



Christ the King  
Lutheran Church

MEMORIAL GARDEN  
AND  
COLUMBARIUM

POLICIES AND  
GUIDELINES



## POLICIES AND GUIDELINES

The following policies and guidelines have been developed to provide direction and support for our Memorial Garden and Columbarium Ministry. The ministry is a continuation of care for our members and provides the opportunity for our earthly remains and our names to remain near our church family. The garden is a witness to our faith and an important part of our ministry at Christ the King.

### MANAGEMENT

A Memorial Garden Committee shall supervise the operations of the Memorial Garden and Columbarium.

- A. The senior pastor and committee of 3 church members appointed by the church council will supervise the operation of this ministry.
- B. The term of the office of each committee member shall be three years. The terms will be staggered so that one member completes their term each calendar year.
- C. In the event of resignations, the church council shall appoint a church member to fill the vacancy for the remaining term.
- D. The committee is expressly authorized to make all decisions regarding qualifications of applicants for the purchase of and utilization of the Columbarium Niche or Memorial Wall in line with the policies established.
- E. The committee will meet quarterly or as needed to conduct business on Niche/Name Plate sales, maintenance and other administrative issues. The committee will make quarterly reports to the Church Council regarding the operation of this ministry.
- F. A financial audit will be conducted on the Columbarium records concurrent with the audit schedule for Christ the King church records.

- G.** The committee will make an annual report to the church council to be included in the annual report to the congregation.
- H.** The committee is ultimately responsible to the Church Council. It may not contract work or make purchases without prior approval of council.
- I.** The committee shall oversee the maintenance of all records including sale and niche assignments.
- J.** When a death occurs the pastor shall contact the Memorial Committee and advise the intent to use a Columbarium Niche or the Memorial Wall. The person making application to utilize a niche shall also, if requested, present proof of authority to lay the deceased person to rest.
- K.** The committee shall maintain a permanent record of individuals whose cremains are placed within the Columbarium. The permanent record shall include: date niche was purchased, date the committee approved placement of cremains within the niche, name of the person interred, dates of birth and death, and the name of the person to contact in the event of the member's death (i.e. - family member, power of attorney, executor of estate, etc.) including complete address and phone numbers. One set of records will be maintained at the church; a duplicate set will be maintained off-site at a secured facility.

#### ELIGIBILITY TO PURCHASE

All members of Christ the King Lutheran Church and their family members are eligible to purchase a niche or a name plate on the Memorial Wall. Family members as defined herein shall be any child of either member spouse by blood or legal adoption, as well as parents of members. In addition, past members and former clergy and their immediate families are eligible. All exceptions must be reviewed and approved by the Committee and Church Council. The Memorial Committee is empowered to waive or adjust the price of the Niche or Name Plate for a member only. This must be done with the approval of the Senior Pastor.

PURCHASE OPTIONS

We have a series of options depending on the individual needs. There is a Columbarium wall that contains niches for up to 2 people. In addition, there is a Memorial Wall that will include an engraved name plate of members whose cremains are scattered on the Memorial Garden Hillside. We also have an option for mounting an engraved name plate for those whose remains are located elsewhere.

<u>WALL NICHE OPTIONS</u>	<u>MEMBER</u>	<u>NONMEMBER</u>
A. A Wall Niche for 1 person includes engravings	\$650.00	\$850.00
B. Wall Niche for 2 persons includes engravings	\$900.00	\$1,100.00

<u>MEMORIAL WALL OPTIONS</u>	<u>MEMBER</u>	<u>NONMEMBER</u>
A. An engraved name plate on the Memorial Wall for those whose cremains are scattered in the common Memorial Garden	\$300.00	\$400.00
B. An engraved name plate on the Memorial Wall for those whose remains are elsewhere	\$200.00	\$300.00

## OPERATIONAL GUIDELINES

1. A separate purchase contract will be completed between the authorized buyer/buyers and Christ the King Lutheran Church.
2. During buyer's lifetime, buyer may, from time to time, change the designation of persons, whose cremated remains may be interred, by notice in writing, delivered to and accepted by the committee. The right to designate names of persons whose cremated remains may be interred ceases with the death of the buyer.
3. The authorized buyer or a legal personal representative of the deceased may administer the contract at time of death. Two individuals may qualify as a buyer of right to use, as joint tenants with right of survivorship and not as tenants in common; their rights are exercisable jointly while both are living, or by the survivor.
4. Except with written consent of Columbarium Committee, the buyer's rights of use may not be assigned, transferred or inherited, and shall not be subject to claims of creditors. The buyer's rights are no longer assignable after the interment of the buyer in a niche.
5. If the buyer decides not to be interred at Christ the King, he must sell his niche contract back to Christ the King. The buyer will be compensated at the price of the original purchase less 10% for administrative cost.

## UPON PASSING OF A MEMBER

- I. A religious service shall be held at each interment. A clergy person from Christ the King shall be present and shall supervise the service, except that such supervision may be delegated to another clergy if the Pastor of Christ the King is unavailable.
2. Name, birth and death dates of each person will be attached to their niche or on the Memorial

Wall. Size, type and manner of lettering will be determined by the Christ the King Columbarium Committee.

#### CONCERNING FLOWERS AND DECORATIONS

1. Should a funeral be held at the church, flowers from the service may be placed at the Columbarium, but will be removed within 48 hours. No candles or other decorations shall be displayed.

#### REMOVAL OF INTERNED REMAINS AND TERMINATION OF RIGHT OF USE

1. Cremains in individual containers may be removed from the Columbarium with the written consent of the Christ the King Columbarium Committee and the buyer and spouse of the person interred, or if neither of them is living, of the personal representative (if any) or the next of kin of the person interred. In any instance a receipt must be signed by the party so acting, indemnifying Christ the King against all liability. Such removal shall be effected in a manner which is respectful, and in the presence of clergy. Any cost for removal of the cremains is to be borne by the person/persons requesting same. The niche ownership will revert back to Christ the King Lutheran Church. No refunds will be granted.
2. On default of valid use of niche, the buyer's rights of use shall lapse and all interest in the niche reverts to Christ the King. A reasonable determination by Christ the King that such default has occurred shall be binding on all parties. In addition to other grounds to making such decision, Christ the King may rely conclusively on the passage of (7) years after the date of death (or such date it may have cause to believe to be the date of death) of the last to survive the group consisting of the buyer and all persons designated as eligible for interment, with no interments having occurred.

## FINANCIAL ADMINISTRATION

A separate, Memorial Garden account shall be established in which shall be deposited all moneys received for purchases of a Columbarium niches, Memorial Name Plates or Gifts given toward the Memorial Garden ministry.

1. These funds shall be used solely for the purpose of creating/maintaining/expanding the Memorial Garden and Columbarium facilities.
2. These funds shall not be co-mingled with other church funds.
3. The Committee may adjust the costs of niches and plaques with the approval of the Church Council. Written notification (90 days) shall be required to the members of the congregation.
4. Income generated from the account shall be used, upon approval of the Committee, for:
  - A. Maintenance (replacement of plantings, irrigation repair, etc.)
  - B. Seed money for expansion/purchase next columbarium
  - C. Unforeseen need

The Committee will report this decision to the Church Council in its quarterly report.

## BUYER OBLIGATION

Any purchaser of a Columbarium Niche or Memorial Wall Name Plate shall receive a copy of these policies together with their contract. The contract agreement will acknowledge compliance with policies outlined in the document titled Policies and Guidelines.