

**SAINT MICHAEL EVANGELICAL LUTHERAN CHURCH
2619 AUGUSTA STREET
GREENVILLE, SOUTH CAROLINA 29605**

**COLUMBARIUM & MEMORIAL CENTER
RULES AND REGULATIONS**

SAINT MICHAEL LUTHERAN CHURCH: Saint Michael Lutheran Church, hereinafter referred to as CHURCH, shall be the administrator of the Columbarium & Memorial Center, as set forth in its Constitution and Continuing Resolutions and guided by the following Rules and Regulations.

COLUMBARIUM & MEMORIAL CENTER: The Columbarium & Memorial Center will contain two areas. The Columbarium area will contain Niches for the cremated remains of CHURCH members. The Memorial Wall area will display the names of deceased Church members.

COLUMBARIUM AREA: The Columbarium will contain Niches for the cremated remains of CHURCH members and immediate family members. Each Niche shall have a marble nameplate of uniform size, which shall be engraved with the name of the deceased. It will contain the first name, middle initial, last name, dates of birth and death. Each Niche is limited to the cremated remains of one person.

MEMORIAL WALL AREA: Memorial Walls will display the names of deceased members of the CHURCH or immediate family. The name of the deceased will be engraved on the wall. It will contain the first name, middle initial, last name, dates of birth and death. The name will be engraved on the wall in the next available space or as directed by the trustees.

ELIGIBILITY: Columbarium Niches and Memorial Wall inscriptions are restricted to members of the CHURCH and immediate family members. "Immediate family" includes: the CHURCH member and spouse, parents of member and spouse, children of member and spouse, grandchildren of member and spouse, and siblings of member and spouse. Inscriptions on the Memorial Walls will be governed by the same eligibility as the Columbarium. The Trustees of the Columbarium & Memorial Center reserve the right to make exceptions to these restrictions, as they deem appropriate.

GENERAL INFORMATION: Niches may only be sold to members of the CHURCH. The exclusive right to sell Niches belongs to the CHURCH. Niches may not be sold or transferred by the CHURCH member, spouse, or immediate family.

The Applicant may change the designation(s) of the person or persons to be inurned in writing at any time prior to the Applicant's death. A Niche may only be surrendered back to the CHURCH. The CHURCH will refund only the amount paid for the Niche at the time it was purchased. The purchase by an Applicant conveys to the Applicant the right to use the Niche but no ownership, interest in the Columbarium or any interest in real estate is implied. The legal title to all the Niches, Columbarium and property shall at all times remain with the CHURCH.

PRICE OF A NICHE: The purchase price for all Niches shall remain uniform regardless of location on the wall section. The selection of a Niche or Niches will be made from the wall sections available at time of purchase. Additional wall sections of Niches will be made available as the existing sections are filled. The price of a Niche for the cremated remains of one person is \$1,500. The placing of the name on the Memorial Wall is not included in the price of a Niche. Niches can not be used before total payment for Niche has been received. There will be no assessments or future charges to a buyer after the full initial purchase price has been paid. The Trustees of the Columbarium & Memorial Center reserve the right to make exceptions to the rules and regulations as they deem appropriate. The Trustees also reserve the right to change the price of unsold Niches as they deem appropriate to insure financial solvency.

PRICE OF NAME INSCRIPTION ON MEMORIAL WALL: The purchase price for a name inscription on a Memorial Wall shall remain uniform regardless of its location on the wall. The name inscription will be located on the wall section in the next available space. The price of a name inscription on the Memorial Wall is \$300. There will be no assessments or future charges to a buyer after full initial purchase price has been received. The Trustees of the Columbarium & Memorial Center reserve the right to make exceptions as they deem appropriate. The Trustees also reserve the right to change the price of new name inscriptions on the Memorial Wall as they deem appropriate to insure financial solvency.

MASTER PLAN FILE OF NICHE: The Columbarium & Memorial Center Trustees shall maintain a Master Plan of all the Niches in the Columbarium. Each Niche will be identified by a letter identifying the section and a number identifying the Niche. Numbering starts in the upper left hand corner of the section reading left to right and down the section. The file shall contain the name of purchaser, date of purchase. Also, the name of the person for whom the Niche is designated, birth date, date of death, and date of inurnment of each Niche.

CONTACT INFORMATION: It shall be the responsibility of the purchaser to keep the CHURCH advised of current contact information. It shall also be the responsibility of the purchaser to name a designee or next of kin, and provide that contact information.

CHANGES TO THE CENTER OR RELOCATION: The CHURCH reserves the right to enlarge, remodel, alter, or relocate the Center, as it deems necessary or desirable. However, the Columbarium & Memorial Center shall be maintained in an appropriate and respectful manner. The Center and its use and maintenance are at all times subject to the management of the CHURCH.

Should the CHURCH find it necessary to substantially change the character of the Columbarium & Memorial Center, or consider moving the facility, the next of kin shall be notified before any decision is made. Suggestions and other input of the next of kin will be considered before any change of this nature is made. Should it be decided by the CHURCH that a change of this type is required; the next of kin will be notified by certified mail at the address of record. This notification will occur at least 30 days prior to activity taking place and will include a detailed explanation of the reasons requiring such a change. Should exhumation be necessary, it will be carried out according to all applicable laws and statutes, and with care and reverence. Re-inurnment should occur expeditiously and respectfully.

ACCESS TO COLUMBARIUM & MEMORIAL CENTER: Family and friends of loved ones inurned in the Columbarium or named on the Memorial Wall are welcome to visit anytime. The Center will normally be locked by a combination pad for security purposes. Family members of the inurned will be given the combination for their visitations. The combination will not be given to anyone outside the immediate family. The combination will be periodically changed for security reasons. Notification of the change will be mailed to the families of inurned. All other visitors to the Center will have to make arrangements with the CHURCH office during office hours or contact one of the Trustees.

INURNMENT OR MEMORIAL SERVICES: Inurnment or Memorial Services may be held in the Center with the approval of and under the direction of the Pastor. No cremated remains may be placed in the Columbarium without an Inurnment Service. The opening of any Niche is prohibited by anyone other than the Trustees or persons authorized by the Trustees.

LIABILITY: No liability of any kind is assumed by the CHURCH or the Congregation Council for the maintenance or preservation of the cremated remains of any person inurned in the Columbarium or for any loss or damage to the canisters, nor is any liability of any kind whatsoever assumed by the CHURCH or Congregation Council for any matter or thing relating to the Columbarium, its use or subsequent maintenance.

FLOWERS, PLANTS, DECORATIONS: No flowers real or artificial, plants, or any other decoration items shall be allowed in, on, or around the Center. However, the CHURCH reserves the right to place flowers, plantings, and other memorial items in and around the Center as it may deem appropriate.

COLUMBARIUM & MEMORIAL CENTER FUNDS: The Center Trustees shall maintain a separate interest bearing account for the operation of the facility. The account will cover such items as maintenance, power, water equipment, insurance, remodeling, relocation, purchase of additional Niches and etc. All monies received for the purchase Niches, names on the Memorial Walls, monetary gifts to the Center, and Memorials for the Center shall be deposited into this account to be withdrawn as needed to fulfill the general operations of the Center as needed to meet the Columbarium & Memorial Center Rules and Regulations. When funds exceed the amount needed, the overage of the funds will be given to Saint Michael Lutheran Church. A reserve fund will be held to cover the expense of inurnment at another selected site if the CHURCH dissolves. A site will be selected, and written contract established to cover this contingency. An audit of the Columbarium & Memorial Center Funds by the CHURCH treasurer or CHURCH council designee will be made annually with a report to the CHURCH.

RULE CHANGES OR INTERPRETATIONS: The Columbarium & Memorial Center Trustees and the CHURCH reserves the right to amend, change, or modify these Rules and Regulations regarding the Center, which shall govern all Niches and Memorial Walls. Changes will be made using the same methods as the CHURCH constitution changes are currently made.

COLUMBARIUM & MEMORIAL CENTER COMMITTEE: The committee shall be formed of CHURCH members interested in a Columbarium. There shall be a Chairman, Secretary, and a Treasurer. The committee will be in charge of all operations through the construction of the Center. At the completion and dedication of the new Center, the Columbarium & Memorial Center Trustees will take over the operations of the Center.

COLUMBARIUM & MEMORIAL CENTER TRUSTEES: Trustees are responsible for the operation, maintenance, and upkeep of the Center. There shall be three (3) Trustees elected with staggered terms the first election, 1-year, 2-year, and a 3-year term. Each year one Trustee's term will expire and a new Trustee is elected for a three-year term. The Trustee will be elected by the Congregation at the Annual Congregational Meeting. The incoming elected Trustee will serve as Secretary the first year, as Treasurer the second year and as Chairman the third year. A Trustee unable to complete his term, for any reason, will be replaced by the Congregational Council. The appointee will complete the term of office of the person being replaced. The Trustees shall report to Congregational Council once a year unless requested otherwise by the Congregational Council.

Adopted by **Saint Michael Lutheran Church Congregational Council**

President: _____

Date: _____