

FIRST PRESBYTERIAN PRAYER GARDEN COLUMBARIUM MEMORIAL WALL

POLICIES AND PROCEDURES

The following policies and procedures apply to the purchase of a niche or memorial panel at the First Presbyterian Prayer Garden Columbarium Memorial Wall

1. These policies and procedures are designed to protect the interests of those agreeing to purchase a niche at the Prayer Garden or a panel on the Memorial Wall and the interests of the church. It is the goal of these policies and procedures to preserve the decorum and appearance of the Prayer Garden over time. From time to time, these policies and procedures may be amended by the Columbarium Committee of the First Presbyterian Church Prayer Garden Columbarium.
2. The purchase price for a niche at the columbarium includes a sheet bronze urn for each person inurned, for a maximum of two, the cost of initial inurnment of the cremains and engraving of the face plate with the name and life dates of the person whose cremains are inurned. It also includes opening and closing of the niche officiated by a First Presbyterian Church pastor, choice of a niche location not previously purchased, maintenance of the inurnment site, and the cost of maintaining records for use and administration. The purchase price does not include the cost of cremation or other related funeral expenses.
3. Two sizes of niches are available to purchase: 8" X 8" and 12" X 12". Please see the Price List for the current price of a niche or a panel on the Memorial Wall. A portion of the purchase price is considered tax-deductible. The purchase prices may be adjusted every three years as needed to allow for inflation.
4. There is an option to add an engraved emblem to the face plate of the niche showing military or other associations. A Columbarium Committee member will be able to show you the options available. There will be an additional cost to the owner as detailed in the columbarium agreement.
5. The Church recommends using the sheet bronze urn included in the price of the niche. However, another urn that may have special meaning may be used at the discretion of the church if it fits within the niche. 12x12 niche accommodates two urns up to 10 1/2 inches tall and 6 inches in diameter. 8x8 niches accommodate two 5 1/2 inch x 5 1/2 inches 7 inches tall. The urns included in the purchase of niche are 5 1/2 x 5 1/2 and 7 inches tall.
6. Members or former members, affiliate members, pastors and staff of the Church, their current or prior spouses or partners, their children (natural or adopted) and step-children, their grandchildren, their parents, and ordained First Presbyterian pastors and their current or prior spouses or partners may be inurned at the columbarium or memorialized on the Memorial Wall.
7. The clergy at First Presbyterian Church will provide a brief religious service at the time of each inurnment. A member of the First Presbyterian clergy shall conduct the service and be present at the inurnment.

8. Inurnments or other services will be conducted when reasonably feasible after the Church has received adequate notice from family members or an authorized representative.
9. Pet ashes may be mixed with human cremains or placed in the niche as space allows but are not allowed in a separate niche. All ashes must be in an approved container. The Church does not allow for a separate inscription for a pet.
10. No valuables may be placed in the urn or niche. Other items that may have special meaning may be placed in the niche as space allows, upon approval by the Columbarium Committee.
11. The Church will not store any urns containing cremains.
12. Only fresh flowers may be placed next to a niche at the time of inurnment. Nothing is to be permanently or temporarily attached to the faceplates. The Church will remove flowers after three days. The Church will provide holiday decorations in the Prayer Garden as appropriate, including during the Memorial Day weekend, Veterans Day, Easter Season, Advent/Christmas, Mothers' Day and Fathers' Day.
13. A niche location is to be selected at the time of purchase. The owner may request a change in the niche location by written amendment to the columbarium agreement to be executed by the owner and a member of the Columbarium Committee. If desired, the purchase price can be paid over a three year period, but niche location will not be selected until the full purchase price has been paid.
14. Any person purchasing a niche at the columbarium may change the names of persons who may be inurned in the niche by written amendment to the columbarium agreement to be executed by the owner and a member of the Columbarium Committee.
15. If there has been no inurnment, the owner or authorized representative may request that the Church repurchase the niche. The Church may, at its discretion, repurchase the niche. The Church will refund the cost of the niche reflected in the columbarium agreement less the tax-deductible donation to the Church. There will be no refund of the tax-deductible donation to the Church referenced in the columbarium agreement. With prior approval of the Columbarium Committee, the owner or authorized representative may sell the niche to another person who is eligible to be inurned at the columbarium as specified in policy #6.
16. In the event there has been an inurnment in a niche, the personal representative of the decedent or immediate family of the decedent whose cremains have been inurned may, with advance notice to the Church, permanently remove the cremains from the niche. Under this circumstance, there will be no refund of the purchase price or donation. The ownership rights of the niche shall revert to the Church upon removal of the cremains.
17. If there has been no inurnment within either five years after the death of the last living purchaser or 120 years after the person's birth, the niche reservation will be cancelled, with no compensation due to the niche reservation owner or the person's estate or family.
18. The purpose of the Memorial Wall is to allow for the memorialization of those persons who have had a connectional relationship with First Presbyterian Church. It may be that these persons are interned elsewhere but wish to be remembered for their relationship to the Church. A name of the remembrance on the Memorial Wall shall be limited in eligibility in the same manner as niche internment eligibility.

The Church will arrange at the expense of the donor initiating the memorialization for the engraving of the name on the face plate of the Memorial Wall. The expense will be \$150 plus the cost of engraving. There will be available on each faceplate six lines for a name to be engraved. the location of the names of remembrance will be at the discretion of the Columbarium Committee and consideration of the costs of engraving will be taken into consideration in that choice. The engraving will be executed in a consistent and uniform manner.

19. The Prayer Garden Columbarium/Memorial Wall will be governed by a Columbarium Committee composed of seven members serving three-year terms. The committee membership will include a representative from the Session, Trustees, Deacons, Memorial Committee and three at large members. Columbarium finances will be maintained in separate account or accounts.

Drafted September 12, 2024