

Policies Governing the Columbarium at the Church of the Incarnation

308 College Drive
Gaffney, SC 29340

I. OPERATION AND DUTIES OF THE VESTRY

- A. The Columbarium at Church of the Incarnation shall be administered by the Vestry. The rules and regulations set forth herein, and future amendments thereto, as approved by the Vestry, shall govern the operation of the Columbarium.
- B. Special cases may arise in which literal enforcement of these Rules and Regulations or fees may impose unnecessary hardship. The Rector and the Vestry, therefore, reserve the right, without notice, to grant exceptions to any of these Rules and Regulations or fees, when in the judgment of the Vestry such action appears advisable. Such exceptions shall in no way be construed as affecting the general application of these Rules and Regulations and shall not constitute a waiver of any of them.

II. RULES OF INTERMENT ("INURNMENT")

- A. Authorization for interment in the Columbarium is subject to the following rules:
 - 1. Only human remains shall be interred in the Columbarium.
 - 2. Those persons eligible to purchase a User Permit include only members or former members of Church of the Incarnation and their parents, spouses, children (whether natural, adopted, foster, or step), and siblings. Under special circumstances, a person who does not fit into these categories but who has had a special relationship with Church of the Incarnation may be approved by a vote of the Vestry.
 - 3. This agreement does not constitute a sale of property, but is merely the provision of a burial space. All ownership of the land remains with Church of the Incarnation.
 - 4. Purchase of a User Permit entitles the Permit Holder to use of a burial niche only. All other services associated with the death (such as the cremation itself) must be arranged and paid for by the family of the deceased.
 - 5. Once a User Permit is paid in full, the Vestry will assign a niche to the Permit Holder.
 - 6. The User Permit is personal and may not be transferred to another person. However, the Permit Holder may relinquish rights to the User Permit if unused, and return it to the Church. Under special circumstances, the Vestry may approve an exception to this rule.
 - 7. Any niche still unused 18 months after the death of the Permit Holder will revert back to Church of the Incarnation.
 - 8. All funds received from the sale of User Permits shall be separately accounted for and shall be administered by the Vestry. These funds will be used solely for Columbarium expenses.

B. Interment ("Inurnment")

1. All arrangements for interment will be under the direction of the Rector of the Church. The Burial Service will be as prescribed by the Rector of the Church in consultation with the family and in accordance with the Constitution and Canons of the Episcopal Church and the *Book of Common Prayer*. Neither the Vestry nor the Rector shall be responsible for the identification of the remains which are to be interred.
2. Removal of an Urn for permanent interment in another facility will be permitted only upon presentation of the appropriate legal documents and payment of a fee determined by the Vestry.
3. Plantings, furnishings or any ornamentation of the Columbarium will be permitted only as directed or approved by the Vestry in conjunction with the Buildings and Grounds Chair.
4. Landscape treatment will be provided only by Church of the Incarnation. Memorial flowers may be placed in the church on any designated Sunday. Unless approved by the Rector, memorial flowers may not be placed in the garden.
5. Each niche will be marked with a bronze plaque indicating the name and dates of birth and death of the deceased. Church of the Incarnation will purchase and install plaques.
6. After interment, a Niche may be opened only by written request of a proper person, upon a showing of good cause, as authorized by the Vestry, and only upon the payment to Church of the Incarnation of all expenses associated with such opening. All such openings shall be documented upon the records maintained for the Columbarium by the Vestry.

III. RESPONSIBILITIES OF THE CHURCH

- A. There will be no future assessments above the original purchase price of the User Permit. All paid permits will be honored.
- B. The Church will maintain the Columbarium in good condition, care for all Niches, take all reasonable precautions against defacement or defilement of the Niches and the plaques, and maintain and preserve all records pertaining to the Columbarium. To meet these obligations, a Columbarium Fund will be established. The Fund will be derived from fees received for each space, as well as gifts and memorials designated for this purpose.
- B. If sufficient funds and need exist, the Vestry will have the right to physically expand the Columbarium.
- C. In the event that Church of the Incarnation or the Columbarium shall be relocated or cease to operate, or in the event of destruction of the Columbarium resulting from a natural catastrophe, the Vestry (or its legal successor) shall re-inter the ashes in a rebuilt Columbarium, re-inter the ashes with the re-located facility, or return the ashes to the legal heirs of the deceased person for disposal at their discretion, or re-inter the ashes in the precinct of another Christian Church. If none of these is available, the Vestry (or its legal successor) shall dispose of the ashes in a Christian and legal manner.

IV. AMENDMENTS

Amendments to these Rules and Regulations may be made only upon approval of a majority vote of the Vestry at a regular or special meeting of the Vestry.