

# Trinity Episcopal Church

## Rules and Regulations Governing Columbarium

1. **The Committee:** The Church shall at all times retain full control of the Columbarium, with said control being exercised through a Columbarium Committee appointed by the presiding Rector and confirmed by the Vestry. The Committee shall be composed of three to five parishioners, at least one of whom shall be a current member of the Vestry. The Committee shall meet as often as necessary, but shall hold at least one meeting in January of every year. A majority of the Committee present shall constitute a quorum.
2. **The Columbarium:** The Columbarium shall consist of 108 burial niches for the interment of the ashes of cremated remains. Each niche purchased shall have a blank granite face plate. At the time of interment, a new granite face plate shall be provided by the Committee with the name of the deceased, date of birth and date of death.

Nothing except the name plate, described above, can be affixed to the Columbarium units or the walls around or above them. Nothing shall be placed on the floor beneath or around the Columbarium without prior approval of the Committee. Floral offerings may be placed on the altar of the chapel, which should be arranged through the Church office.

No more than two (2) person's ashes may be interred in any one niche. The polished, sheet bronze urn with urn identification plate, and the memorialized facing plate, will be ordered from the supplier by the Committee.

3. **Eligibility:** Sale of a niche is limited to the following (collectively referred to as "Qualified Individuals"):
  - A. Parishioners
  - B. Immediate family members of parishioners
  - C. Former parishioners and their immediate families
  - D. Clergy who have served on staff for the parish
  - E. Faculty who have worked at Trinity Episcopal Day School

"Parishioners" shall mean any parishioner of record in accordance with the documentation maintained by the Church, but who need not be a "confirmed" parishioner. "Immediate family members" shall mean the spouse, siblings, lineal ascendants and lineal descendants of a parishioner. Any Qualified Individual may acquire a niche which has space for the remains of two individuals. The remains interred must be the human remains of a Qualified Individual.

Any rule or requirement may be waived upon the recommendation of the Rector of the Church and the approval of the Vestry. However, any waiver permitted shall not constitute a modification of the Rules and Regulations established and in effect.

4. **Price:** The exclusive right to a niche shall be \$1,000 and is non-refundable unless a waiver is obtained from the Committee. This fee is a one-time charge that covers the cost of construction of the Columbarium, plus the polished brass inurnment urn(s) with name identification plate,

and each memorialized granite face plate. A portion of the fee will be set aside in a Columbarium Fund for future care and maintenance of the Columbarium.

The right to select an individual niche may be given to the purchaser upon acceptance of an application. Niches will be reserved on a "first come-first served" basis upon payment in full. When possible, family member will be allowed to select adjoining niches. Once selected, no changes can be made without approval of the Columbarium Committee and the Vestry.

5. **Exclusive Rights:** The exclusive right to use a reserved niche may not be sold or otherwise transferred without permission of the Columbarium Committee, and such transfer is limited pursuant to Rule 3 above. However, any rights to a reserved niche may be surrendered to the Church. The Committee, with the approval of the Vestry, may but is not required to waive the non-refundability rule to all or part of the original purchase price, less an expenses incurred. Trinity Episcopal Church reserves the right to move the Columbarium to another part of the property of the church, at the church's sole expense.
6. **Committal Service:** No cremated remains may be interred in a Columbarium niche without an appropriate burial service approved by the acting Rector.
7. **Removal:** No interred remains may be removed from the Columbarium without an appropriate Court Order, if necessary. Any and all costs incurred with removal shall be the obligation of the requesting party.
8. **Change of Address:** Should any purchaser fail to inform the Committee, in writing, of a change of address and the Committee is unable to locate the purchaser through reasonable diligence, after three (3) months search, the Committee reserves the right to unilaterally cancel the right of Purchaser to user of the niche.
9. **Louisiana Law:** The Columbarium is maintained in strict accordance with Louisiana Law related to Columbarium facilities owned and operated by Churches. Nothing herein, or which may be established in the future, shall derogate, or vary from Louisiana Law.
10. **General:** The policies and regulations set forth herein may be altered, amended or repealed at any time by action of the Vestry of Trinity Episcopal Church in so far as said rules and regulations, with amendments, are consistent with Louisiana Law.