

# First Presbyterian Church

Stillwater, Oklahoma

## Columbarium Guidelines

The columbarium of the First Presbyterian Church of Stillwater, Oklahoma (FPC) has been established to provide a place for the inurnment of the cremains of deceased members and their families. The columbarium will be located in the transept underneath the organ pipe chamber at the front of the sanctuary. The columbarium area will also include a memorial wall to honor church members and their families who have chosen alternate places of rest. The following policies are designed to ensure that the procedures followed in inurnments are reverent, orderly and outline specific privileges and conditions in connection with the use of the columbarium.

### Administration of the columbarium

The columbarium shall be administered by the FPC staff in accordance with the directives of the FPC Board of Trustees and the pastor/head of staff.

### Demographics of the columbarium

The columbarium will have 72 niches and each niche may contain up to two urns, with the cremains of one person per urn. Only cremated human remains may be inurned in the columbarium. The FPC staff will maintain a master plat showing all niches and designating which ones contain urns, which ones have been designated and which ones are available for designation.

### Eligibility for inurnment privilege

The columbarium shall be used only for the inurnment of the cremains of:

1. Current and former members of the congregation of FPC
2. Spouses of such members
3. Children or stepchildren of such members and their spouses
4. Grandchildren of such members and their spouses
5. Parents of such members and
6. Current or former ordained ministers of FPC, their spouses, children and stepchildren and grandchildren

The forgoing criteria shall also apply to eligibility for inscriptions on the memorial wall. The FPC Trustees shall have authority to make exceptions to eligibility. Any exceptions should first have the approval of the pastor/head of staff before being considered by the Trustees. Any specific exception granted by the Trustees in a particular situation shall not bind the Trustees with respect to a decision of any subsequent request for an exception.

### Fee

The cost for reservation of a niche is \$1,500 per niche. If a niche is reserved for a single person, the cost will be \$1,200 per niche. The cost includes inurnment, urns, inscription on each urn and face plate and perpetual care of the columbarium. A single person reserving a niche will be paying for only one urn and one inscription on the urn and face plate. The cost of a niche does not include the cost of cremation, transportation or other off-church-premises costs. Heirs or the responsible party must make

arrangements for the cremations of the loved ones whose ashes will be inurned at the FPC columbarium. Should the FPC Board of Trustees decide to increase the columbarium fees in the future, no extra charges will be incurred by persons who have previously purchased a niche.

#### Application process

An application for columbarium inurnment rights will be completed and given to the appropriate FPC staff person accompanied by payment for the niche. At this time, a niche may be reserved. If the applicant does not meet the criteria for inclusion in the columbarium as stated above, the pastor/head of staff will act on the reservation as per the procedures outlined in the section above: eligibility for inurnment privilege. Any niche which has not been previously designated is eligible for reservation. The reservation of a niche shall be evidenced by a certificate issued by FPC to the person or family making the reservation.

#### The columbarium is not a cemetery

The FPC columbarium is not a perpetual care cemetery nor a permanent maintenance cemetery nor a free care cemetery. However, FPC does intend to maintain to the best of its ability the columbarium area in a tasteful, reverent and dignified state befitting the sanctity of the purpose of the columbarium and the memory of the deceased. FPC does not expect or require the person making the reservation or the family of the deceased to contribute additional consideration for any care or maintenance.

#### Style of urn and memorial engravings

FPC will provide the urn. The cost of the urn is included in the reservation price. A standard form of engraving will be adopted by the FPC Board of Trustees. The faceplate will contain the full name of the deceased and the date of birth and death. Nothing except the urn and its contents may be placed in the niche. A small floral arrangement or other small item may be placed on the communion table in the columbarium area in remembrance of a loved one. Nothing should be placed in the area except on the communion table. Any item must be removed by the responsible person in no longer than two weeks. A card holder and cards will be available in the columbarium area if a message is wanted for the remembrance.

#### Transferability of niches

The purchaser or family/party purchasing a niche on behalf of a deceased loved one may not transfer the rights inherent to that purchase to any other party. However, should the contributor determine that he or she no longer wishes to be inurned in the FPC columbarium, a request for a refund should be made to FPC. A refund in the amount of the original purchase less any costs which have been incurred by FPC will be made to the purchasing party regardless of the current price being required by FPC for new niches being reserved.

#### Status of columbarium

The church may alter or modify the columbarium as future needs deem necessary. In the event of the move of the church from its present location, the church retains the right to remove all cremains of

deceased persons who are inurned in the FPC columbarium if the cremains have not been removed by persons who are legally entitled to do so, and place the remains in another appropriate columbarium location. If the FPC columbarium is relocated to a site other than on church grounds, FPC will make all reasonable efforts to notify certificate holders or their known family members of the new columbarium location. It is the obligation of the holders of a certificate or their heirs to keep the church informed of current contact information.

#### Inurnment services

Upon the death of any certificate holder, and prior to bringing the cremains to FPC, the FPC staff must be notified and an inurnment service scheduled. The clergy of FPC shall be entitled to approve all inurnment services and the time of the service. The staff will have the responsibility of communicating the pertinent information to Homecoming, Inc., the columbarium manufacturer. Homecoming, Inc. will engrave the faceplate and the lid of the urn and mail the urn and face plate to the church.

#### Access to the columbarium

The columbarium will be available for visitation during regular operating hours of the church.

#### Legal title

The reservation and payment for a niche confer only the right to use the niche in accordance with the policies and regulations in effect from time to time. Legal title to all niches remains with First Presbyterian Church.