

# **Saint Paul the Apostle Catholic Church**

## **COLUMBARIUM RULES AND REGULATIONS**

Our garden columbarium is a fitting place for our loved one's cremated remains. It is a beautiful reminder that those who have gone before us are not forgotten and have found peace and rest with God. This hospitable, tranquil and inviting garden is a place for both individual prayer and for the community of the faithful to assemble on the day of interment and other days of remembrance.

The Columbarium Advisory Board with the approval of the Pastor adopted the following Rules and Regulations for the guidance of all.

### **MAINTAINING RELIGIOUS AND AESTHETIC INTEGRITY**

- 1.0. In order to retain the religious and aesthetic unity of the garden columbarium, the individual placing of flowers and other decorations is not permitted.
- 1.1. Only sealed urns containing the cremated remains of the eligible deceased will be placed in the niche. No other objects or memorabilia will be permitted.
- 1.2. Following interment of cremated remains in a niche there will be provided, as part of the original License fee, a standard memorial cover, which will be placed over the niche. This cover is the only covering permitted for the niche and will be inscribed in compliance with columbarium lettering standards.
- 1.3. Inscriptions on the Columbarium niche covers shall consist of first, middle and last names per interred individual, as defined in the Columbarium Agreement by the Licensee, and the month, day and year of birth and death. Inscriptions will be uniform in font, size and spacing. The only punctuation used for names will be period. In the case of a double niche, top name will be that of the first person interred.
- 1.4. Inscriptions on Memorial Plaques may consist of names of individual persons or families. Single or full names of individuals are permitted, i.e. either "Grace" or "Grace Smith". Each Memorial Plaque inscription will be defined by the Licensee in the Columbarium License agreement. The inscription is limited to a maximum of two lines. The only punctuation used will be period.

Title and affiliation abbreviations are permitted for military, religious, and certain professionals. See "Supplemental Memorial Inscription Guidelines 1.4" for additional details.

Names on plaques purchased for living persons will be engraved after their death, in a timely manner. In the case of families, any specific person referenced must be deceased, i.e. John Jones must be deceased for "Family of John Jones" to be inscribed. Additional guidelines are available to all Licensees regarding names and permitted forms.

- 1.5. Space permitting, niche cover inscriptions may contain either the middle initial or complete middle name, as indicated in the License Agreement. Total number of letters permitted will vary due to differences in the width of letters.

Title and affiliation abbreviations are permitted for military, religious, and certain professionals. See "Supplemental Niche Inscription Guidelines 1.5" for additional details.

### **ELIGIBILITY**

- 2.0. The Columbarium is intended for the interment of the cremated remains of present or former registered members of the Parish of the churches of Saint Paul the Apostle in Seneca and Saint Francis of Assisi in Walhalla and the Parish of Saint Andrew in Clemson, their immediate family members and current or prior Clergy of those churches. Included in this accessibility are spouses, siblings, parents, and the natural,

adopted, step or foster children of eligible members.

- 2.1. Niche or Memorial Plaque location may be selected by the Licensee from the unlicensed inventory at the time full payment is received by the Saint Paul Parish Office.
- 2.2. Eligibility for Memorial Plaques is broader than Niches. Any relative, however distant, of a present or former registered parishioner may be remembered. The Pastor and Columbarium Advisory Board may deny any License application that is found not in compliance with the goals of the Columbarium and Parish. See “Supplemental Eligibility Guidelines 2.2” for additional details.

### **INTERMENT**

- 3.0. Arrangement for the interment of cremated remains must be made through the Pastor or his duly appointed representative by contacting the Saint Paul Parish Office. Arrangements should be made sufficiently in advance of interment of ashes to permit the verification of records. No interment of cremated remains may take place without the permission of the Pastor. The Parish will not take possession of or store cremated remains prior to the interment.
- 3.1. Only human cremated remains are to be interred in the columbarium. Single or Companion Urns are permitted, with the maximum of one Companion or two Single Urns in each double niche. See “Supplemental Urn Guidelines 3.1” for pertinent details.
- 3.2. Maximum dimensions for each of two urns in a double niche are 10 inches high by 9 inches wide by 8 inches deep. Maximum Companion Urn dimensions are 10 inches high by 9 inches wide by 16 inches deep. Double urns are not permitted. See “Supplemental Urn Guidelines 3.2” for pertinent details. These dimensions are critical to proper urn selection.
- 3.3. The Pastor reserves the right to disapprove or restrict any ceremonial acts not in accordance with Catholic liturgical norms.

### **SURRENDERING OR TRANSFERRING LICENSE PRIOR TO INTERMENT**

- 4.0. Prior to interment, a License may be surrendered. 50% of the original lease price will be refunded within one year of surrender.
- 4.1. The privilege of interment licensed to Eligible Person(s) is personal to them and can be transferred only to members of their immediate family as defined in “Eligibility” above.
- 4.2. Transfers will be recognized only upon written consent of the Pastor. Transfers may be refused without cause. Should a transfer be refused the License may be surrendered.
- 4.3. The Licensee’s authority passes upon his/her incapacity or death to the “Next of Kin” or “Contingents” named in the “License Agreement.”
- 4.4. All notices and other communications will be mailed to the Licensee’s address, as shown on the Columbarium License form. In order to change this address, the Licensee or Next of Kin must send written notification to the Saint Paul Parish Office.
- 4.5. A License will be said to have lapsed, if the Parish Office cannot contact either the Licensee or any listed next of kin of an unoccupied niche for a period of three (3) years. Such contact will be attempted by registered letter to the persons and addresses of record. The niche location for a lapsed License will be made available for licensing to others. A lapsed License is eligible for a surrender refund should the Licensee or next of kin contact the Parish Office at a later date.
- 4.6. Exchange of a Licensed niche location for another niche location is discouraged. A request for exchange will be accepted only if the Licensee surrenders the current License under 4.1 above, and licenses a new

location for the license fee current at the time of surrender.

### **REMOVAL AFTER INTERMENT**

- 5.0. The removal of cremated remains shall be allowed only for reasons satisfactory to, and with the prior approval of the Bishop, the Pastor and the Columbarium Advisory Board.
- 5.1. Removal of cremated remains shall have the written consent of the surviving spouse or the specified next of kin of the deceased, and any other applicable requirements of local or South Carolina Department of Environmental Control or other applicable laws or regulations.
- 5.2. Following the removal of the cremated remains, 50% of the original fee, less expenses and reconditioning costs will be refunded within one year of the approved request. All expenses related to reconditioning the niche following removal of the cremated remains are the responsibility of the Next of Kin. The inscribed niche cover will become the property of the Next of Kin.
- 5.3. If, in the discretion of the Bishop, it becomes necessary or desirable to change the location of the Columbarium or to discontinue use of all or part, the urns and cremated remains may be removed and placed in another suitable place. The expense of such removal shall be borne as the Bishop determines with Licensees and their successors not being liable for additional costs.

### **ADMINISTRATION**

- 6.0. The construction and all operations shall be administered by the Pastor or Administrator (“the Pastor”) of Saint the Apostle Catholic Church, South Carolina (“the Parish”) under the authority of the Bishop of Charleston, a Corporation Sole (“the Bishop”). The Columbarium Advisory Board of the Parish shall advise and assist the Pastor in the performance of these responsibilities and duties.
- 6.1. A Columbarium Advisory Board consisting of the Pastor and 4 lay members will be responsible for managing and maintaining the Columbarium. The four (4) lay members will serve two (2) year terms with a maximum of two (2) consecutive terms. Two (2) lay members will rotate off each year after the first two (2) years.
- 6.2. All funds received with respect to the Columbarium shall be disbursed and accounted for in accordance with the policies and procedures of the Bishop and only for expenses associated with the Columbarium, unless otherwise directed by the Bishop of Charleston.
- 6.3. The Columbarium will be self-sufficient. All costs for construction, maintenance and engraving of the niche covers or memorial plaques are ordinary expenses that are included in the one-time fee. It is not envisioned that the Parish will be called upon to pay for any present, future or additional construction and maintenance costs of the columbarium. All monies collected for the use of the columbarium will be kept separate from other church monies as recommended in the Diocesan Financial Guidelines.

### **CHANGES and AMENDMENTS**

- 7.0. With the authority and permission of the Bishop, the Pastor may amend from time to time, these Rules and Regulations, without notice, when reasonable, uniform and appropriate for the operation, control, use and preservation of the Columbarium and the preservation of remains interred therein.
- 7.1. Special Cases may arise in which the strict enforcement of a rule may impose unnecessary hardship. The Pastor may, with the authority and permission of the Bishop, without notice make exceptions, suspensions or modifications of any of these rules, when, it appears advisable. Such temporary exemptions, suspensions, or modifications shall not be construed as affecting the general application of these Rules and Regulation.

## **RELEASE**

- 8.0. The Columbarium Advisory Board intends to exercise care in the routine maintenance of the Columbarium in perpetuity. In the event of injury, loss or damage to the Columbarium, its constituent parts, or cremated remains, the liability of the Bishop and/or the Parish is limited to the cost of repair or replacement.

## **BOOKS and RECORDS**

- 9.0. License forms including next of kin, and records of niche openings will be maintained at the Parish Office of Saint Paul the Apostle. In addition, Licensees and next of kin are offered the opportunity to submit appropriate electronic records such as stories, documents, and photographs to be maintained in a Remembrance file for access by descendants and other interested parties seeking family information.