

**Trinity United Methodist Church
711 Niagara Falls Boulevard
Amherst, New York 14226**

COLUMBARIUM POLICY

1. **Purpose** - The purpose of this policy is to set forth the way in which the Columbarium at Trinity United Methodist Church is administered and controlled.
2. **The Columbarium** – The Columbarium shall consist of niches, uniform in size, for the interment of the ashes of cremated bodies. All ashes shall be inurned in urns of equal size and description furnished by the Church. The face plates over each niche will display a bronze name plate of uniform size, on which shall be engraved the name of the deceased, his or her date of birth and date of death.
3. **Administration** – The Columbarium, the space around it, its use and its maintenance shall at all times be under the control of the Church. This control shall be exercised through a Columbarium Committee (hereinafter called the Committee) elected in the Church's usual manner, plus the Pastor. (Note: Because our Memorial Fund Committee has coordinated the creation of our Columbarium, the Memorial Fund Committee will also function as the Columbarium Committee unless and until the Trinity Leadership Council decides to create a separate Columbarium Committee.) The members present at any meeting shall constitute a quorum. The Committee shall meet as required to make administrative decisions or Policy changes and shall report annually to the Charge Conference.
4. **Eligibility for Use of Niches** - Interment in the Columbarium shall be limited to Church members, pastors, former pastors, and the immediate families of these individuals, as well as to other constituents of the Church, i.e. persons who maintain or have maintained a supportive relationship with the Church and who look to this Church for pastoral services. Others may be interred with special approval of the Committee.
5. **Subscription Fee** - The Subscription Fee for each niche (originally \$500) shall now be \$600 (six hundred dollars), but this fee may be increased in the future at the sole discretion of the Committee and the Church. This fee will be the same for any available niche, regardless of location.
6. **Certificate of Right of Interment** – A Certificate of Right of Interment for exclusive and perpetual use of a specific niche by an eligible person will be issued upon payment of the full Subscription Fee in effect at that time. This Certificate shall be signed by the Chairman of the Committee and the Chairman of the Board of Trustees.
7. **Reservation of Niches** – Specific niches may be reserved with a deposit of one fourth of the subscription fee, but a Certificate of Right of Interment will not be issued until the full Subscription Fee is received by the Church. If the full subscription fee is not paid within 12 months of the deposit, the Committee shall decide whether to cancel the reservation and return the deposit and other monies paid or to extend the period for payment. Quarterly payments are suggested.
8. **Title and Rights Retained by the Church** – Legal title to the Columbarium and all the niches contained therein shall at all times remain in the Church. The exclusive Right of Interment for individuals is based on the following conditions:
 - a. The Certificate of Right of Interment shall identify both the person(s) paying the Subscription Fee and the person with the Right of Interment, and shall also identify the specific niche reserved for that individual. The niche reserved shall be as close as possible to the niche requested by the subscribing party.
 - b. There shall be no future charges or assessments after the Subscription Fee has been paid in full..
 - c. The exclusive Right of Interment may not be sold or otherwise transferred by the party or the person holding the Certificate without approval of the Committee and the Church. It

can be surrendered back to the Church without any refund of any portion of the Subscription Fee, except as decided by the Committee.

d. The Subscription Fee may be changed by the Committee at any time.

9. **Use of Subscription Fees** - The Subscription Fees will cover the full cost of the niche, installation of the Columbarium, improvements in the area around the Columbarium, opening and closing of the niche at interment, an urn for the ashes, and an engraved name plate. Any residual funds will be maintained in a separate Columbarium Fund for future needs related to maintenance, enhancement, enlargement, or the relocation of the Columbarium. Any “excess” funds in this account may not be transferred to any other fund, except with approval of the Committee and the Charge Conference of the Church.
10. **Access and Restrictions** - The Columbarium shall be open to visitors at all times when the Church is open. No flowers, flags, insignia or other decorations may be placed in the Columbarium except as approved by the Committee.
11. **Amendments** - Amendments to this Policy may be made by the Committee at any time, with approval of the Board of Trustees.
12. **Policy Information** – This Policy shall be made available to any purchaser of a niche or the holder of the Right of Interment or any other member of the Church, upon request.

End of policy

Policy approved by Trinity Leadership Council on September 22, 1998, acting on recommendations of the Board of Trustees and attorney Paul Foley, Trinity member, regarding original policy drafted by Richard Teetsel, chairman of the Memorial Fund Committee. Amendments to Sections 5, 7 and 8c effected July 1, 2010