



Columbarium Guidelines

I. GENERAL

The Grace Church Columbarium has been established, through the generous gift of Mrs. Richard Howe and others, to provide a Christian place for the interment of members of the parish and their immediate families who have been cremated.

The Hortense Adams Memorial Garden has been established through gifts from her three sons and memorials in her memory.

Care and use of the Garden and the Columbarium, including interments in the Columbarium, are the responsibility of the Columbarium Trustees as an agent of the Vestry of Grace Church, Kirkwood. Regulations adopted by the trustees and approved by the vestry will govern use.

Interment of cremains in the Columbarium is restricted to members of Grace Church and their immediate families. Immediate family is defined as spouse, children, and parents. Disinterment for removal or relocation of cremains shall occur only if written instructions are received by the Columbarium Trustees signed and acknowledged by a majority of the following adult members of the deceased person's family who are then known and living: spouse, children, and parents. If none of the above family members survive the deceased, then the majority of the grandchildren, brothers and sisters of whole and half blood may authorize the interment, relocation or delivery of the remains of the deceased. The costs of such disinterment, relocation or delivery shall be paid by the deceased person's family.

Grace Church accepts responsibility for urns stored in the columbarium in perpetuity, but grants only the right of interment and not ownership.

Memorial Services and interment of cremains is a pastoral function and are to be arranged with the Rector.

Use of the Memorial Garden is limited to individual members of the parish and their guests and to Parish and Diocesan groups. Group events are to be scheduled with the parish office.

Memorial services and interments will take precedence over all other events.

Charges for spaces for urns will be established by the Trustees. They are:

For registration, to reserve a space -----\$200.00

At the time of interment-----\$1,000.00

Niche spaces for which registration fee has been paid, but which have not been used for 25 years from the date of registration will revert to the Parish, unless renewed. Niche spaces which have not been used may be sold back to the Parish at the cost of registration.

Inscriptions on wall mounted tablets may be done to memorialize individuals whose remains are interred elsewhere. For this there will be a charge of \$250 plus the cost of inscribing name and dates.

From the monies received there shall initially be established a current maintenance fund for the Garden and Columbarium of \$3,000 and then secondarily a renewal and replacement fund of

\$10,000. Such funds shall be maintained at these levels. Monies received above and the amount necessary to maintain those funds shall be paid over to the Endowment Fund of the parish.

II. REGULATIONS TO GOVERN USE OF THE GARDEN.

1. Scheduling for group use or functions shall be arranged through the parish office at least 15 days prior to the event. Priority will be given, in descending order, to:

Memorial and Interment services
Parish functions
Diocesan functions

2. Smoking is not permitted in the Garden area.
3. Consumption of food or beverage in the Garden area is discouraged.
4. Care shall be taken to protect plants and plantings.

III. REGULATIONS FOR THE COLUMBARIUM.

1. Cremains are to be in sealed watertight non-corroding containers, e.g. bronze, stainless steel, plastic. (Urns are available from funeral directors and other sources.)
2. Maximum size of urns shall be such as can be placed in the niche spaces in the Columbarium, 7" wide x 5.5" high x 12" deep.
3. Urns containing cremains may be delivered to the Parish office prior to the date for memorial service/interment and the Parish will be responsible for safekeeping until interment.
4. Inscribed inscription on granite niche fronts are to be of uniform type and size lettering and will be limited by name, year of birth and year of death. Inscriptions are to be done by a stonecutter engaged by the Parish to do such work.
5. The Parish will arrange for opening and closing of the niches, to allow for interment of urns, at a fixed cost to the individual(s) ordering interments.
6. The Trustees will maintain a permanent record of interments and their location, and a permanent record of spaces for which a registration fee has been paid, but said spaces have not been occupied.
7. These policies and procedures may be amended from time to time as appropriate by the Board of Trustees subject to approval by the Vestry.