



Policy and Procedure # B-209

Subject: Columbarium Policy

Adopted by the Board of Directors: October XX, 2015

This Policy governs all columbarium niches and internments that are part of the Gardiner- Stanford Memorial Garden at Church of the Trinity.

- 1. Eligibility:** The columbarium niches are open to all members of our community, regardless of religion, marital status, disability, race, gender identity or sexual orientation. This open and inclusive policy is in line with our mission statement which states: Church of the Trinity is a progressive, Christ-centered community of ministry, where everyone matters and belongs.
- 2. Reservations:** Columbarium niches shall be available upon payment of the fee in effect at the time of reservation or at the time of interment if no prior arrangement has been made. The reservation of a niche and the payment fee gives the individual the right to interment of cremains but does not confer ownership of a niche. The individual is reserving the right to use the space in the Columbarium. The individual is not purchasing any part of the Columbarium. The cost of reserving a niche entitles one to the privilege of permanent use and not the right of ownership. Therefore, all Columbarium niches shall remain the property of Church of the Trinity MCC. Reservations may be made for specific niches. A plat of the Columbarium is available in the church office showing which niches have been reserved and paid for and which are currently available. At this point in time the Columbarium has 40 niches. Each niche has room for the cremains of two eligible persons.
- 3. Costs:** The fee charged for the reservation and use of the niches is \$2,000 for an individual and \$3,000 for a couple (2nd niche occupant). Internment in the common mound is \$500 per person. The fee is to be paid to Church of the Trinity MCC at the time of reservation. The fee covers the costs of reserving the space in a niche, engraving the niche, and maintenance of the Columbarium. Other costs, for example, cremation costs, urn purchase and funeral home charges are not included in the fee for the niche.
- 4. Niche Engraving:** Engraving of the name, date of birth and date of death on the niche must conform to the guidelines established by Church of the Trinity MCC. In order to ensure this conformity, all engraving will be processed by Church of the Trinity MCC. The engraving will be done at the time of death, not at the time of the reservation. Niches containing the ashes of two individuals require two separate engravings.



- 5. Interment:** In order to ensure that all interments are done competently and uniformly, all interments shall be arranged through Church of the Trinity MCC. The church will make arrangements with one or more persons skilled in interring cremains in a Columbarium and will coordinate the actual interment.
- 6. Burial Rites:** All burial rites will be approved by the Senior Pastor of Church of the Trinity MCC in accordance with the accepted practices of the Metropolitan Community Church.
- 7. Containers:** Each purchaser or his or her family representative must use an approved container to hold the cremains in the Columbarium niche.
- 8. Flowers, Plants, and Decorations:** Flowers, plants and decorations may be placed at the foot of the Columbarium at the time of interment. No artificial flowers shall be used at any time. Flowers, plants and decorations shall be removed within 48 hours following interment. Flowers, plants, and decorations may not be placed in the memorial Garden at any other time except for those in the designated planters. Donations will be accepted for the purchase of plants for the designated planter areas.
- 9. Family Representative:** In order to minimize conflicts between family members of a deceased eligible person, an eligible person purchasing the right to use a niche, must, at the time of purchase, designate another member of his or her family or an unrelated third person as his or her "family representative". All decisions by the family representative are final.
- 10. Addresses:** It shall be the responsibility of the purchaser to at all times keep the church advised of the current mailing address of himself or herself, the person for whom the niche is reserved and of their next of kin or designee's address. This selected person will then be the individual the Church would contact for any reason.
- 11. Abandonment:** A niche shall be deemed abandoned only after ALL of the following conditions have been checked and satisfied: (a) Niche has not been used within 21 years of the execution of the agreement, and (b) Buyer is no longer a member of the Church of the Trinity MCC, and (c) Buyer (or next of kin as indicated in #10 above) does not respond to certified mail sent to the last known address, and (d) No response or objection is received within 90 days from the date of the certified letter. If the above are met, ownership of the niche shall revert to the Church of the Trinity MCC and can be made available for purchase by another buyer.
- 12. Transfer of Niches:** If an eligible person's family representative elects not to use the niche, Church of the Trinity MCC will re-purchase the right to use the niche at the original cost. The right to use the niche is transferable only to Church of the Trinity MCC. A transfer to any other party, whether by sale, gift, or inheritance, must be approved the Columbarium Committee. Repayment of the right to use the niche will be made as soon as the right to use the niche or another niche is purchased by another party.



- 13. Visitation:** Visitation may occur at the leisure of the family members or friends from dawn to dusk daily. The Columbarium space is to be reserved for quiet reflection and prayer and is considered by the members of Church of the Trinity MCC to be holy ground and therefore treated accordingly.
- 14. Removal of Remains:** In the event it becomes necessary to move the remains to another location and such removal is necessitated by an act or decision of Church of the Trinity MCC, or any law, rule, ordinance or order of any federal, state or local authority, the expense of the removal shall be borne by the church. For example, if Church of the Trinity MCC were to build a new church in another location, then the church would pay for the removal of the remains to the new location. In the event moving of the remains becomes necessary for any of the above reasons, all reasonable attempts will be made to notify the family of the deceased. If the family representative of the deceased person interred in the Columbarium desires to remove the remains and container to another location, the expense of the removal shall be borne by the family representative.
- 15. Responsibilities:** Church of the Trinity MCC will endeavor to protect remains in the Columbarium. Notwithstanding the previous statement, the church assumes no responsibility with respect to such ashes other than to afford them such protection as it affords its own property. The remains and the container in which they are placed are not covered by Church of the Trinity MCC insurance.
- 16. Use of Proceeds from Niche Reservations:** Church of the Trinity MCC shall maintain a separate, designated fund specifically for the care and maintenance of the Columbarium. Fifty percent of all sums paid for the purchase of the right to use a niche and all donations towards the care and maintenance of the Columbarium shall be deposited in this fund to be withdrawn as needed to fulfill these purposes, for engraving and for the perpetual care of the Columbarium. The purchase of future columns will also come out of this fund. There will be no assessment nor future charges to the buyer after the full initial purchase price is paid. The Columbarium Committee *reserves* the right to change the price of the niche based on expenses and operation cost of the Columbarium.
- 17. Remains currently housed by Church of the Trinity:** All remains housed by Church of the Trinity must be kept within the permitted area of the Gardiner-Stanford Memorial Garden. Remains shall not be kept or distributed anywhere else on Church of the Trinity property. The currently held remains of anyone who is memorialized on the Memorial Wall in our Sanctuary will be interred at no additional cost in a niche. The currently held remains of someone that is not memorialized with a plaque on the Memorial Wall shall be interred in the Common Mound area of the Gardiner-Stanford Memorial Garden.
- 18. Columbarium Committee:** The Board of Directors of Church of the Trinity MCC shall establish a Columbarium Committee. This Committee will take responsibility to supervise the use and operation of the Columbarium. The Committee shall recommend changes, modifications, or interpretations of this policy as well as the rules and regulations that govern the Columbarium at Church of the Trinity MCC and shall be subject to the approval of the board of directors. The Committee shall determine what is or is not an appropriate expense from the Columbarium Fund. Two signatures for a check request from the Columbarium Committee will be required to be given to the Church Administrator. The Committee shall



consist of at least four members. If a member resigns, a replacement will be recruited and affirmed by the board of directors.

19. Columbarium Policies: Church of the Trinity MCC has formulated and revised these policies as guidelines for the use of the Columbarium. These policies are not to be interpreted as terms of a contract which will bind Church of the Trinity MCC. Instead, the church has the right, in its sole discretion, to alter or amend these policies at any time.



APPLICATION FOR MEMORIAL GARDEN

I hereby apply to reserve niche space in the Church of the Trinity Columbarium. I understand that this application is subject to the approval of Church of the Trinity. I have been furnished with and have read a copy of the policy and exhibits. I understand that when this application is signed by me and accepted and signed by the representative of Church of the Trinity, this application, the attached policy and completed Exhibit B (inscription information) together shall constitute an agreement between Church of the Trinity and me.

Name(s): _____

Address: _____

Phone: Home: _____ Work _____

Niche Amount: _____

Location Preferred – Niche Number: _____

Enclosed is a check in the above amount made payable to Church of the Trinity

Date Signature of Applicant

Date Signature of Applicant

Application accepted as of (date below) by Church of the Trinity
Signed: _____

Title: _____

Primary Family Contact: Name _____

Address _____

Phone _____

Email _____

Additional Family Contact: Name _____

Address _____

Phone _____

Email _____

Additional Family Contact: Name _____

Address _____

Phone _____

Email _____



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EXHIBIT B
INSCRIPTION INFORMATION
Inscriptions will consist of the following identification only
Name of the deceased
Dates of birth and death

---Please type or print---

Niche Paver

Niche Number: _____
Name: _____
Date of Birth: _____
Date of Death: _____
Name: _____
Date of Birth: _____
Date of Death: _____

In the event that the above information changes, please inform the church

Church of the Trinity
Memorial Garden and Columbarium
7225 Lockwood Ridge Road
Sarasota, FL 34243
941-355-0847



**Church of the Trinity
Metropolitan Community Church
Columbarium Certificate**

Niche Number _____
 Direct Internment

Church of the Trinity hereby certifies that it grants to

the exclusive right and privilege of depositing the remains of

and

in Niche Number _____ of the Church of the Trinity Gardiner-Stanford Columbarium located at

Church of the Trinity
7225 Lockwood Ridge Road, Sarasota Florida 34243

Certificate issued this _____ day of _____, 20__ by Church of the Trinity

Signature: _____

Title: _____

Pre Need Planning Document

A copy should be on file with your likely next of kin and at the Church Office.

First name _____
Middle name _____
Last name _____
Address _____
City _____ State _____ Zip _____
Birth Date _____

Upon my death, I wish to have the following persons notified:

Senior Pastor Church of the Trinity MCC 941-355-0847
The Funeral Home _____
Phone number _____

My Family/Friends:

Name _____
Address _____
Phone _____ Relationship _____
Name _____
Address _____
Phone _____ Relationship _____
Executor of my Will _____
Address _____
Phone _____
Relationship _____

I wish my Burial or Memorial Service to take place at: _____
Name of church Place of burial _____
I have purchased a plot yes _____ no _____

Disposition of Ashes: _____
I have purchased disposition of ashes at Church of the Trinity _____
I have purchased a Church of the Trinity Columbarium Niche # _____

In lieu of flowers I would prefer contributions sent to:

Church of the Trinity _____
 Favorite Charity _____

Have you made provision for your family and the Church by executing a Will or other instrument?

DATE _____
SIGNED _____