

RIDGE UNITED METHODIST CHURCH COLUMBARIUM POLICY

This policy is intended to protect the interests of both those who wish to use the Columbarium and Ridge United Methodist Church (RUMC). Exercising reasonable care for all concerned parties, these rules may be changed by agreement of the Columbarium Committee, with approval of the RUMC Administrative Council.

COLUMBARIUM COMMITTEE

The Columbarium Committee shall oversee promotion, reservations, additions, use and maintenance of the Columbarium and surrounding grounds. The Committee shall consist of the Senior Pastor, one member of the Operations Team of RUMC, and three members of the congregation appointed by the Administrative Council for staggered three-year terms to assure continuity. This Committee will report to the Operations Team.

APPLICATIONS

The Application Form is included as part of the policy. When the form is completed and signed by the applicant, and accepted by RUMC, it shall, with a completed Inscription Form and a check for the appropriate fee, constitute an agreement between the applicant and RUMC.

TITLE AND RIGHTS RETAINED BY RUMC

Legal title to all niches shall remain with RUMC. No property rights are created by or transferred as a result of this agreement. Acceptance of payment by RUMC results only in the right to purchase a niche. RUMC shall at all times have full rights of management and control with respect to matters relating to the Columbarium, including opening and sealing niches, inurnments or disinurnments, plantings, landscape care, and installation/removal of memorials.

RIGHTS GRANTED TO PURCHASER

An applicant to reserve a Columbarium niche, who has paid the appropriate fee in full and has been assigned a specific niche, shall receive a Certificate of Purchase issued by RUMC attesting to his or her right of the sole use of the specified niche. By receipt of this certificate, the Columbarium applicant and individual users of the niche agree to all rules of the Columbarium Policy. The rules apply to heirs, successors, administrators, executors and assigns, and are enforceable by RUMC and its successors. This agreement is subject to all applicable local and state law and regulations. Removal of cremains from the Columbarium requires approval of the Columbarium Committee.

PAYMENT PLAN OPTIONS

While applicants for a columbarium niche are expected to make full payment at the time of application, special circumstances may require a payment plan under the following guidelines:

- A Columbarium Certificate of Purchase will not be issued until full payment has been received.

- The niche may not be used until full payment has been made.
- A minimum deposit of 50% of the total price is required.
- Completion of the full payment must be made within 12 months.
- A specific payment plan will be established for each such request.
- Failure to complete payment in full as specified above will result in a cancellation of the Application and a refund of 75% of monies paid.

PROVISIONS FOR REFUND

The right to use a niche may not be sold or otherwise transferred; it can only be surrendered back to RUMC. Upon violation of this provision, the Certificate of Purchase shall terminate and revert back to the church. RUMC may, at its sole discretion, buy back the rights granted by an issued Certificate of Purchase, and will return seventy-five percent (75%) of the original cost to the person who returned the unused niche space. The returned niche space shall be placed into a pool of unreserved niche spaces and shall be offered to applicants by RUMC in the order in which they were returned, subject to location approval by the applicant.

PROVISIONS AND LIMITATIONS

1. No more than two urns shall be placed in any niche. The fee for a niche is \$1,800. The fee shall be uniform regardless of the location of the niche. RUMC shall determine the location of the niche based on the order in which payment is received and preferred location, if any, specified by the applicant. RUMC shall attempt to honor application requests for contiguous niches, provided that all fees for such niches are paid in full.
2. An urn that is the appropriate size to fit inside the niche shall be furnished by the user, or purchased through RUMC, at the user's expense.
3. For uniformity purposes, RUMC shall arrange for and determine the font style and size for all inscriptions. Engraving charges are included in the price of the niche. Inscriptions shall only include name, birth and death dates written in numerals, with the year being a four-digit numeral.
4. No cremated remains may be inurned in a niche without a committal service as is deemed appropriate by the RUMC pastor.
5. No flowers, ornaments or decorations, real or artificial, shall be allowed in or at the Columbarium unless planted by the church or placed in receptacles provided by the church.
6. Niches may be used for the inurement of cremated human remains only. Any other use of niche space is prohibited.
7. A complete record of all transactions regarding the purchase and placement of ashes in any niche in the Columbarium shall be kept on file in the office of RUMC.

ADMINISTRATION OF FUNDS

All funds received for the Columbarium shall be placed in a separate account administered by the Operations Team. This fund shall be available to the Columbarium Committee for the purpose of construction, operation, maintenance, beautification and other expenses associated with the use and upkeep of the Columbarium.

PROTECTION FROM LOSS OR DAMAGE

RUMC, its employees and agents, will undertake reasonable precautions to protect the Columbarium from loss or damage, but do not assume responsibility for causes beyond its control including, but not limited to, Acts of God, vandalism, accidents or theft. Loss or damage caused by and within the reasonable control of the Church shall be limited to no more than the amount of the money paid for any contracted item, e.g. a cremains container.

DISSOLUTION OF CHURCH AND/OR COLUMBARIUM

It is the intention of Ridge United Methodist Church that the Columbarium will be a permanent installation and that RUMC will be responsible for its maintenance and tending. In the unlikely event that RUMC, for any reason, determines that the Columbarium can no longer be maintained, every attempt will be made to contact the nearest living relative of the user regarding disposition of the cremated remains.

RIGHT OF RELOCATION

RUMC reserves the right to move the Columbarium to a different and suitable location, should it become necessary to do so. Notification of such action shall be published in the church newsletter at least one month prior to such relocation. Notices will be sent by first class mail to one address provided for each niche that has been reserved. It is the responsibility of those reserving a niche to provide an address.

AMENDMENTS

Additions or amendments to this policy, including changes in fee structures, may be made as deemed necessary by the Columbarium Committee, with the approval of the Administrative Council. The most current policy will be on file at RUMC and available for viewing by interested persons. Any questions which arise concerning the Columbarium not covered by this policy shall be determined solely by the columbarium Committee.

**APPLICATION FORM
COLUMBARIUM NICHE AT RIDGE UNITED METHODIST CHURCH**

I hereby reserve niche space in the Ridge United Methodist Church Columbarium. I understand that this application is subject to the approval of RUMC. I have been furnished with and have read a copy of the Columbarium Policy. I understand that when this application is signed by me and accepted and signed by RUMC, this application, the attached policy, a completed Inscription Information Form, and a check for the appropriate fee together shall constitute an agreement between RUMC 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 Ridge United Methodist church

Date

Signature of Applicant

Date

Signature of Applicant

This Application is accepted as of (date below) by RIDGE UNITED METHODIST CHURCH

Date

Signed: _____

Title: _____

Primary Family Contact:

Name _____

Address _____

Phone _____

Email _____

Additional Family Contact:

Name _____

Address _____

Phone _____

Email _____

Additional Family Contact:

Name _____

Address _____

Phone _____

Email _____

In the event that the above information changes, please inform the Columbarium Committee.

Ridge United Methodist Church
8607 Columbia Avenue
Munster, IN 46321
219-838-4770

INSCRIPTION INFORMATION FORM

Inscriptions will consist of the following identification only:

Name of the deceased
Dates of birth and death

Please type or print

Niche Number: _____

Name: _____

Date of Birth _____

Date of Death _____

Name: _____

Date of Birth _____

Date of Death _____

**RIDGE UNITED METHODIST CHURCH
COLUMBARIUM CERTIFICATE OF PURCHASE**

Niche Number: _____

Ridge United Methodist Church hereby certifies that it grants to

The exclusive right and privilege of depositing the cremated remains of

_____ and

in Niche Number _____ of the Ridge United Methodist Church Columbarium located at 8607 Columbia Avenue, Munster, IN.

Certificate issued this _____ day of _____, 20____ by Ridge United Methodist Church.

Signature: _____

Title: _____