

Christ Church Columbarium Regulations & Policies

PURPOSE

The purpose of the Christ Church Columbarium is to provide a sacred place on Church Property as a permanent resting place for our departed loved ones' cremated remains. It serves as an ongoing witness to our hope in Christ and the unity of our Christian family, as well as a beautiful gathering place for families and friends to reflect and pray.

GOVERNANCE

The administration, operation, and maintenance of the Columbarium is the ultimate responsibility of the Elders of Christ Church, who delegate that authority to a Columbarium Ministry Team led by a Christ Church Pastor. Under his/her direction, the ministry team will ensure that the Columbarium fulfills its purpose and ministers grace to grieving loved ones.

The Columbarium Ministry Team will manage the daily operation of the Columbarium and provide annual summary statements to the Elders documenting usage and financial status.

ELIGIBILITY

Inurnment in the Columbarium is available for the cremated human remains of any person with strong ties to Christ Church and their family, as approved by the Columbarium Ministry Team.

FEES

The fee for inurnment in the Christ Church Columbarium will be set by the Elders at a level that covers all costs associated with providing columbarium services. The fee will be a one-time payment that must be paid in full at the time of application. The fee may be reviewed and adjusted from time to time, but such increases will apply to new applicants only.

The fee pays for a Certificate of Inurnment which entitles the Certificate Holder(s) to the perpetual use of one niche (11" X 10" X 14") that can accommodate a maximum of two urns (persons), the initial opening of the niche for each inurnment, the church's assistance with the committal service, one inscription on the faceplate for each person, and perpetual care of the niche and grounds.

This fee excludes all other costs (e.g., mortuary fees, cremation costs, etc.) The cost for reopening the niche beyond the two openings included in the initial payment will be \$100 per event.

ACQUIRING A CERTIFICATE OF INURNMENT

An Application for Inurnment can be obtained in the church office or online. Once completed and returned to the church office with full payment, the applicant will be notified by a member of the Columbarium Ministry Team to arrange a meeting to finalize the details.

SELECTING A NICHE

The Certificate Holder will have the right to select any niche(s) which may be available at that time. If more than one application has been approved on the same date, the rights of preference shall be based on the date and time the completed applications were received.

INSCRIPTION

The inscription of the niche faceplate is limited to the deceased's name, date of birth, and date of death, in a font/size to be specified by Christ Church. Military designation or scripture phrase may be included if it fits within the guidelines established by the church.

Those pre-planning their inurnment may request that their inscription be completed as soon as practical, with the date of death to be added after the committal service. All engravings are included in the initial one-time fee. Certificate holders will receive an inscription order form to complete and sign along with the signature of the Ministry Team member ordering the face plate.

THE COMMITAL SERVICE AND INURNMENT

All services, celebrations, and ceremonies will be scheduled through the Church Office, must include a representative of Christ Church and be consistent with the Christ Church Statement of Faith and Values.

Flowers are permitted adjacent to the Columbarium during committal services only. Otherwise, no flowers or plants shall be placed at the Columbarium. The church will ensure appropriate landscaping for the entire Columbarium Garden area. No toys, signs, or personal items shall be placed on or near the Columbarium and may be removed by the Church without notice to the owner.

Mementos may be placed inside the niche (not the urn) when a request is made to the church by the Certificate Holder or their representative and approved by the Columbarium Ministry Team. All approved inclusions will fit easily within the niche when it is holding two urns, will be non-biodegradable, and will be respectful of the Christ Church's Statements of Faith and Values.

OWNERSHIP, TRANSFER, & TERMINATION

The Certificate Holder and their surviving family members acquire no property rights in the Columbarium or its niches or the Christ Church property. Legal title to the Columbarium and all niches remains with the Church at all times. The Certificate attests only to the right to inurn the cremains of the person(s) named on the Certificate and to continuance of that right pursuant to the Rules, Regulations, and Policies (which may be amended from time to time).

All rights acquired through a Certificate of Inurnment shall be specific to the Certificate Holder and shall not be assignable or transferable to any other party.

TERMINATION OF NICHE USAGE BY THE CERTIFICATE HOLDER

Before Inurnment: The Certificate Holder may notify the Church to terminate their Certificate of Inurnment. Upon surrender and verification, the Church will refund the original fee without interest, less the cost of engraving, faceplate replacement (if applicable), and other associated costs. The Church will make the niche available to other applicants.

After inurnment: Cremains remain the property of the family or estate of the deceased. If cremains from the person listed on the Certificate have been inurned in their niche and the survivors wish to remove the cremains, rights to the niche will revert to the Church with no compensation due to the owner's estate. The Church will make the relinquished niche available to other applicants.

TRANSFER OF RIGHTS BY CHRIST CHURCH

All rights acquired through a Certificate of Inurnment will be honored by Christ Church, which will not reassign or transfer selected niches to any other party except as otherwise provided in these Regulations and Policies.

TERMINATION OF USAGE RIGHTS BY CHRIST CHURCH

Expiration: If the faceplate has not been engraved, or the niche is not used within ten years of application approval, and the Certificate Holder (or representative) does not respond to the Church's diligent effort to contact them during the first half of the 11th year, the Church shall regain control of the niche. The Inurnment Certificate will be cancelled without refund. The Church will make the niche available to other applicants immediately following cancellation.

Misuse and Violations: The Columbarium is part of the Church, and all persons while in the Columbarium area are expected to conduct themselves accordingly. The Church is authorized to remove persons who refuse to behave respectfully and to terminate niche Certificate in cases where there is chronic violation of these Rules, Regulations, and Policies by the Certificate Holder or the surviving family.

CONTINUANCE OF MAINTENANCE

The perpetual care and maintenance of the Christ Church Columbarium and related Memorial Gardens will be funded exclusively from the Christ Church Columbarium Trust, which is established and maintained exclusively by Columbarium fees and donations. Perpetual care and maintenance include all Columbarium-related costs.

CONTINUANCE OF LOCATION

If the church property should cease to be used by a congregation of Christ Church, the Columbarium Ministry Team, using resources from the Christ Church Columbarium Trust Fund, will cause cremains inurned in the Columbarium to be re-interred in another columbarium, cemetery, or place of burial. In the event of such removal and relocation, the Church shall make a reasonable and good-faith effort to notify the Certificate Holder's family using the most recent contact information provided to the Church by surviving family members.

CONTINUANCE OF CONTACT INFORMATION

The certificate holder for the niche and surviving family members are responsible for advising the Church in writing about a change in address and other methods of contact.

SECURITY

The Church will use reasonable care to protect all urns deposited in the Columbarium. The Church disclaims all responsibility and shall be relieved from any liability for loss or damage from causes beyond its reasonable control, including but not limited to damage caused by the elements, acts of nature, vandalism, civil unrest, or any other similar threat.

The Certificate Holder assumes the risk of the loss, destruction, or desecration of cremains in such cases.

ADDITIONAL RIGHTS & RESPONSIBILITIES OF CHRIST CHURCH

IDENTIFICATION OF CREMAINS

The Church and its employees shall not be responsible or liable for the identification of the cremains of any person at the time of inurnment or at any subsequent time. The Church acts in good faith that the cremains are those of the person on record to be inurned in the specific niche.

APPROVAL OF URN

Christ Church is not involved in the selection or purchasing of urns but reserves the right of final approval in order to ensure that all urns maintained in the Columbarium reflect the dignity of the place, the permanence of the placement, and the faith and values of Christ Church. The buyer is responsible for ensuring that the urns selected fit within the niche

(11" X 10" X 14"). It is recommended that the urns be made from materials like metal, glass, or ceramic. Wooden urns are discouraged, as they will decompose over time.

DOCUMENTATION AND ARCHIVING

The Church shall maintain a digital archive of information on all of the deceased inurned in the Christ Church Columbarium, including (but not limited to):

- A copy of the Application for Inurnment
- A copy of the Certificate for Inurnment
- A signed copy of the Acceptance of the Rules, Regulations, & Policies
- A copy of the certificate of cremation from the crematory

AMENDMENTS

Christ Church reserves the right to amend its Rules, Regulations, & Policies at any time. Amendments addressing administrative/secretarial concerns may be made by the Christ Church Columbarium Ministry Team on their own authority. All other amendments must be approved by the Elders of Christ Church. The Church will notify Certificate Holders of all such amendments using the most up-to-date email contact provided by the Certificate Holder to the Church.

SUBJECT TO LAW

The Christ Church Columbarium is registered with the Ohio Department of Commerce, Division of Real Estate as is required by Ohio Revised Codes 4767 and 1721, and is subject to all applicable federal, state, and local laws and/or regulations.