

63.0 COLUMBARIUM INFORMATION

FIRST PRESBYTERIAN CHURCH, WILMINGTON, NORTH CAROLINA COLUMBARIUM AND MEMORIAL GARDEN POLICY AND OPERATING RULES

The First Presbyterian Church Columbarium and Memorial Garden shall be hallowed ground, sacred to the memory of those who have departed from our midst. The peaceful, welcoming garden provides a final earthly resting place and a quiet place for visitation and meditation.

Arrangements for interment, scattering or memorialization can be made through the First Presbyterian Church Office at any time. When possible, arrangements for the reservation of niches should be made well in advance of need, in order that decisions can be rational and without a sense of emergency.

63.1 Columbarium and Memorial Garden Board

COLUMBARIUM AND MEMORIAL GARDEN BOARD

First Presbyterian Church shall at all times have full control of the Columbarium and Memorial Garden. Such control shall be exercised through a Columbarium and Memorial Garden Board. The initial Columbarium and Memorial Garden Board, which was formed to study and make recommendations to the church, will serve for the first three years after completion. This is to provide for a suitable transition from construction into the years of operation and management.

At the end of the first three years, the Session will appoint five members to serve on the Columbarium and Memorial Garden Board. The Columbarium and Memorial Garden Board shall include one Elder, one Deacon, one member from the Presbyterian Women, and two at-large members. Each member shall serve a staggered three-year term, with terms to be drawn for the first board. The Senior pastor and the Chairman of the Building and Grounds Committee shall serve as ex-officio members without vote. The Columbarium and Memorial Garden Board will be assisted by the Facilities Manager. The Chairman of the Columbarium and Memorial Garden Board shall be elected by members of the Columbarium and Memorial Garden Board for a one-year term. The Columbarium and Memorial Garden Board will function under the general supervision of the Session and will report to it annually or more often as deemed necessary.

The Columbarium and Memorial Garden Board will have the authority to recommend amendments, changes or modifications to these operating rules, which shall govern all activities and services relating to the Columbarium and Memorial Garden, subject to the approval of the Session.

63.2 Description of Columbarium

DESCRIPTION

The Columbarium shall consist of niches, uniform in size of the capacity to hold the remains of two (2) people, for the interment of the ashes of

cremated humans only. Each niche shall be covered with a granite plate, uniform in size, which shall be engraved with the names(s) and dates of birth and death of the deceased. (Each niche is 10in. wide by 10 in. high by 17 in. depth.)

There will be a designated area within the Memorial Garden dedicated to the burial or scattering of ashes. There will be a provision for a place to list the names of those remains that are buried or scattered in the Memorial Garden or elsewhere, provided there is no marking of the remains elsewhere.

63.3 Eligibility

ELIGIBILITY

The Columbarium and Memorial Garden shall be restricted to the interment or scattering of ashes of member(s) of First Presbyterian Church, spouses of members, children or step-children of members, parents or step-parents of members, current or past ministers of this church, and other persons with strong ties to First Presbyterian Church, if approved by the Columbarium and Memorial Garden Board after a written request. Past members who reserved niches while members of First Presbyterian Church may maintain their eligibility.

63.4 Reservation of Niches and Plaques

RESERVATION OF NICHES AND PLAQUES

Reservation for interment in niches, or by scattering, or for memorial plaques, may be made only by those eligible, as set forth above. The reservation may not be transferred to any person, except eligible persons, as defined above, or back to the First Presbyterian Church, without the concurrence of the Columbarium and Memorial Garden Board.

Designation of the person to be interred or memorialized may be changed by a request in writing from the holder of the reservation at any time prior to death. A reservation may be surrendered by its holder, upon written notification, to the Columbarium and Memorial Garden Board. Within ten (10) years of the reservation being made, fifty percent of the amount that was paid will be returned to the holder, and a letter will be sent stating that the other fifty percent is a gift to the Columbarium and Memorial Garden Endowment Fund of First Presbyterian Church. After ten (10) years, no refunds shall be made.

Provision for a place for the inscription of names on the Memorial Tablets of eligible deceased persons as outlined above will be recognized upon reservation to the Columbarium and Memorial Garden Fund of First Presbyterian Church, according to the tiered schedule prescribed by the Columbarium and Memorial Garden Board. **THE LEGAL TITLE TO ALL NICHES AND PLAQUES SHALL AT ALL TIMES REMAIN WITH THE CHURCH.**

Specific niches, identified by number, for the interment of cremains may be reserved by eligible persons upon payment of designated fees and execution of required documents at the time of reservation. A schedule of

current required fees and payments is attached to these rules. The Columbarium and Memorial Garden may change these fees in the future upon approval by the Session. Any niche not previously reserved may be selected by the person making the reservation. A contract form for the reservation of a Columbarium niche is attached to these rules.

63.5 Cancellation

CANCELLATION

In the event that no burial shall have occurred within five years after the death of the person to whom a Certificate of Reservation has been issued, and upon no response after 90 days of a certified letter sent to his/her last known address, and/or the addresses of known family members, the Session may terminate the reservation upon recommendation of the Columbarium and Memorial Garden Board.

63.6 Management

MANAGEMENT

The church will receive all payments and disburse all expenditures in a separate account to be known as "The Columbarium and Memorial Garden Fund" apart from and entirely separate from the general church budget. Appropriate annual audits and reviews will be performed in accordance with the church's regular accounting procedures. Any surpluses generated after all expenditures have been satisfied will go to the perpetual maintenance of the Columbarium and Memorial Garden.

The church will maintain a record of each interment in the Columbarium, or scattering, and placement of Memorial Garden plaques and inscription of names. The name(s) of the deceased in each interment, the deceased's dates of birth and death, and the deceased's next of kin or legal representative shall be included therein. The church shall also maintain a list of the persons who have reserved niches or have made arrangements for scattering or burial of cremated remains, together with the names of the next of kin or legal representatives of such persons.

63.7 Addresses

ADDRESSES

It shall be the responsibility of the holder of the reservation to keep the church advised at all times of the current mailing addresses of themselves, the person for whom the niche is reserved, and the next of kin of the designee or legal representative. The holder of the reservation will normally be the individual that the church would contact for any reason.

63.8 Interment

INTERMENT

Funeral or Memorial Services for the interment of cremated remains will be designed by the Pastor(s) in consultation with the family of the deceased. Only an ordained minister may conduct the interment service. The family may also elect not to have a service at the time of interment.

63.8.1 Urns

Urns: The containers for the cremated remains of the persons to be interred in the Columbarium shall be provided by the deceased's family or

legal representative, and the provider shall be responsible for the cost of each container. A niche may contain one or two containers of deceased person's remains. The containers must be of a size that will fit in the niche.

63.8.2 Cost of Cremation not covered

Costs: The cost of cremation is not covered by any fee paid to the church pursuant to these operating rules. The church will not offer cremation services. No expenses other than those prescribed herein are covered by the prescribed fees.

63.8.3 Niche Covers

Niche Covers: Engraving of Niche covers and plaques will be of uniform size and style as prescribed by the church. The church will provide for such engraving as a part of the fee prescribed in the Fee Schedule. Each niche cover will be inscribed only with the name(s) and dates of birth and death of the deceased. Niches containing the remains of two persons will be inscribed with information for both persons. No other inscriptions will be permitted. No flowers, flags, decorations or other memorabilia will be permitted inside the Columbarium and Memorial Garden, except for a single flower arrangement, if desired, to be placed near the niche or the scattering area on the day of the burial service.

63.8.4 Scattering of Ashes

Scattering: In the Memorial Garden, there will be a dedicated area for the burial of ashes, commonly, referred to as scattering.

63.8.5 Memorial Plaque

Memorial Plaque: There will be a memorial plaque for the names, dates of birth and death for those whose cremated remains are scattered or buried in the Memorial Garden. In addition, the names and dates of persons whose remains are scattered or buried elsewhere, who meet the eligibility requirements, may be inscribed on the plaque, provided their remains are not marked elsewhere.

63.9 Change in Property Ownership

CHANGE IN PROPERTY OWNERSHIP

It is the intention of the Church that this property will be registered as a cemetery and will not be relocated to any other alternate site at any time.

FORM #2000-2
SEPTEMBER 6, 2000

63.10 Certificate of Reservation Form

**CERTIFICATE OF RESERVATION
FIRST PRESBYTERIAN CHURCH COLUMBARIUM AND
MEMORIAL GARDEN**

Name of Applicant Making Reservation _____

Address _____

Telephone Number _____

First Presbyterian Church has received payment for the reservation for the Columbarium or Memorial Garden by the above named for (check one):

Columbarium Niche (Niche Number _____) \$ _____

Right to Scatter in the Memorial Garden \$ _____

with name on Memorial Plaque

[] Right to have name on Memorial Plaque \$_____

This reservation and use of the Columbarium or Memorial Garden is subject to the Columbarium and Memorial Garden Policy and Operating Rules and any changes which are hereafter made to the Columbarium and Memorial Garden Policy and Operating Rules by the Session of the First Presbyterian Church, Wilmington, North Carolina.

_____ Signature of Person Making Reservation	_____ Date
_____ Signature of Person Making Reservation	_____ Date
_____ Signature for the Columbarium and Memorial Garden Board	_____ Date

FORM #2000-1
SEPTEMBER 6, 2000

63.11 Fee
Schedule

FEE SCHEDULE*

Right to exclusive use of a Niche for the cremains of one or two persons.	\$2000.00
Scattering of Ashes in Columbarium Garden with Memorial Plaque	\$1000.00
Name on Memorial Plaque	\$1000.00

*The Columbarium and Memorial Garden Board estimates that one half of the fee is for the building cost and engraving of niche covers or memorial plaques and one half is for perpetual care of the Garden.

Updated by Committee 8/6/07