

04-11-2022

## **First Lutheran Church Columbarium Policies and Regulations**

### **PURPOSE OF COLUMBARIUM:**

The First Lutheran Church Columbarium (FLCC) is located on the exterior west side of the church sanctuary. It is a ministry to congregation members and others connected to FLC to hold the cremains of those people possessing "Rights of Inurnment". The Columbarium consists of two 64-12x12 Companion Niches set back to back for a total of 128 niches.

### **POLICIES AND REGULATIONS:**

#### **A. Regulations concerning the site:**

The site of the FLC Columbarium is intended as a sacred and blessed area for the dead and strict observance of all proprieties due to such a place will be required.

1. No artificial flowers, objects, flags, decorations, or emblems may be displayed within or near the columbarium, with the exception of temporary decorations during special services, and are subject to the consent of the First Lutheran Church Columbarium and Memory Wall Committee (FLCCMW).
2. Exceptions may be made for federal holidays, but must be removed within seven days.
3. Prohibited items may be disposed of by the Church without notice or liability to the owner of the item, or any "right of inurnment" holder. The site will be open at all times. Perpetual care funds will remove snow and maintain the site.

#### **B. Regulations concerning eligibility:**

1. Only cremated remains of humans shall be inurned in the columbarium.
2. Persons eligible to obtain a "right of inurnment" to have their remains in the columbarium are:
  - a. Members of First Lutheran Church, Hayward, Wisconsin.
  - b. Spouses of members
  - c. Immediate family members, spouse (parents, children, step-children and grandparents).
  - d. Pastors and their spouse and children who have served First Lutheran Church

e. Other applicants approved by the FLCCMWC on a case by case basis. Applicants shall provide a written request with rationale. Such applications are subject to additional fees upon review of the Committee.

### **C. Regulations concerning the columbarium niches.**

1. "Rights of Inurnment" for niches will be sold at a cost of \$2,900 per niche for two people, and \$2,700 for one person.
2. Included in the purchase of a niche will be the inscriptions for up to two people, two standard urns, opening and closing of the niches, and perpetual care.
3. The cost of additional inscriptions requested after application receipt will be borne by the purchaser
4. Purchasers may select the placement of the niche in the columbarium on a first come first served basis, as determined by the date of receipt of a fully completed application form and accompanying full payment.
5. Inscriptions on all niches will be uniform in type face and size.
6. The type face and size will be determined by the FLCCMW Committee.
7. Inscriptions will be limited to approximately 23 characters per line.
8. Inscriptions will be limited to 2 lines per person on the niches.
9. The inscriptions will be done by an agency approved by the FLCCMW Committee.
10. Size of characters are approximately 5/8 of an inch.
11. Inscriptions are limited to first and last names, birth and death date.
12. Military Rank or professional titles may be part of an inscription, provided there is sufficient space on the niche.  
  
e.g. Mary Smith, RN; Lt. John Smith, Dr. Sam Jones; Pastor Barbara Johnson.
13. Military service will be designated by the term "veteran" as part of an inscription, if sufficient space exists.
14. Shortened first names or diminutives of legal first names may be part of the inscription.
15. Nicknames or any name other than legal names must be approved by the FLCCMWC.

#### **D. Rights of First Lutheran Church and “Rights of Inurnment” Purchasers:**

1. A “Right of Inurnment” shall be executed for each columbarium niche. This instrument states the rights of the parties, including specifically a provision granting full authority to First Lutheran Church to move or re-locate the columbarium, if for some reason, the Church needs or is required to do so.
2. The reservation of a niche and the full payment of its fee gives the purchaser the right to be inurned, but does not convey ownership of the property by the purchaser.
3. The church provides the columbarium, niche, urns, and engraving as specified previously. The church is not responsible for any other cost or cremation expense of whatever nature.
4. No transfer or reservation of a columbarium niche may be made to another person, estate, or corporation.
5. The church may re-purchase a non-engraved niche from the original purchaser for the original price.
6. No re-purchase or refund can be performed once human cremains have been inurned.
7. If a niche remains unused more than 10 years following the death of an individual to whom the “right of inurnment” was issued, the niche will revert back to the church with no reimbursement or refund. If this occurs, the Church has no responsibility to notify the next of kin or the executor of the estate
8. Reopening the inurnment and the removal of cremains from a niche will be made upon receipt of written request and payment of applicable costs for custody of the cremains and after approval of the FLCCMW committee.
9. A ceremony of inurnment for all placed in the columbarium of the Church will be according to the Christian form of worship as prescribed by the Church , and always conducted by the authority and under the supervision of the pastoral office of the Church.

#### **E. Finances:**

1. The cost of the columbarium is paid for by donations from members and friends of the Church and by the fees from those who desire to use it.
2. As per Wisconsin law, 25% of the cost of each niche will be placed in escrow to provide for perpetual care.

## **CHANGES TO POLICIES AND REGULATIONS**

Any amendments to, deletions of, or modifications of the aforementioned policies and regulations may be petitioned by a congregation member of FLC, or the purchaser of a “right of inurnment”. Proposed changes must be in writing and include rationale for such changes. The FLCCMW Committee must review such requests in a timely manner and render a decision on the request in writing to the petitioner/s. Final decisions of the FLCCMW are reviewable ONLY by the FLC Council and changes made by the Council must be done by a two thirds majority vote of the FLC Council.