

ZION COLUMBARIUM POLICY

DEFINITIONS

- a. Zion Evangelical Lutheran Church herein after will be referred to as “Church”
- b. The Zion Evangelical Lutheran Church Columbarium herein after will be referred to as “Columbarium”
- c. “Member” will refer to active members in good standing as understood by the Constitution of the church.
- d. “Church Participant(s)” may refer to those actively participating in the worship and/or ministry of the church but have not sought membership in the Church.
- e. “Non-Member(s)” are those with no current or prior relationship to the Church.
- f. Administrative Board herein after will be referred to as “Ad Board”

ELIGIBILITY

- g. The Columbarium is primarily for the use of those registered as members of Zion Evangelical Lutheran Church.
- h. Former Members who have moved to other communities but wish to purchase a Right of Interment in the Church’s columbarium will be granted on a space available basis as determined by the Pastor or Ad Board of the Church.
- i. Those Church Participants or Non-Members wishing to purchase a Right of Interment in the Columbarium must be approved by the Pastor or Ad Board.
 - i. If circumstances necessitate a timely decision in granting a Church Participant or Non-Member a Right of Interment, the decision to do so will be at the discretion of the Pastor.

OWNERSHIP AND POLICIES

- j. The Columbarium is the property of the Church and will be managed as directed by the Ad Board of the Church.
- k. The Ad Board in consultation with the pastor will establish all rules governing the assignment of niches which are subject to the approval of the Ad Board.
- l. Priority assignment of niches will be given to those registered as Members of this congregation.
- m. Exceptions must be approved as stated above.
- n. Those within the immediate family, regardless of their religious affiliation, may be interred in the Columbarium with those Members as outlined in this document.

RECORDS

- o. Information regarding the Columbarium will be kept in the Church office. A record shall be maintained indicating the niche location which has been reserved, purchase information, and appropriate vital statistics of those who have been interred and those who are to be interred in the Columbarium. The record shall include the names and addresses of the surviving family members or the person(s) reserving the niche along with any biographical data provided by same.

PURCHASE OF RIGHT OF INTERMENT

- p. A niche shall be available to an eligible purchaser upon the payment of the applicable fee in effect at the time of purchase. The Right of Interment in a niche and the payment of the fee convey only the right of the purchaser, or designee thereof, to be interred. The Right of Interment is not to be construed as ownership of any property by the purchaser.
- q. The purchaser shall have the right to select their desired niche location in the Columbarium at the time of purchasing the Right of Interment.
- r. There shall be no transfer of a Right of Interment of a Columbarium niche to another person, outside the immediate family, or an entity such as an estate or corporation. However, the Church may repurchase the niche, at their discretion, as determined by the Columbarium Committee. The repurchase amount will be calculated based on the original purchase price, less any expenses, less a \$100 administrative fee.
 - i. Families wishing to purchase a Right of Interment for several family members in niches located next to one another may do so if spaces are available in the Columbarium.
 - 1. Larger memorial plate covers to accommodate couples or families may be available for purchase with the approval of the Ad Board.
 - ii. If an inscription has been engraved into the memorial plate cover of an unused niche to be sold back to the Church, a new one shall be purchased to replace it. The cost of which shall be the responsibility of the seller.
- s. Each year the Pastor or Ad Board may set aside a certain number of columbarium niches which the pastor may provide at a reduced cost or no cost, based on need.

RULES FOR INTERMENT

- t. The cremated remains of no more than one person shall normally be placed in an individual niche.
 - i. An exception will be made in the case of the death of an infant or child six years of age or younger whose parent wishes to have their remains interred in the same niche with them.

Cremation remains must be in separate urns and cannot be co-mingled

- u. Only the cremated remains of humans are allowed to be interred in the Columbarium.

URNS TO BE USED IN THE ZION COLUMBARIUM

- v. Urns holding cremated remains must fit in our niche size of 12" x 12" x 14" deep
- w. Consequently, when considering two urns, the max size of each urn should not be larger than 6.5" in diameter or 6.5" wide and 11.5" high, as both urns are placed inside the niche.
- x. The cost of the urns is the responsibility of the purchaser.

ENGRAVING FOR NICHE MEMORIAL PLATES

- y. Zion will handle the ordering of all niche plate inscriptions in partnership with Koch Monuments so that the type and the size of all lettering used will be uniform for all the niches.
- z. There is an extra cost for each niche plate inscription of \$550 for the first 20 characters and \$10 for each additional character
- aa. All inscriptions shall consist of surnames, dates of birth and death.
- bb. The Zion Administrative Board and the Pastor shall have final approval of all ordered inscriptions prior to their engraving.

FLOWERS AND DECORATIONS

- cc. The Ad Board will arrange for the maintenance of the Columbarium in cooperation with the Church. Items may not be placed within the Columbarium area, neither temporarily or permanently, without the written authorization of the Pastor and the Ad Board.

SERVICE RITES at THE COLUMBARIUM

- dd. The worship or memorial service used in the inurnment of the deceased into the Zion Columbarium must be in keeping with the Church's traditional forms of worship and prescribed by the pastor. Exceptions must be approved by the pastor prior to the inurnment.

THE RIGHT OF INTERMENT

- ee. For purposes of control and a clear understanding, a Right of Interment document must be executed by all parties involved in the reserving of each columbarium niche. This document sets forth the rights of all parties, in particular a provision which grants full authority to the Church to move or relocate niches with cremated remains should the Columbarium need to be relocated for any reason.

NICHE PURCHASE COSTS

- ff. There is a niche purchase fee that is due to Zion Lutheran Church when the Right of Interment Agreement is executed, and the fee covers the following:
 - i. the Interment of the cremated remains of the person listed on the Right of Interment.
 - ii. a portion of the cost to purchase and install the Columbarium
 - iii. a portion of the cost to fund the Perpetual Care Program
- gg. The Church is responsible for the Columbarium and memorial marker plates only.
- hh. No funeral expenses will be paid by the Church.

MAINTENANCE OF THE COLUMBARIUM and PERPETUAL CARE

- ii. Because of the finish and durability of the materials used in manufacturing of the columbarium which the Church has purchased, maintenance costs will be handled by the church.
- jj. Any costs associated with the maintenance of the Columbarium will be handled as part of the Church's ongoing operating expenses.
- kk. A perpetual care fee will be added to each niche purchase for these purposes.

PRICING FOR THE RIGHT OF INTERMENT at THE ZION COLUMBARIUM

A. Zion Church Members and Active Church Participants:

1. Double Urn Niche Purchase	\$3,000.00
2. Westwood Cemetery Inurnment Fee	\$400.00
3. Niche Plate Engraving of One Name	\$550.00
4. Zion Administrative Fee	\$225.00