

Columbarium & Prayer Garden

Policies and Procedures

Fuquay-Varina United Methodist Church
100 S. Judd Parkway SE
Fuquay-Varina, NC 27526
919-552-4331

Overview: The Columbarium & Prayer Garden at Fuquay-Varina United Methodist Church (“FVUMC”) is a perpetual memorial for family members of FVUMC. It is for the purpose of family members and others to meet in remembrance of their loved ones and/or experience the power of prayer in a setting consistent with the tenets of the United Methodist Church. It provides for the inurnment of cremated remains of eligible persons in niches of a columbarium and includes memorial plaques dedicated to the memory of eligible persons as well as memorial features including a prayer labyrinth, memorial fountain, memorial benches, stained glass and appropriate landscaping features.

Description: The Columbarium & Prayer Garden is designed to be constructed in a phased manner as more space becomes necessary over the years. The columbarium consists of niches, uniform in size, for the inurnment of the ashes of cremated humans. Each niche will be covered with a granite plate, uniform in size and color, which will be engraved with the name, dates of birth and death of the deceased and up to 25 characters of text. Each memorial plaque will be engraved with the name(s) of the deceased person(s) whose family would have them to be remembered in this place.

Oversight: The FVUMC Columbarium & Prayer Garden Committee (“Committee”) will report to the Board of Trustees and will consist of at least five members to be appointed by the Nominations Committee, including at least one trustee. The positions of chairperson and vice-chairperson will also be appointed. Membership is perpetual and vacancies will be reviewed annually by the Board of Trustees. The Columbarium & Prayer Garden Policies and Procedures document may be amended or revised only with the approval of the Board of Trustees of Fuquay-Varina United Methodist Church.

The Committee will be responsible for the creation, financing, operation and maintenance of the Columbarium & Prayer Garden including:

- Architectural planning and construction oversight for the initial construction and any subsequent additions or renovations, including governmental compliance,
- Marketing and reservation record keeping and archiving,
- Fund raising, including requests for approval by the Board of Trustees of the borrowing of funds,
- Authorizing the deposit and payment of funds to and from the Columbarium & Prayer Garden restricted account and Columbarium & Prayer Garden Endowment Fund,
- Ensuring adequacy of funds and timely payments to repay borrowed funds,
- Ensuring correctness of and requesting timely engravings on plaques, niche covers and memorial items,
- Arranging for access to the garden and to individual niches,
- Maintaining or arranging for landscaping, maintenance and security.

Records of Reservations: The Committee will keep a record of the names and related data of all persons inurned and memorialized including the names, addresses and contact information of the next of kin or legal representative of each as well as the niche or plaque location identification information. Such record will include the dates of the initial contract and dates that payments were received. A copy of the records will be kept with the FVUMC Business Administrator.

Financial Records: The FVUMC Business Administrator will keep the actual financial records as a dedicated restricted account. Expenditures from this account must be requested by the Chairperson or Vice-chairperson of the Committee on approval by a majority of the Committee. The financial account will be included in the annual audits of the church financial accounts.

Eligibility: Anyone may make a reservation for a columbarium niche, memorial plaque or memorial features provided the reservation is for an eligible person. Those eligible to be inurned in a columbarium niche or be remembered on a memorial feature include: current and past members (full or affiliate) and pastors of FVUMC and their spouses, parents, children and grandchildren, including former spouses, stepparents and stepchildren. Those eligible to have a memorial plaque include the above plus constituent members as well as siblings and grandparents of any eligible member.

Reservations:

- Reservation of a niche or memorial plaque requires the submission by the Reserver of a signed contract, the signing of the contract by the Chairperson or Vice-chairperson of the Board of Trustees and the payment of the following charges
- Single payment charge for a niche.\$3,500
- There is a three year time payment option for niche reservations:
 - Initial payment.....\$1,250
 - Each of the next three years... ..\$750
 - Payment must be completed prior to an inurnment. Failure to complete the final payment within the three-year time limit will be considered a surrender of the reservation to the Committee.
- Memorial plaque reservation, per person(s) named.....\$500
- Memorial features (benches, fountain, etc) are priced independently
- Opening and closing of a niche (each time other than for inurnment).....\$100
- Payment in full is required in order to make a niche location selection. Advance location requests will be allowed for those using the multi-year payment option, but selection will not be locked in until payment is received in full. Niche location requests selected in advance of full payment are thus subject to reassignment if selected by a qualified fully paid reservation.
- If a reservation of either a niche or a memorial plaque is surrendered back to the Committee prior to being engraved, the amount paid for the reservation will be refunded, minus a \$100 administrative fee, following the receipt by the Committee of funds for a new reservation.
- Should a Reserver wish to surrender a niche back to the Committee after the niche cover has been engraved, only 50% of the monies paid will be returned, plus a \$100 administrative fee, following the receipt by the Committee of funds for a new reservation.

The cost of a niche reservation includes the niche with a cover, the engraving on the niche cover, and the opening and closing of the niche for the inurnment of the urns of the named persons. All other costs related to an inurnment will be borne by the Reserver or the family or estate of the decedent, including the cost of cremation. The cost of a memorial plaque entry includes the engraving of the plaque.

Memorial plaques:

- Will be provided by the Committee and will be uniform in color and style.
- Will contain the name(s) of person(s) to be memorialized up to 35 characters.
- The Committee will provide for engraving and determine the font type.

Niches:

- Legal title will remain with FVUMC. The Reserver will be entitled to the right to use the niche.
- There will be no ownership by individuals.
- A niche may contain the cremated ashes of one or two eligible persons only.
- The Reserver may, upon signing the contract, select any niche not already reserved.
- After a contract is signed and niche selected, the Reserver may request a change in location to any niche not already reserved for a \$100 administrative fee.
- The Reserver may request that a niche be opened for an inurnment or other reason.
- A reservation may be transferred only to an eligible family member or legal representative of those designated for inurnment. A request for approval of the transfer must be submitted to the Committee in writing, must be approved by the Committee and a new reservation form must be signed.

Niche Covers:

- All niche covers will be uniform in color, size and style.
- The Committee will provide for the engraving, with wording as specified by the Reserver or decedent's family or estate. Engraving will be done at the general time of the inurnment of each individual.
- The first line will contain the first name or initial and the middle name or initial.
- The second line will include the family name.
- The third line will include the dates of birth and death.
- The fourth line may contain the reference to U.S. military service or up to 28 characters of appropriate text. The Committee must approve the words requested for this line.
- If provided, a veterans medallion will be affixed to the niche cover. Medallions are provided free-of-charge by the VA for eligible members of the US Armed Forces and can be requested using [VA Form 40-1330M](#). Please select the "Small Medallion" option (2"W, 1 1/2"H, 1/3"D) as only the small medallion will fit on the niche cover.
- A horizontal line will divide the names if more than one person is inurned in a niche.

Urn(s):

- Must be provided and paid for by the Reserver or decedent's family or estate.
- Must fit within interior dimensions of 11 1/2" cubed space.
- Must be permanent in nature (metal, ceramic, marble, fiberglass, plastic, etc.).
- Must be sealed in such a manner so as to prevent a discharge of ashes in the event of an accidental tip over.
- The name of the deceased person must be permanently affixed to the urn or placed inside of the urn by the decedent's family or estate.

Inurnment Services: Will be designed through the consultation by one of the pastors of FVUMC with the family of the deceased.

Removal of Urns by FVUMC: As a condition of using the columbarium, the Reserver will grant FVUMC a legally binding right to relocate the cremated remains of the decedent inurned therein to any other location upon the relocation of the columbarium for any reason. Such removal and relocation will be in the sole discretion of the FVUMC Board of Trustees and will comply with all applicable laws.

Removal of Urns by Entities Other than FVUMC: A niche may be opened and the contents removed only for good cause as determined by the Committee, consistent with the requirements of state, municipal or other pertinent laws. All such openings will be documented by the Committee and before such removal is made, the Committee will be given a written signature of release from any and all further responsibility.