

Grace Lutheran Church Columbarium Policy

Eligibility

1. Grace Lutheran Church's columbarium is primarily for the use of church members, but is also available to their immediate families as defined below under *Restrictions*.
2. The columbarium is the property of Grace Lutheran Church, Houma, LA.

Restrictions

Reservations are limited to former or current members of Grace Lutheran Church, Houma, LA. Inurnment is limited to former or current members of Grace Lutheran Church, Houma, LA, as well as their spouses, parents, grandparents, children, grandchildren and siblings (and their spouses). Only upon approval of the Columbarium Committee, after consultation with the Pastor of Grace, would any other individual be allowed to be inurned in the columbarium.

Reservation of Niche (one space within the columbarium)

1. A niche shall be reserved for an eligible person upon receipt of a donation (See "Reservation Fees" on Page 3). The reservation of a niche and the receipt of the donation convey only the right to be inurned. The reservation is not to be construed as ownership of any property by the donor. A certificate of "right of use" will be issued at the time that full payment has been received. Each niche includes an urn canister to hold the human remains. Each reservation is given the urn free of additional charge at the time of inurnment.
2. There shall be no transfer of a reservation of a columbarium niche to an unrelated person (see restrictions above) or an entity, such as a corporation or estate.
3. There shall be NO refunds on donations made to reserve a niche. However, the reservation of a niche may be released back to Grace Lutheran Church.

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4. If available, one niche per Columbarium structure, may be allotted, at the discretion of the Columbarium Committee, to provide to a church member at a reduced donation or for no donation, based on need.
5. If a niche is not used within 40 years, the Columbarium Committee shall attempt to contact the family, as shown in the columbarium records. If no contact is possible, the niche may be appropriated for a new reservation.

Records

A diagram of the columbarium will be kept at the church office. A record will also be maintained, indicating the appropriate vital statistics of the individuals who have been inurned and those who are to be inurned in the future. The record shall include the names and addresses of the surviving family members and/or that of the certificate holder.

The Columbarium Committee will be responsible for oversight of the following, with the right to utilize the church secretary:

- Registering new niches
- Keeping records of niche owners and charting reserved niches
- Recording documents for the receipt of urns (container in which human remains are held) and documenting their placement in the columbarium

Inurnment

Each canister urn is designed to accommodate the remains of only one person per niche. Therefore, only one person's remains will be allowed in each niche. Only the remains of humans are allowed to be inurned in the columbarium.

Inscription and Urn

The inscription for each niche is included in the cost of the reservation, as is the urn itself. The type of lettering shall be uniform and the engraving shall be coordinated by the Church.

Inscriptions shall consist of surnames, Christian names, and dates of birth and death only. Professional, honorific or other designations (such as Dr., PhD, etc.) or sayings/comments are **NOT** allowed.

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Flowers and Decorations

No flowers or articles shall be placed within the columbarium area, except on day of inurnment. All flowers and other articles will be removed from the columbarium immediately after inurnment is concluded.

Right of Inurnment

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

Reservation Fees

The reservation fee in effect at the time the Right to Inurnment is executed will cover the right to inurnment of cremains. Grace Lutheran Church is responsible for the niche(s) only. No funeral expenses are included in the reservation fee, and as such, will not be paid by the Church.

The fee schedule will be reviewed and adjusted as deemed necessary to account for inflation.

The cost of the columbarium will be covered by the funds collected from the reservation of the niches. Any excess funds received over cost and maintenance will be used to expand the columbarium as needed.

First year reservations (August 14, 2016 through August 13, 2017) will have a discounted fee of \$1,000 per niche. Thereafter, the reservation fee will be \$1,250 per niche, until such time that the fee schedule is adjusted for inflation. Pursuant to the Internal Revenue Code in effect at the time of a reservation, a portion of the niche donation may be considered tax-deductible charitable donation. If required, contribution letters will be provided once payment is received.

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Louisiana Law

Grace Lutheran Church Columbarium, Houma, Louisiana, shall be operated and maintained in accordance with Louisiana Law related to cemeteries. Nothing herein, or which may be established in the future, shall derogate or vary from Louisiana Law.

Committal Service

No cremated remains may be inurned in a columbarium niche without a committal service as provided in the Lutheran Church's Book of Worship. Clergy from Grace Lutheran church shall supervise and celebrate the service, except that such authority may be delegated to another LCMS Lutheran pastor at the discretion of the Columbarium Committee.



The above Columbarium Policy was presented to the Board of Directors of Grace Lutheran Church on July 10, 2016 by the Columbarium Committee. The Board approved presentation to the Voters Assembly to be held on August 14, 2016.

Bridgette Rudnik, GLC Secretary

Date

The Voters Assembly of Grace Lutheran Church approved the above policy by a majority vote at a special Voters Assembly meeting held on August 14, 2016.

Bridgette Rudnik, GLC Secretary

Date

**Grace Lutheran Church Columbarium
Niche Reservation Log**

	Name	Amt. Paid	Date	D-O-B	D-O-D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Note:
There are 28 niches in the columbarium.

Columbarium Niches Schematic

		1	2		
		3	4		
5	6	9	10	13	14
7	8	11	12	15	16
		17	18		
		19	20		
		21	22		
		23	24		
Note: There are 28 Niches in the Columbarium					

Grayed out indicates taken