

# PRINCE OF PEACE LUTHERAN CHURCH

2561 Victoria Street North , Roseville, MN 55113-3410

651-484-4144 • office@poproseville.org



## COLUMBARIUM POLICIES

### THE COLUMBARIUM COMMITTEE

The Congregation Council of Prince of Peace Lutheran Church, Roseville, MN<sup>1</sup> shall have full control of the columbarium. This control shall be exercised through a permanent standing Columbarium Committee<sup>2</sup>.

### THE COLUMBARIUM

**UNIFORMITY** Each columbarium unit shall consist of niches uniform in size for the placing of cremated human ashes. Engraving of niche covers will be done by the Anderson Monument Company from Austin, Minnesota. They will come to the Church once or twice a year to do engraving. Mailing the niche cover to and from Anderson is possible as well. A blank cover will replace the inurned niche till the engraved cover is returned. Engraving will follow a uniform format.

1. A pre-selected font and a uniform letter/numeral size will be utilized to engrave niches with the name of the deceased and the dates of birth and death. The cost of engraving, which will include a set-up fee and charge per letter, will be the responsibility of the niche owner.
2. It is also the niche owners' responsibility to provide an urn or its equivalent. Niche sizes are 12.5x12.5x12.5 for a standard size niche and 12.5x12.5x20.0 for a double size niche. As a rule a standard size niche can accommodate two urns and a double size niche four urns. Flowers or objects, such as a flag, may be laid at the base of the columbarium to honor the deceased. All memorabilia will be removed by the columbarium caretaker every Saturday by noon. As an alternative, family or friends are invited to provide altar flowers for a Sunday worship service.

**CONTROL** A record of numbered spaces arranged in a grid format will be maintained by the Committee and kept in the church office in paper form and electronically. The location of occupied purchased spaces shall be indicated on the grid.

### ELIGIBILITY

The right to submit applications to purchase and use space is available to all who wish their final resting place to be at Prince of Peace Lutheran Church, Roseville, MN. The Committee reserves the right to approve or disapprove all applications for purchase regardless of the status of the applicant.

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<sup>1</sup> Further referred to as the Council and the Church.

<sup>2</sup> Further referred to as the Committee

## **TITLE AND RIGHTS RETAINED BY THE CHURCH**

Legal title to all niches shall remain with the Church which shall at all times have full rights of management and control with respect to all matters related to the columbarium. The right to place in a columbarium niche the remains of an eligible person and to keep them there as long as the columbarium shall be maintained is based on the following:

1. The purchaser of this right, who has paid the purchase price in full and has been assigned a specific niche, shall receive a certificate signed by the Pastor and Council President. This certificate shall attest to his or her ownership of the sole and perpetual use of a specified niche as personal property.
2. Cremated remains may not be removed from the columbarium unless pre-authorization was granted by the niche owner(s) and the name of the pre-authorized individual as named on the original application form. The niche owner, prior to his or her death, may opt to change the designee either by modifying the original application form or by completing a new one.
3. The Church reserves the right to move, remodel, or otherwise alter the columbarium anywhere within the church property.
4. Fifteen percent of the purchase price shall be escrowed for the maintenance and upkeep of the columbarium. The price of such exclusive right may be increased as warranted by the Committee as they deem necessary. The purchase price of the niches will be the same regardless of the location of the niche within the unit.
5. The Church will exercise good faith efforts to safeguard the columbarium and the contents of each niche, but the Church will not be responsible of loss as a result of fire, theft, vandalism or any other event or cause.
6. If unforeseen circumstances require removing the columbarium from the Church's site, the columbarium will be moved to a suitable location. The Council will have the authority to determine the relocation site.

## **OTHER CONDITIONS**

The columbarium shall be open to visitors at all times. Cremated remains will be interred in a columbarium niche with a committal service. A copy of the death certificate will be submitted to the Secretary of the Committee.

## **PURCHASE OF NICHES**

Purchase of a columbarium niche will be made by submitting a signed purchase agreement to the Secretary of the Committee and full payment to the Church.

## **RESALE OF NICHE**

In the event a niche is sold by the owner, the Church has the first right of refusal.

## **ADDITIONAL PROVISIONS/AMENDMENTS**

The Council reserves the right, in its sole discretion, to amend these Policies and to add or delete provisions, in partnership with the Committee.