreviations,

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i.e.: USA (Army), USAF (Air Force), USCG (Coast Guard), USMC (Marines), USN (Navy), MD (doctor of medicine), SJ (Jesuits), etc.

Titles or affiliations from organizations or clubs are not permitted. A business or club rank (corporate president, Grand Knight, etc.), or business or club affiliation (GE, K of C, etc.) is not permitted. The Remembrance file is a good place to record these experiences and achievements.

APPROVALS

The Pastor and Columbarium Advisory Board may deny use of any title or affiliation that is found not in compliance with the goals of the Columbarium and Parish.

FORM OF TITLE AND AFFILIATION - MEMORIAL

Memorial inscriptions with titles and/or affiliations will be in the following format:

Title abbreviation(period) - First Name - Middle Initial/Name - Last Name – Affiliation

All Memorial letters are the same height. Therefore, lettering of two different sizes is not permitted for titles or affiliations, i.e. COL is the only abbreviation used, regardless of branch.

Titles will be all the same height lettering.

Affiliation Abbreviations will be in the form generally used by the affiliated organization, except that all letters will be the same height. A comma will not be used between the Last Name and the Affiliation and no punctuation will be used in or after the Affiliation. Space permitting, an extra space will be inserted between the last name and the Affiliation.