

Zion Columbarium Purchase & Inurnment Checklist

Zion Evangelical Lutheran Church Columbarium at Westwood Cemetery

1. **Meet with Pastor/Elder** to review available niches and select a niche for purchase, subject to availability and approval per church policy.
2. **Review the Columbarium Niche Policy Document** in its entirety prior to signing the purchase agreement and making payment.
3. **Complete and sign the Columbarium Purchase and Right of Inurnment Agreement** and submit full payment for the niche purchase. All checks for niche purchases shall be made payable to **Zion Lutheran Church**.
4. **Purchase an appropriately sized urn** for the cremated remains through your funeral home or provider. Please note that each of the Zion niches measures **12" x 12" x 14"** and is designed to accommodate **two (2) urns**.
5. **Provide a stamped copy of the Death Certificate** to Zion Lutheran Church.
6. **Provide a copy of the Certificate of Cremation** to Zion Lutheran Church.
7. **Complete the Westwood Cemetery Inurnment Authorization Form** and return this completed form to Zion Lutheran Church.
8. **Submit payment for the cemetery inurnment services of \$400 via check made payable to Westwood Cemetery.** Cemetery fees are separate from the niche purchase price and are subject to change by the cemetery without notice. Payments for inurnment are to be made payable to Westwood Cemetery but given to Zion.
9. **Complete the Niche Plate Engraving Order Form** provided through Koch Monuments. Written approval of the engraving layout/template shall be required prior to placement of the final engraving order. Zion Lutheran Church will coordinate all engraving orders on behalf of the family.
10. **Submit check payment of \$550 for the niche plate engraving made payable to Zion Lutheran Church.**
11. **Submit check payment of \$225 made payable to Zion Lutheran Church for Administrative Coordination of internment.**
12. **Coordinate a mutually agreeable date and time for the inurnment service** at Westwood Cemetery with Pastor and the cemetery personnel. The family is responsible for bringing the cremated remains, secured within the urn, to this scheduled inurnment appointment.
13. **Please allow approximately eight to twelve weeks following inurnment for completion of the niche plate engraving.** Family members are not required to be present for the engraving process.

All required forms related to a Columbarium purchase, inurnment, and engraving are available on the Zion Lutheran Church website at www.zionwestwoodnj.org

Zion Lutheran Church reserves the right to amend, revise, or update Columbarium policies, procedures, forms, fees, and related documentation at any time as deemed necessary by the Church and/or Westwood Cemetery. All purchases, inurnments, engravings, and related services shall be governed by the policies and procedures in effect at the time services are rendered.