

ST. ANDREWS EPISCOPAL CHURCH (SAEC)

FORT THOMAS, KENTUCKY 41075

RULES FOR THE USE OF THE COLUMBARIUM

I. Management

The Columbarium, including the niches and their use and maintenance, are at all times subject to (a) the management of the SAEC Columbarium Committee as a sub-committee of the Vestry. The Columbarium Committee shall supervise the control, maintenance and use thereof: and, (b) the Rules For The Use Of The Columbarium at SAEC may be amended upon recommendation of the Columbarium Committee and approval by the Vestry.

II. Certificate

The Columbarium is for the interment of the cremated remains of members of SAEC, and their family members, its clergy and former clergy. Former members and non-members and their families may be interred in the Columbarium, subject to the approval of the Columbarium Committee. After a written application is submitted to and approved by the Columbarium Committee, the Committee will issue a Certificate Of Right To Inter in a specified niche. The application shall designate the person whose remains are to be interred (Designee) in the specified niche, and the Holder of a Certificate shall receive a right to inter such remains, but neither the Certificate Holder nor any Designee nor third party beneficiary shall acquire property rights of any kind in or to the niche referred to in the Certificate. The Church shall maintain a Columbarium Register and retain a duplicate of the Certificate.

III. Interment

Interment in each niche is limited to the remains of one person except that in exceptional circumstances the remains of two persons may be placed in a niche upon the approval of the Columbarium Committee. Inscriptions on the front of each niche are limited to the names and years of birth and death of the deceased contained in the niche. The size, type and manner of lettering on the front of each niche shall be of a uniform character as recommended by the Columbarium Committee.

IV. Allocation

Niche selection will be made by the Certificate Holder on first application basis. Niches will be reserved for the clergy, former clergy of SAEC and for other purposes determined by the Columbarium Committee and approved by the Vestry.

V. Designation and Transfer

Each grant of a Right to Inter shall extend solely to the Certificate Holder designated in the Certificate of Right to Inter as follows:

- 1) During the lifetime of any Certificate Holder, such person may assign and transfer his/her Right to Inter to another person by completing an appropriate form provided by the Columbarium Committee and delivering it to SAEC.
- 2) In addition, any assignments and transfers of a Right to Inter as provided above shall require the specific consent of the Columbarium Committee. The Committee has the discretion to withhold consent for any proper reason. If the Committee's consent is withheld, the original Certificate of Right to Inter shall be deemed to continue in effect.
- 3) Upon receipt, the Church shall issue a new Certificate of Right to Inter in favor of the newly designated person, who thereupon shall become the Certificate Holder for purposes hereunder.
- 4) All assignees and transferees shall be bound by these Rules.

VI. Interment

Each Certificate Holder (or legal representative, surviving spouse, or next of kin) shall be responsible for providing the cremated remains to be interred in a twelve inch cylinder niche, for paying any charges in connection with the opening and closing of the niche at the time of interment, and paying for the inscription on the front of the niche.

VII. Removal

Cremated remains placed in a niche may be removed from the niche upon written notification to the Columbarium Committee and by its approval. Any expense incurred is to be paid by the party or parties requesting removal. In the event a container is removed from a niche for interment or disposal elsewhere, all rights given hereunder shall revert to the SAEC. It is the intent of the SAEC Columbarium to provide a final resting place for the interred "in perpetuity." However, in the event SAEC deems it necessary at any time to change the location of the Columbarium or to discontinue the use of any portion thereof, the Columbarium Committee shall have the discretion to remove the containers from the affected niches and may place such containers in other suitable niches in such a place as SAEC shall deem proper.

VIII. Contingencies

The right of a Certificate Holder to use a niche in the Columbarium shall continue only so long as the present church building stands and is owned by SAEC. In the event SAEC is sold but still used as a church, SAEC will reserve the option to move the cremated remains to a new SAEC Columbarium or continue to manage the present facility. In the

event of a change to the present facility SAEC shall make all reasonable efforts to give notice of any impending demolition or sale of the present building to each Certificate Holder, and/or Designee, or if a Certificate Holder or Designee be deceased, to the Certificate Holder's or Designee's (1) surviving spouse, (2) legal representative, or (3) next of kin, as appropriate, who shall then be given the opportunity to remove the cremated remains of the deceased. Such notice shall be addressed to such persons as named in the Columbarium Register. The Church may conclusively rely on such Register in determining to whom and to what address shall be given. If such persons fail to remove the remains within a reasonable amount of time in light of the circumstances then existing, the Columbarium Committee shall have the right to remove and dispose of the same in such a Christian manner as the Church shall deem proper. If SAEC rebuilds at another location, it is the recommendation of the current Columbarium Committee, that a new Columbarium be built and that the cremated remains of the persons in the existing facility be moved to the new location.

IX. Surrender of Rights

In the event that the Certificate Holder's surviving spouse, or their successors as indicated in Paragraphs VII and VIII decide not to use the niche, notice shall be given to the Columbarium Committee, in writing, at which time all rights to inter in the niche shall be surrendered and shall revert to SAEC. A partial refund, the amount of which will be determined by the Committee at the time of the request, will be returned to the Certificate Holder or successor within 120 days of receipt of request. If SAEC becomes aware that the Certificate Holder has been interred elsewhere, with or without the written notice described above, the right to inter shall revert to SAEC.

X. Burial Services

All arrangements for funeral service, committal and interment shall be made with the Rector of SAEC, or in the Rector's absence, such person(s) as the Rector shall appoint. A certificate of Cremation must be obtained from the Funeral Home to be kept on file at SAEC.

XI. Liability

SAEC shall exercise reasonable care in the maintenance of the Columbarium, but shall have no liability for any loss or damage to the Columbarium or the remains of the deceased persons, or for anything related to the Columbarium, its use, or subsequent maintenance.

XII. Ornamentation

The Columbarium has been designed as a place of beauty and repose and will be maintained as such. Privately placed flowers are acceptable for interment ceremonies only, but must be removed after three days.

XIII. Accessibility

The Columbarium will be open to visitors during church working hours. Access to the Columbarium at other times is available by contacting the church staff.

XIV. Fees and Cost

All fees in connection with opening and closing niches and inscription costs shall be payable to SAEC Columbarium Fund at such rates as are established by the Columbarium Committee and approved by the Vestry, at the time such services are rendered.

XV. Rule Changes

The Columbarium Committee shall at all times have the right to recommend changes, additions or exceptions to these Rules. These Rules may be amended at any time by a vote of the Vestry.

XVI. Adoption

These Rules are adopted by the Vestry at their regular meeting on
