

Canaan United Methodist Church Columbarium

Policy and Operating Procedures

The following policies and procedures are adopted by the Church Council of Canaan United Methodist Church of Winston-Salem, NC, referred to as the Church. These rules and regulations govern the use and operation of its Columbaria.

1. **COLUMBARIUM:** The Columbarium consists of uniformly sized niches for the interment of the ashes of cremated humans only. Each niche is of a size to be able to hold the cremated remains of two (2) persons, provided urns of an accommodating size are used. The inside niche dimensions are 11.75" high, 11.75" wide, and 12.375" deep.
2. **ELIGIBILITY:** Interment in the Columbaria shall be limited to Church members and their spouses or unmarried children under the age of 25, and current and former clergy of Canaan UMC. Any exceptions will be made on a case-by-case basis through agreement of the Pastor and Cemetery Committee.
3. **RESERVATION OF NICHE:** Niches within the Columbarium may be reserved by or for eligible individuals (as defined above) at any time. Purchasers of reservations may choose from available niches upon submission of the full purchase price set by the Church (currently \$750) and a signed Reservation Contract.

The right to use a niche in the Columbarium may not be sold or transferred. A niche may only be surrendered back to the Church. The Church will refund only the amount paid for the niche itself less any applicable fees.

4. **URNS:** The urn containing the cremated remains to be interred in the Columbarium shall be provided by the deceased's family or legal representative, and the provider shall be responsible for the cost of the urn. Interment of urns in the columbarium must be arranged through the pastor of Canaan UMC.
5. **ENGRAVING OF NICHE COVERS:** Each niche is enclosed with a granite covering which may be engraved. Engraving of each niche will be uniform in a size and style selected by the Church. Each niche plate may be inscribed only with the deceased's name, date of birth, and date of death. No other engraving will be permitted. The costs for the engraving and the niche opening and closing shall be paid for by the deceased's family at the time of interment.
6. **MAINTAINANCE OF RECORDS:** The Church will maintain Records of all niches in the Columbarium to be identified by niche location, the name(s) of the deceased,

date of purchase, birth date(s), date(s) of death, and date(s) of interment. Records will be securely maintained on the Church premises.

Funds received for niche reservations will be maintained separate from other Church funds. These funds will be used for any refunds, columbarium maintenance, and to provide a source for additional columbarium units when needed.

7. **CHANGES OR RELOCATION:** Canaan UMC reserves the right to move, remodel, or otherwise alter the columbarium. In the unlikely event that moving, removing, or relocating the columbarium niches becomes necessary, every reasonable effort will be made to notify the family of the deceased.
8. **ACCESS:** Committal or memorial services may be held in the Columbarium with the approval of and under the direction of the Canaan UMC Pastor. No urn containing cremains may be removed from a niche except with the approval of the pastor of Canaan UMC. The opening of any niche is prohibited by anyone other than those persons so designated by the Church.
9. **TITLE AND RIGHTS:** The reservation of a columbarium niche involves no ownership in the columbarium. Canaan UMC shall at all times have rights of management and control with respect to matters relating to the columbarium.
10. **FLOWERS, PLANTS, and DECORATIONS:** Nothing of either a permanent or temporary nature shall be affixed to or on the columbarium wall surfaces or niche covers. Locations will be provided in the columbarium area for flower placement. The Church will maintain flowers and decorations for special occasions. The Church has the right to remove any items not meeting this policy or remaining for more than two weeks.
11. **TRANSFERS TO THE CHURCH:** Upon written notification, a niche may be surrendered back to the Church for a refund of the original reservation fee, less an administrative fee (currently \$100). If the niche cover has been engraved, the cost for a new granite covering for the niche (currently \$100) will also be subtracted from the refund. If a niche is not used within (5) years following the death of all persons whose remains are to be interred in such space, the Church has the right to cancel the reservation and return the purchase price paid less any applicable fees.

Adopted by Church Council 5/13/2021

APPLICATION FOR COLUMBARIUM NICHE

The undersigned hereby applies to reserve one niche in the Canaan United Methodist Church Columbarium to be used for the interment of the ashes of the person(s) listed below.

I understand that the use of the niche shall be subject to the Columbarium Policy and Operating Procedures adopted by the CHURCH as amended from time to time and agree to be bound by such rules.

I request that the niche in columbarium number _____, row number _____ (from the top), niche number _____ (from the left) be reserved for:

Name: _____ Relationship: _____

Address & Telephone: _____

Name: _____ Relationship: _____

Address & Telephone: _____

I will inform the CHURCH of any change of my address or the names and addresses of the person(s) for whom niche(s) are reserved.

I understand that each urn or cremation container may not exceed the interior dimensions of the niche. The inside niche dimensions are 11.75" high, 11.75" wide, and 12.375" deep.

Signed: (Note that all applicants should sign)

Name(s): _____

Address: _____

TOTAL COST TO RESERVE NICHE: \$750.00

For CHURCH Use Only: (initial when complete)

Amount Received: \$ _____

Niche(s) Assigned: _____

Acknowledgement & Receipt sent (date): _____

Accepted by (full name): _____

COLUMBARIUM ENGRAVING INFORMATION

In order to help facilitate the engraving of covers for niches in the Columbarium, please PRINT the following information as you would like it to appear on the niche cover.

Two sets of blanks are provided, as each niche can hold two urns. If only one person will be interred in the niche, please leave the second set blank.

NAME

DATE OF BIRTH
(Month, Day, Year)

NAME

DATE OF BIRTH
(Month, Day, Year)