

St. Ann's Church (Attachment A)

A policy governing the use of the Memorial Garden and the Columbarium

June 1, 2024

**Saint Ann Catholic Parish of Clayton
A Policy Governing the Use of
the Memorial Gardens and Columbarium**

June 1, 2024

(Exhibit A)

Saint Ann Catholic Parish of Clayton, located in Clayton, North Carolina, owns a columbarium and memorial garden on its campus designated as a Memorial Prayer Garden and Columbarium, which is to be used and governed as set forth herein.

The Columbarium shall be administered by a Columbarium Committee. A member of the administrative staff of the parish shall administer the Columbarium's operations using the Guidelines adopted by the Columbarium Committee and updated from time to time as needed.

The Columbarium Committee consists of six members as follows: one member of the Finance Council, three volunteer members appointed by the pastor*, and 2 members of the staff that shall be the Director of Operations (or Business Manager) and the parish assistant for sacraments. The representative of the Finance Council shall be Chairman of the Committee. Each of the volunteer members shall serve a five-year term and the terms shall be staggered to facilitate continuity on the committee. No member of the voluntary committee can serve more than three consecutive terms.

The following Guidelines, adopted by the Columbarium Committee and approved by the Pastor*, are set out here for guidance for all. No part of these Guidelines shall be suspended, repealed, annulled, altered or modified unless such change is proposed in writing, submitted to the Columbarium Committee and approved by the Pastor*. The Columbarium Committee will periodically review policies and fees and make recommendations for any proposed changes to the Pastor when conditions require it.

*In this policy, "the Pastor" refers to the Pastor of Saint Ann Catholic Parish of Clayton, North Carolina.

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Guidelines

1. Eligibility

- A. The Saint Ann Memorial Prayer Garden and the Columbarium are provided primarily for the deceased members of Saint Ann Catholic Parish of Clayton (St Ann's Parish).
- B. The Saint Ann Memorial Prayer Garden and the Columbarium are owned by Saint Ann Catholic Parish of Clayton.
- C. All rules for the assignment of niches and memorial plaques will be set by the Columbarium Committee and approved by the Pastor.
- D. The assignment of niches and memorial plaques will be given and held for active, registered members of St. Ann's Parish as a first priority. Active members will be defined as those parishioners with a consistent and on-going record of mass attendance, offertory contributions, and/or participation in active ministries within the St Ann's Parish. If available, and approved by the Columbarium Committee and the Pastor, Catholics active and registered in other parishes may also be interred in St. Ann's columbarium if niches are available. Exceptions require the approval of the Pastor.
- E. Members of the immediate family of anyone approved to be interred in the St Ann Columbarium as defined in paragraph 1.D above, may be interred in the same standard double niche regardless of their religion. Immediate family members are defined as husband or wife, parents, children, or siblings.
- F. Parents, spouses, children and siblings of parishioners, and clergy may be memorialized on memorial plaques.

2. Records

A diagram of the columbarium and memorial plaques will be kept in the church office. With it shall be recorded the vital statistics of all individuals who have been or are to be memorialized or interred in the Memorial Garden and Columbarium. This information shall include the name and address of the surviving family member(s) or the purchaser of the niche or memorial plaque as well as the date of the purchase of the niche and/or plaque as well as the date it was paid in full.

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3. Reserve a Niche or Memorial Plate

A niche or memorial plaque shall be reserved upon payment of the fee in effect at the time of signing the purchase agreement and submitting initial payment. The reservation of a niche or memorial plaque and the payment of a fee gives the person the right to be interred or memorialized but does not convey ownership of any property to the individual. No transfer of reservation of a columbarium niche or memorial plaque shall be made to another person, estate or corporation. However, the Parish may repurchase a niche or memorial plaque from the original purchaser for just cause, such as a relocation to another state by the original purchaser, as determined and if approved by the Columbarium Committee. The repurchase price, if approved, will be the original price less an administrative fee (in effect at the time of the repurchase) plus any expenses incurred. Once an inscription has been cut into the stone faceplate, no refund will be made. The administrative fee shall be set annually by the Columbarium Committee.

4. Multiple burial

Standard double niche: No more than two persons' cremains may be interred in one standard double niche, except as described herein. The only exception to this limit of 2 persons' cremains per niche is that a parent(s) may choose to include an infant's cremains (no more than 2 infants) within the standard double niche with the infant's parents or grandparents, as long as the infant's urn(s) will fit within the standard niche with the other 2 urns. Under this exception, the purchaser can choose one of the following fee options

Option 1: Infant's name will NOT be included on the niche faceplate/stone. This option requires the smaller additional fee described in the current pricing.

Option 2: Infant's name will be included on the niche faceplate/stone. This option requires the larger additional fee described in the current pricing.

Shared niche: No more than two persons' cremains may be interred in one shared niche. Shared niches are offered to individuals that only need a single urn and will be shared with another individual that is not directly related and has a single urn.

If a stone (faceplate) is inscribed for one person (Style 1, shown below), only one person's cremains may be interred and the price of a full standard double niche will be required. Once inscribed, the stone will not be changed.

Family Niche: A section of the columbarium has niches reserved for families to be interred

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together. These niches are approximately 11 ½ inches x 11 ½ inches x 19 ½ inches and will allow for placement of up to 6 adults and/or children/infants. Urns must be selected that will fit within the niche. No more than 6 names are allowed on the niche face plate. (Style 3 Inscription Plate below)

Shared Infant Niches: A section of the columbarium will include niches reserved for infant cremains. Within these niches, 2 niche options are provided.

Anonymous Infant Shared Niche: These niches will allow for placement of multiple infant cremains, sharing a single niche, where the faceplate will include the engraving: “St. Ann Baby Angels – Angelitos Bebes”, acknowledging that the inhabitants are infants. Individual infant names will NOT be included on the niche faceplate. St Ann Church will keep a record of each individual infant and which niche that individual is interred within.

Named Infant Shared Niche: These niches will allow for placement of multiple infant cremains, sharing a single niche, and the niche faceplate will acknowledge the infant’s name and date of death. (Style 5 Inscription Plate below) It is anticipated that up to 6 infant urns will be accommodated within each named infant shared niche.

In all shared niches, the church shall maintain a record of each person that has been interred in each niche. In addition, the name of each person shall also be permanently attached to, or stored inside, each urn within the niche in order to preserve each identity.

Only the cremains of humans are allowed to be interred in the columbarium.

5. Inscription/Plaque/Urn

An inscription for each columbarium niche and memorial plaque is included in the cost for the niche or memorial plaque. The type of lettering used will be the same for all inscriptions.

Memorial plaques ordinarily will be inscribed at least 2 times each year (likely in the Spring and Fall of each year). It is anticipated that a minimum 2-week delivery time is required once engraving has been ordered and approved.

With each niche, urn(s) are NOT included in the purchase price of the niche. Urns may be purchased from other sources, or from St Ann Catholic Parish of Clayton. Each purchaser will be

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required to purchase an urn of their choice that meets the requirements of the Catholic Church, and that will fit within the niche. Only urn(s) approved by St Ann's Parish may be used for interment in the columbarium. St Ann currently is offering a standard brass urn that fits and meets the requirements of this policy as an option for the purchaser. The pricing for these urns is provided in the FAQ and may be adjusted annually by the Columbarium Committee.

The Columbarium Committee has sole responsibility for maintaining uniformity and for procurement of inscriptions.

6. Columbarium Niche Inscription Style and Content

Inscriptions on the columbarium niches shall consist of surnames and Christian names and dates of birth and death.

Inscriptions on standard niches shall be Style 1 or Style 2, shown below. Family Niche Inscriptions shall be Style 3 shown below. Infant Niche Inscriptions shall be Style 5 shown below.

7. Memorial Plaque Inscription Style and Content

Inscriptions on the memorial plaques shall consist of surnames and Christian names. Inscriptions shall be as shown in Style 4 below. Purchaser can provide personal message, as long as the characters and text are approved by Pastor and the Columbarium Committee and fit within the limits of the size of the plaque.

8. Flowers and decorations

The Columbarium Committee, in cooperation with the church staff, will arrange for the maintenance of the Memorial Garden and Columbarium. Nothing of either a permanent or temporary nature (flowers, decorations, stickers, etc.) shall be placed in the Memorial Garden and Columbarium without the written authorization of the Columbarium Committee.

9. Rites

The rites of interment will be in keeping with Roman Catholic forms of worship and prescribed by the pastor. Exceptions require the approval of the Pastor.

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10. Cost

The fee at the time the **Right of Interment** or **Right to Be Memorialized** is executed will cover the right to interment of cremains or placement of a name on the memorial plaque, appropriate inscription, and perpetual care of the Memorial Garden. The church is not responsible for all other costs such as funeral home charges, cremation costs, urn(s), etc.

11. Right of Interment or Right to be Memorialized

For purposes of control and clear understanding, a **Right of Interment** or **Right to be Memorialized Agreement** shall be executed by all involved parties for each columbarium niche or memorial plaque setting forth the right of the parties, including specifically a provision granting full authority to Saint Ann Catholic Parish of Clayton to move, remove, relocate memorial plaques and/or niches with cremains, if, for any reason, the St. Ann Church Memorial Prayer Garden and the Columbarium should be relocated.

12. Income care

The cost of the St Ann Memorial Prayer Garden and Columbarium is paid for by fees included with the purchase price of niches and/or plaques from those who desire to use it. A portion of the funds from every sale, including the initial sales, is held in a perpetual care endowment fund. Ultimately, the interest income from this perpetual care fund provides for the upkeep of the Memorial Prayer Garden and Columbarium. All other funds help to fund the Memorial Prayer Garden and Columbarium design and construction including future additional phases. Any additional available funds from the sale of niches will be used as approved by the Columbarium Committee, Finance Council and Pastor of St Ann Church and may be used for other capital facility projects on the St Ann Parish campus.

13. Maintenance funds

Maintenance funds which will be accumulated in the operating account of the Columbarium and Memorial Garden, over and above the amount needed for perpetual care, may be spent for capital improvements and/or repairs of St. Ann Church upon the recommendation of the Columbarium Committee and Finance Council of St Ann.

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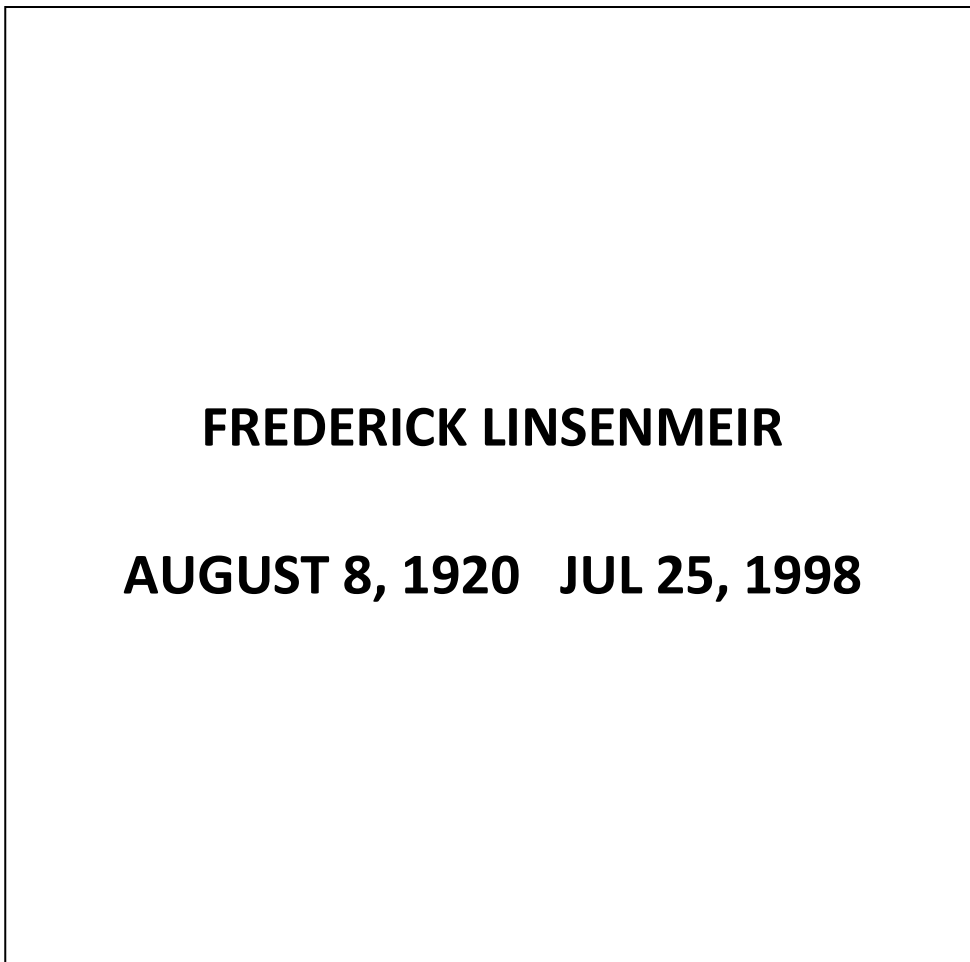
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14. Special consideration

The Columbarium Committee sets aside a limited number of columbarium niches and memorial plaques which the Pastor can provide at reduced cost, or no cost, based on need. Any niches offered at reduced cost (or no cost) shall be reported at the next month's meeting of the Finance Council and Columbarium Committee meetings and recorded for the church records.

The number of reduced or no cost niches will be limited to the recommendations of the Finance Council and Columbarium Committee each year.

15. Niche Engraving Styles



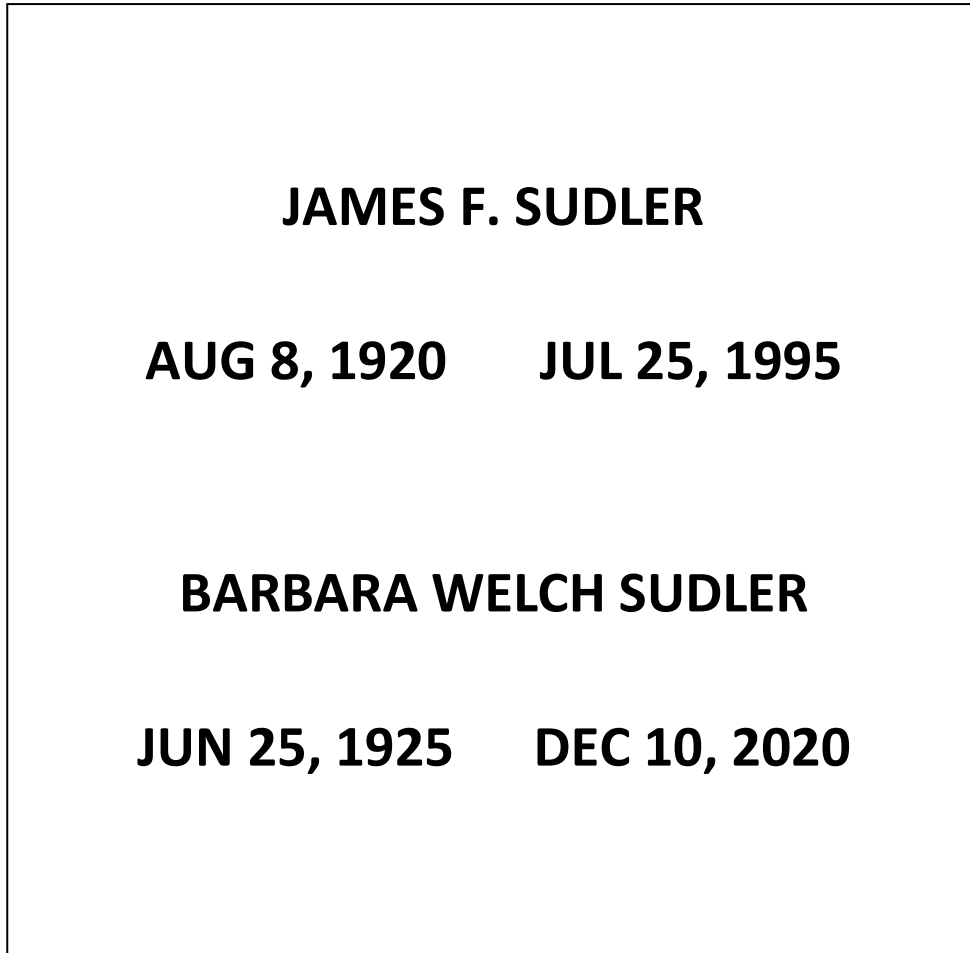
***Style 1
(Single
Niche)***

*12" X 12"
Stone*

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*Style 2 (Double
or Shared Niche)*

12" X 12" Stone

JAMES F. SUDLER
AUG 8, 1920 JUL 25, 1995
BARBARA WELCH SUDLER
JUN 25, 1925 DEC 10, 2020
Child #1 SUDLER
AUG 8, 1920 JUL 25, 1995
Child #2 SUDLER
JUN 25, 1925 DEC 10, 2020
Child #3 SUDLER
AUG 8, 1920 JUL 25, 1995

Style 3 (Family Niche)

12" X 12" Stone

IN LOVING MEMORY OF

**George Lally
Bevill**

Feb 6, 1966

Oct 16, 1973

Son of Mr. & Mrs.

Tom Bevill

Buried in Jackson, MS

*Style 4
(Memorial
Niche
plaque)*

12" X 12"

Stone

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George Lally Bevill Feb 6, 1966

Elizabeth Ann Jones Mar 13, 2022

**Alexander James Rodriguez
Sept 14, 2028**

Joanna Smith Jan 12, 2031

Jim Jones June 4, 2040

James Dean Johnson Aug 15, 2045

***Style 5
(Named Infant
Shared Niche
plaque)***

12" X 12" Stone