

Greystone Baptist Church

Columbarium Policies and Procedures

Overview

Greystone Baptist Church (hereafter referred to as the “Church”) provides a Columbarium on the premises of the church for the inurnment of cremated remains of eligible deceased persons. It also includes an area for Memorials dedicated to the memory of eligible persons whose remains are buried or scattered elsewhere.

Description

The Columbarium consist of niches, of uniform size, for the inurnment of the ashes of cremated humans. Each niche is covered with a granite plate of uniform size and color, which shall be engraved with the name(s) and dates of birth and death of the deceased. There is also an area to accommodate memorials that can be engraved with the name(s) and dates of deceased persons not interred in the columbarium, but whose family would like to have them remembered in this area.

Oversight

The Columbarium is managed and overseen by the Greystone Baptist Columbarium Team (hereafter referred to as the “Team”). The Team consists of six (6) members that serve three-year terms, each on a rotating basis. The Team will elect a Chairperson and Chair-elect. The Chairperson shall appoint a Secretary, Treasurer and Custodian. Members of the Team will be selected from nominations by the Nominating Committee of the Church, in the same manner as other members of various Church teams. The senior Pastor (or designee) will serve as staff member and ex-officio, non-voting member of the Team. The Columbarium Team will be financially self sufficient, operating from proceeds received from the sale of niches, memorials and contributions. These Policies and Procedures may be modified and/or amended by the Team as required.

Columbarium Team Functions & Responsibilities

The Columbarium Team is unique in that there are functions and responsibilities above and beyond the typical Church team. This section describes those functions and responsibilities. At the discretion of the Team chairperson, these functions and responsibilities may be assigned to specific person(s) or they may be performed within the Team lead by the Team chairperson.

The Team, in partnership with the Church’s designated legal representative, will have the responsibility of writing and maintaining a contractual document pertaining to the relationship and rights of the Church and the individual(s) seeking a niche. The Team will ensure this contract is properly executed, signed by all parties, and available for future reference for each niche obtained by an individual(s). The Team will have the responsibility to assign a niche to the individual(s) upon receipt of payment in full according to the executed contract.

The Team, working with the Church Financial Secretary and church Treasure, will ensure all financial activity associated with the Columbarium is processed and reported accurately and completely. This will include ensuring payment in full is received from each individual(s) obtaining a niche. The Team will also ensure all financial obligations are met - all bills, invoices, and requisitions are processed properly. The Team will ensure all financial activity is properly processed into the Columbarium designated account and is reported to each Church in Conference. At any point in time the Team should be prepared to answer questions pertaining to the financial status of the Columbarium designated account.

The Team working with the Church's Minister of Properties and Properties Team will ensure an appealing physical appearance as well as the availability and usability of the Columbarium for visitors who may choose to visit at determined times. The Team will also have the responsibility of opening and closing all niches, which would include all services for those inurned in the Columbarium.

Records

Permanent records of the Columbarium Team will be kept in the Church office. The purpose of these records is to provide information about persons whose cremains are, or will be, placed in the Columbarium. The secretary of the Team will be responsible for maintaining the permanent records, which include:

- The name and social security number (if needed), place of birth, date of birth and death of each deceased person whose cremains or memorial is placed in the Columbarium.
- Brief biographical information about the deceased, if provided by a family member, friend or personal representative of the deceased.
- The reservation contract of each subscriber who has arranged for future placement of cremains or memorials in the Columbarium.
- Official documents from the family, funeral home, crematory, or cemetery as required by law.
- A list of all memorial gifts and donations to the Columbarium.
- Official minutes of all meetings of the Team.
- Current policies and procedures as adopted and approved by the Team.
- A diagram of the niches and the memorial plaques. The diagrams will indicate the names of all inurned and memorialized persons. Other vital information such as names, addresses and phone numbers of the next of kin or legal representative of each inurned/ memorialized person will be kept on file. The diagram will be available for inspection upon request.

Eligibility

Those eligible to reserve a niche for inurnment or for memorialization will include the following:

- Church members
- Spouses of Church members
- Children, stepchildren, and grandchildren of Church members

- Parents or stepparents of Church members
- Siblings of Church members and their spouses
- Current and former pastors of the Church
- Spouses, children, and stepchildren of current and former Church pastors

Except for those specified above as eligible, all other requests must be made in writing and approved by the Team and senior Pastor (or designee) on an exception basis.

Fees

Following is the cost structure for niches and memorials in the Columbarium.

- Price for one companion niche*\$3,000.00
- Individual memorial for each person, minimum fee.....\$ 500.00
- Fee for opening and closing an individual niche\$ 150.00
(Opening and closing of the niche for each companion inurnment(s) are included in the cost for a companion niche.)
- Addition engraving cost after the initial engraving.....\$ 150.00
- Military designation on a niche cover (each person)\$ 100.00

* Companion niche is defined as a niche that may contain up to two urns.

The costs indicated above include the engraving of each niche cover, or memorial, which will be provided for by the Team. Any other costs related to an individual niche shall be borne by the family/estate of the decedent. Any fee paid pursuant to these procedures does not cover the cost of cremation or the urn. The Church or the Team will be responsible for no costs other than normal upkeep of the Columbarium. The costs listed above may be increased in the future as the need dictates.

Payment Terms

Payment in full is due at the time a niche reservation is made and a contract signed. The Team will handle special financial requests (other than payment in full) on an individual basis. A time payment plan is available and may be used by completing the document titled “Columbarium Niche Reservation Pledge Plan Terms and Conditions”. Niche reservation and selection of a niche will not be allowed until payment in full has been received.

Accountability of Funds

Working with the Church Treasurer, the Team will maintain complete records of all monies received and dispersed. Columbarium funds will be maintained in a restricted account and reported through standard financial processes established by the Church. All funds over and above the cost of construction will be used for maintenance and general upkeep of the Columbarium. Reserve funds will be used for such things as future expansion of the Columbarium, beautification of the Columbarium area/garden, periodic cleaning, etc. This fund will ensure that the Columbarium will be financially self-funding and will not become a financial burden for the Church. Appropriate annual audits and reviews will be preformed in accordance with the Church’s generally accepted

accounting procedures. The Team, at its own initiative, may approve monies from this fund to be spent on the Church as a whole.

Niches

The following items pertain to niches in the Columbarium:

- A niche is reserved by completion and acceptance by the Team of the document titled “Columbarium Contract for Reservation and Perpetual Care”, along with payment in full.
- The person making a reservation for a niche will be entitled to the right to use the niche. There will be no ownership of niches by individuals. Legal title to all niches remains with the Church.
- Niches and urns must contain the ashes of only cremated humans.
- Ashes of the deceased must be contained within sealed urns of appropriate size provided by the decedent’s family or estate.
- Each niche is limited to a maximum of two urns, each containing the cremains of one person and is defined as a Companion Niche.
- A reservation may not be sold or transferred in any manner. It may be surrendered back to the Team. The Team will refund the amount paid for the unused niche, minus an administrative fee of \$100.00, following the reservation of an individual niche.

Niche Selection

Any person reserving a niche may, upon full payment, have their choice of any niche (as defined in their contractual selections) not already reserved and must make their selection at the time of full payment.

Niche Covers

The following items pertain to niche covers in the Columbarium:

- Niche covers will be supplied by the Team and will be of uniform color, size and style.
- Niche covers will be engraved either at the time of contract signing or at the time of death of the Reserver, based on the desire of the Reserver.
- The Team will provide for the engraving of each niche cover. A standard type face will be used for engraving all niche covers. Engraving costs are included in the initial fee for reserving a niche.
- Niches may be inscribed with the Reserver’s name, date of birth and date of death as described below. Niches housing the cremains of two individuals may be inscribed with such information for both persons, separated by a horizontal line. Those persons honorably discharged from an authorized branch of the U.S. military may request that an approved abbreviation for that branch of the armed services be inscribed as described below. No other inscriptions will be permitted.
- The niche covers will be inscribed as follows:
 - The first line on the niche cover will be the first name or initial, the middle name or initial, and the family name in the standard type face as selected by the Team.

- The second line on the niche cover will be the dates of birth and death in the standard type face as selected by the Team.
- The third line may contain an approved abbreviation for a branch of U.S. military service for those persons having an honorable discharge from the U.S. military. Proof of an honorable discharge is required. The abbreviations in bold print below are the only text that is permitted to be inscribed on the third line of the niche cover:

U.S. Army:	US ARMY
U.S. Navy:	US NAVY
U.S. Air Force:	USAF
U.S. Marines:	USMC
U.S. Coast Guard:	USCG
N.C. National Guard:	NCNG

- When the cremains of the second person are inurned, the second half of the niche cover will be engraved in like manner with the data of the second person, if not previously engraved.
- A sample of the niche cover inscription will be made available for review and signature to ensure all information is correct prior to engraving.

Urns

Urns of the appropriate size (refer to dimensions below) are to be provided by the decedent's family or estate. The following items pertain to urns placed into the Columbarium:

- Urns must not exceed an exterior dimension of 10 ½ inches high x 10 ½ inches wide x 8 ½ inches deep.
- Urns should be permanent in nature (metal, ceramic, marble, fiberglass, plastic, etc.). Since the niches provide a non-conditioned environment, use of urns made of wood, paper, cardboard, and other non-permanent materials are highly discouraged due to their tendency to decay over time from exposure to heat and humidity. Any non-permanent urn must be placed inside an airtight plastic bag that must be sealed prior to inurnment.
- Urns must be sealed in such a manner so as to prevent a discharge of the cremains contained therein. It is recommended that cremains be placed in an airtight plastic bag prior to placing them in the urn.
- The name of the deceased person must be permanently affixed to the urn or placed inside the urn by the decedent's family or estate.

Memorials

The following items pertain to memorials within the columbarium:

- Memorials are engraved on the Columbarium Memorial wall after the document titled "Application for Memorial Plaque" has been completed and processed by the Team along with donation check.
- Memorials will be uniform in size, color and style.
- The Team will be responsible for engraving all memorials. A standard type face selected by the Team will be used for all memorials.

- All memorials will contain in the first line the name in the form of “First Middle Last” with the dates of birth and death on the second line. An optional third line may contain a memorial comment. All lines have a maximum of approximately 25 characters, including spaces. No other inscriptions will be permitted on memorials.

Special Consideration

The Columbarium Team shall designate a small number of columbarium niches and/or memorials which at the discretion of the Team and senior Pastor (or designee) may be provided at reduced cost or no cost to individuals based on need.

Flowers and Decorations

- The Team will arrange for the maintenance of the Columbarium and adjacent garden area. Nothing of either a permanent or temporary nature (live or artificial flowers, flags, decorations, or memorabilia) shall be permitted in the Columbarium without the written authorization of the Team and the senior Pastor (or designee).
- Live flowers will only be permitted in the Columbarium during the initial inurnment service. Flowers will be removed within 48 hours following the service.

Inurnment Service

- The inurnment service shall be at the convenience of the senior Pastor of the Church (and/or other ministers of the Church) and the family of the deceased.
- The service shall be designed by the senior Pastor of the Church and the family of the deceased.
- Only an ordained minister, invited by the senior Pastor of the Church may participate in or conduct the inurnment service.

Cancellation

- A reservation for a niche can be cancelled upon written notification to the Columbarium Team. All payments, less an administrative fee of \$100.00 will be refunded.
- Should an individual decide to cancel a reservation for a niche after the niche cover has been engraved, the monies paid will be refunded to the individual making the original reservation minus the cost of replacing the niche cover and any engraving cost required with new niche cover.
- No transfer of reservations to other persons shall be permitted.
- If a niche is *not used* within twenty-four (24) months of the death of the person for whom it is reserved, the reserved niche may be considered abandoned and will be handled as described in the Abandonment section of this document.

Transfers of Reservation

No transfer of reservations for a niche to other persons shall be permitted.

Transfer of cremated remains

Transfer of cremated remains to the church's Columbarium may take place if the following conditions are met:

- A niche has been reserved, niche selected, and payment in full been received.
- The proper document titled "Transfer of Cremated Remains" has been completed and processed by the Columbarium Team.

Abandonment

A niche shall be deemed abandoned only after **ALL** the following conditions have been checked and satisfied:

- The niche has not been used within 24 months of the date of death of the person making a reservation (or the last of two reservations in the case of two).
- The next-of-kin does not respond to certified mail sent to their last known address.
- No response or objection is received within 90 days from the date of the certified letter.

If **ALL** the above conditions are satisfied, reservation of the niche shall revert to the Church and can be made available for reservation to another qualified person.

Change of Addresses

It is the responsibility of the purchaser to notify the Team of any change of address of the purchaser or the person for whom the niche or memorial is reserved.

Removal of Urns by the Church

As a condition of using the Columbarium, a representative of the decedent shall grant to the Church a legally binding right to relocate the cremated remains of the decedent inurned therein to any other appropriate location upon the occasion of the relocation of the Columbarium for any reason. Such removal or transfer shall be at the sole discretion of the Church and shall comply with all applicable laws.

Removal of Urns by Entities Other than the Church

A niche may be opened and the contents removed only for good cause as determined by a majority vote of the Team. Any expense incurred will be borne by those requesting such action. Only those persons authorized to do so by law may remove the remains. All requirements of state, municipal or other pertinent laws must be met. All such openings and removals shall be documented by the Team and, before any such removal is made, the Team shall be given a written release from any and all further responsibility. If, after the removal of the cremated remains, no other remains are still present in the niche, and no other person is eligible to be inurned in that niche, the rights to use that niche shall revert to the Church.