



The Columbarium at Grace Episcopal Church

We are pleased you have an interest in the columbarium at Grace Episcopal Church. This packet provides the necessary forms for purchasing a columbarium niche. Please make an appointment to:

1. Execute a Certificate of Purchase (Permit)
2. Be assigned a specific niche
3. Acknowledge receipt of the Rules and Regulations of usage
4. And make payment to "Grace Episcopal Church" in the amount of \$1,500

The Grace Episcopal Church Columbarium is located in the narthex of the main sanctuary. It provides a minimum of 20 recessed compartments (niches) for the placement of earthly remains after cremation. Each niche holds the remains of one person. Each niche is enclosed with a protective metal face plate engraved with the appropriate name and the dates of birth and death. The columbarium is not intended to compete with commercial cemeteries. It is solely for use by those who worship at Grace Episcopal Church as parishioners, or former parishioners, clergy and their immediate families.

The \$1,500 per niche is a one-time charge. There will be no additional charge for the inurnment urns with name identification plate, or the face plate(s). A portion of the purchase price will be reserved for future care and maintenance of the columbarium.

A certificate of purchase will be issued granting the exclusive right to use the niche. Rights to a niche may not be sold or otherwise transferred, but may be returned to the parish. No cremated remains may be interred in a columbarium niche without an appropriate burial service approved by the rector and without legal permits issued by the State of California and/or the County of Los Angeles.

For more information about the columbarium, or to select a niche, please contact the Church Office.

DEFINITIONS:

Columbarium Committee

The Columbarium Committee shall be the sitting Vestry of Grace Episcopal Church. The Vestry shall appoint two members assigned to work with the Rector for the day to day implementation of this policy, management and maintenance of the Columbarium.

Church/Permitter

Grace Episcopal Church, 555 East Mountain View, Glendora, Ca 91741.

Columbarium

The columbarium shall contain at least 20 spaces (niches), each capable of holding one urn for ashes of deceased persons. Human remains only.

Use Permit

Is the instrument which entitles a member to the rights of interment ("inurnment") of the human remains of one person per urn within a niche in The Columbarium. The Use Permit does not constitute a sale of property, but is merely the provision of a burial space. All ownership of the land, the facility and the Columbarium remains with the Church. A member may reserve a space within a niche.

Permittee

A Member who holds a Use Permit.

Members

Registered members of the Church, as defined by Canons of the Episcopal Church and in good pledge standing for at least 3 years.

Urn

An appropriately-sized container, for the human ashes of one person, **provided by the Church**. No other urn may be used.

Eligibility: Sale of a niche is limited to the following (collectively referred to as "Permittee"):

- a) Parishioners of record in good standing (pledging) for at least three years.
- b) Immediate family members of parishioners, as denoted in "a" above.
- c) Former parishioners and their immediate families who met the requirements of "a" above.
- d) Clergy who have served on staff at Grace Episcopal, full or part-time.
- e) Under special circumstances, those approved by the Vestry of Grace Episcopal Church.

"Parishioners" means a parishioner of record, who need not be a confirmed parishioner. "Immediate family members" shall mean the spouse, siblings, lineal ascendants and lineal descendants of a parishioner.

The remains interred must be the human remains of qualified Individuals.

Any rule or requirement may be waived upon the recommendation of the rector of the church and the approval of the vestry.

I. OPERATION AND DUTIES OF THE COLUMBARIUM

1. The Columbarium at Grace Episcopal Church shall be administered by the church Vestry. The rules and regulations set forth herein, and future amendments thereto, as approved by the sitting Vestry, shall govern the operation of The Columbarium.
2. The Vestry may meet at any time, at the discretion of the Senior Warden or the Rector, to conduct business. The presence of five members or more, including the Senior Warden, shall constitute a quorum.
3. Special cases may arise in which literal enforcement of these Rules and Regulations or fees may impose unnecessary hardship. The Rector and the Vestry, therefore reserve the right, without notice, to grant exceptions to any of these Rules and Regulations or fees. Such exceptions shall in no way be construed as affecting general application of these Rules and Regulations and shall not constitute a waiver of any of them.
4. The adoption of new Rules and Regulations or the repeal or amendment of these Rules and regulations will be accomplished only upon written approval of the Vestry of Grace Episcopal Church.

II. **RULES OF INTERMENT ("INURNMENT")** Authorization for interment in the Columbarium is subject to the following rules:

1. Only human remains shall be interred in the Columbarium.
2. A Member who possesses a Use Permit may then apply at any time for authorization for the interment of a single urn containing the cremated remains of that Member, the Member's spouse or the Member's immediate family, e.g., issue, parents, children or others, upon the approval of the Vestry. A separate authorization shall be required for each set of human remains (urn) to be interred.
3. A uniform charge for the Use Permit shall be as determined by the Vestry, and shall include interment in a niche, and the cost of perpetual care of The Columbarium. That cost shall be \$1,500 payable in full prior to interment.
4. It is clearly understood that the ashes or remains contained in the Columbarium are the sole property of Grace Episcopal Church and once interred the family and all other persons give up their legal right to possession, unless rescinded by a court of law. So long as the remains are in the possession of the Church, they may be moved, relocated or otherwise disposed of, by the Church (see IV-4 Below).
5. The Use Permit is personal and may not be transferred to another person. However, the Permittee may relinquish rights to the Use Permit if unused, and return it to the Permitter. A refund of 50% of the original permit fee will be granted. The remaining funds will become part of the Columbarium fund.
6. All funds received from the sale of Use Permits shall be separately accounted for and shall be administered by the Vestry and the Rector, and shall be used to repay the expense of connection with The Columbarium. Surplus funds, if any, shall be used as part of the Columbarium Perpetual Maintenance Fund.

III. **Interment**

1. All arrangements for interment will be under the direction of the Rector of the Church. The Burial Service will be as prescribed by the Rector of the Church in consultation with the family, and in accordance with the Constitution and Canons of the Episcopal Church and the Book of Common Prayer. Neither the Church nor the Rector shall be responsible for the interment permit that may be required by state law or for the identity of the remains which are to be interred.
2. Removal of an urn for permanent interment in another facility will be permitted only upon presentation of the appropriate legal documents and payment of a fee, if any, determined by the Vestry.
3. Plantings, furnishings or any ornamentation of The Columbarium will be permitted only as directed or approved by the Rector and/or the Vestry for the period of one week after the memorial service. Beyond that period, no planting, furnishings and or any ornamentation will be allowed except that provided by Grace Episcopal Church. It is suggested that any memorial offerings be provided through the usual Church programs (such as a donation of flowers for the weekly religious service).
4. Because of the complexity, size, and weight of the Columbarium, the opening and closing of the Columbarium shall be conducted under the supervision of at least one Vestry member who is familiar with its construction. This will be done prior to and/or after the service at the direction of the Rector or presiding priest. This is not to be interpreted as part of the actual service.

IV. RESPONSIBILITIES OF PERMITTOR

1. Permittor shall maintain The Columbarium in good condition, care for all niches; take all reasonable precautions against defacement or defilement of the niches and the identification facades thereon; and maintain and preserve all records pertaining to the Columbarium.
2. To foregoing obligations, A Perpetual Maintenance Fund will be established. The Fund will be derived from fees received for each space, as well as gifts and memorials designated for this purpose. This fund will be used to support the expenses of the Columbarium and surroundings only.
3. If sufficient funds and need exist, the Vestry shall have the right to physically expand, move or otherwise improve the Columbarium in compliance with applicable local ordinances without notice to the surviving family members.
4. In the event that Grace Episcopal Church or the Columbarium shall be relocated or ceases to operate, or in the event of destruction of the Columbarium resulting from an act of God, the Permittor shall cause the re-interment of the ashes with the re-located facility or the precinct of another Christian Church. If such is not available, the Vestry shall cause the ashes to be disposed of in a Christian and legal manner.

(This program statement is updated on a regular basis;

please check with the Church Office for further details)