

## **Bayside Presbyterian Church Memorial Garden and Columbarium Rules and Procedures**

**Name:** The name of the facility will be the Bayside Presbyterian Church Inc. Memorial Garden and Columbarium.

**Supervision:** The Memorial Garden and Columbarium, as part of the property of the Church, shall be under the general supervision of the Trustees of Bayside Presbyterian Church Inc.

**Maintenance and Services:** Bayside Presbyterian Church Inc. will maintain the Memorial Garden and Columbarium through the Columbarium Committee with the support of the Session Ministries. Day-to-day management of the Memorial Garden and Columbarium will be exercised by the Columbarium Committee (See Attachment (1) Staff Procedures).

**The Columbarium Committee:** The Columbarium Committee will be made up of at least 5 members as follows: 1 active Elder representing the Property Ministry, 1 active Elder representing the Worship Ministry and 3 at-large members from the congregation who may be inactive elders/trustees. 1 member of the Bayside Clergy will serve ex officio with voice but no vote. Session shall appoint the active Elders to serve two year terms. At-large members shall serve three year terms. One at-large member will be replaced each year. Session will elect at-large members. Each year the Committee will elect a Moderator and a Secretary/Treasurer from its membership to serve for the coming year. The Committee shall meet at least quarterly, and otherwise as required at the call of the Committee moderator, to satisfy its responsibilities for the Memorial Garden and Columbarium. The Committee shall report upon its activities to the Congregation at the Annual Congregational meeting.

**Eligibility for Inurnment:** Eligibility for inurnment and scattering of ashes will include members of Bayside Church and their families, past members, friends of the congregation, and current/former clergy. If a purchaser finds that he or she cannot use the niche previously reserved, another qualified applicant may purchase the niche. When a new approved application is received and payment of the then effective purchase price is received, the original purchaser will be reimbursed the originally paid price less a transfer fee of \$100. Under special circumstances, as approved by the Trustees, the transfer fee may be waived.

**Niche Assignment:** Niches will be assigned on a first come, first served basis with choice of location within the Columbarium based on current availability. Niches can contain single or companion containers. The church shall provide containers (urns) which are specifically manufactured to fit into the columbarium niche. Church provided urns are the only ones acceptable for use in the church columbarium. The facing on the niche will be standard and will consist of the name of the deceased and birth month/year and death month/year. The urn engraving will include the full name of the deceased, full date of birth, and full date of death.

**Niche Reservations:** Interested qualified persons may submit written application either for future or immediate use (Enclosure 2). A Columbarium Committee member will be made available to assist the applicant in the completion of required documents. Once approved, a Covenant of Internment Rights (Enclosure 3) will be issued which will include the specific niches(s) assigned. The assigned niche shall be reserved for the exclusive use of the individuals(s) named on the Certificate, but ownership will be held by the Church and will not be conveyed.

**Bayside Presbyterian Church Inc. Rights:** Bayside Presbyterian Church Inc. reserves to itself the right, without consultation, to enlarge or remodel the Columbarium, or in a very unlikely circumstance to remove it and build or have built a new Columbarium in a new location. In such events, if the niche specified above is affected, Bayside Presbyterian Church Inc. shall substitute another of substantially like size and character in which event the owner shall have the same rights in the substituted niche subject to the same terms, conditions, limitations and provisions.

**Rites:** The Worship Ministry as the agent of the Columbarium Committee and in consultation with the Pastor shall have complete responsibility for all memorial services relating to the inurnment or scattering of cremains. Sufficient and proper notice of the intentions and desires of the family shall be made known as early as possible. All memorial/inurnment services shall be in a manner consistent with the Constitution of the Presbyterian Church (USA) as a witness to the resurrection of Jesus Christ. No markers will be permitted for the name of the deceased in the scattering garden.

**Inurnment Permits:** Any permits required by local or state law are the exclusive responsibility of the person to whom the certificate of assignment has been given or the immediate family.

**Prices and Fees:** The reservation fee for a single niche is \$1000 and \$1500 for a niche to be shared by two persons. Bayside Presbyterian Church Inc. reserves the right to change the reservation fee from time to time. There is no set fee for scattering in the Memorial Garden. However, a non-mandatory donation of \$100 is suggested.

**Memorial Garden and Columbarium Care Fund:** All reservation fees and other monies designated for the Columbarium Care Fund shall constitute a restricted fund to be used for construction, operation and/or maintenance of the Memorial Garden and Columbarium. The Fund may also be used to support Inurnment services. The Columbarium Committee shall authorize the use of any funds from the Columbarium fund.

**Records:** The following records of the Memorial Garden and Columbarium will be maintained by the Columbarium Committee and kept in the church office.

1. A niche numbering schedule with names added for those which have been reserved.
2. Clear records of applications both by alphabet and numerical order.
3. Records of those whose cremains have been placed in the Columbarium or scattered in the Memorial Garden. These records will include adequate listing of parents, date and place of birth, date and place of
4. A complete record of all funds relating to the Memorial Garden and Columbarium, with a copy of accounts and records in the Treasurer's office

**Amendments:** Changes to these procedures will be proposed by the Columbarium Committee to the Trustees for consideration and to the Session for approval.

**Attachments:**

- (1) Staff Procedures for Memorial Garden and Columbarium
- (2) Application for Columbarium Niche
- (3) Covenant of Inurnment Rights

Rules and Procedures and Attachments approved by Session November 2015

**Staff Procedures**  
**Bayside Presbyterian Church, Inc.**  
**Memorial Garden and Columbarium**

The following is provided in order to assist Bayside Staff and others on matters relating to the Memorial Garden and Columbarium.

1. The Memorial Garden and Columbarium are managed by the Columbarium Committee acting for the Trustees through the Session Ministries. The records for the Memorial Garden and Columbarium are maintained in the Church office. There is a file for each columbarium niche. A list of current Committee members will be kept by the Church Secretary/Administrator. One of our clergy is a Committee member.
2. Applications for Columbarium reservations are available in the church office (next to the receptionist desk).
3. An up to date list of those who have Columbarium reservations will be kept by the Church Secretary / Administrator who will notify the Committee moderator as events are necessary.
4. In the event a Committee member is not available, and immediate action is warranted to allow timely Inurnment or scattering of ashes, the following is provided to assist church staff:
  - a. A supply of standard Urns is kept in the storage room next to the Library. One Urn, and the previously completed Urn Engraving Template (see Niche folder in treasurer's office), should be taken to Beach Engraving (1776 Laskin Road Suite #105, Virginia Beach Hilltop area). They charge about \$25.00 to engrave and it usually takes two days to complete. The treasurer will charge the Columbarium Fund for Urn engraving.
  - b. The granite slate covering the niche needs to be removed and taken to Seaboard Memorials (3332 Cromwell Dr, Norfolk) along with the previously completed granite template (see niche folder in treasurer's office). Seaboard Memorials charges about \$150.00 for granite engraving and the check must be taken to them when the granite is delivered. The treasurer will charge the Columbarium Fund for Granite engraving.
  - c. Temporary Niche cover should be installed until the granite is returned. Temporary covers are kept in the storage closet off the Fellowship Hall.
  - d. If cremations are done locally it has been our practice to take the Engraved Urn to the funeral home. The family of the deceased is responsible to arrange for delivery of cremains to the church where they are maintained by one of our pastors until the inurnment is complete. A copy of the Cremation Certificate must be provided to the church for record keeping purposes.
  - e. Bayside provides a standard size urn for our columbarium, and they are the only ones permitted in our columbarium. It is important that family representatives understand this so as to preclude problems with transferring cremains into our urns.

For additional information please refer to the current edition of the Memorial Garden and Columbarium Rules and Procedures.

Procedures approved by Session November 2015

Attachment (1)

**Application for Columbarium Niche  
Bayside Presbyterian Church, Inc.  
Memorial Gardens and Columbarium**

Date \_\_\_\_\_

Name of applicant (print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_

For whom the Niche is intended?

Name	Relationship to Applicant

Emergency Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby agree, and commit my Administrator/Executor, to comply with the rules and regulations of the Bayside Presbyterian Church Inc. Columbarium.

Signed \_\_\_\_\_

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Columbarium Committee Action:

Date Application received \_\_\_\_\_

Application:    Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_

If Applicant is Approved, Niche Number \_\_\_\_\_

Certificate issued on (date) \_\_\_\_\_

Signed \_\_\_\_\_  
(Columbarium Committee Representative)

Signed \_\_\_\_\_  
Corporation Secretary/Clerk of Session

Form approved by Session November 2015

**Application for Columbarium Niche  
Family History  
Bayside Presbyterian Church, Inc.  
Memorial Garden and Columbarium**

Name \_\_\_\_\_ Niche Number \_\_\_\_\_

Address at time of death \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Place of Birth \_\_\_\_\_ Place of Death \_\_\_\_\_

Name of: Children \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

\_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

\_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

\_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Father \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Mother \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Paternal Grandfather \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Paternal Grandmother \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Maternal Grandfather \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

Maternal Grandmother \_\_\_\_\_ Born \_\_\_\_\_ Died \_\_\_\_\_

My signature certifies that correctness of the above information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Relationship to person named above \_\_\_\_\_

Form approved by Session November 2015

**Application for Columbarium Niche  
Granite and Urn Engraving  
Bayside Presbyterian Church, Inc.  
Memorial Garden and Columbarium**

**COLUMBARIUM GRANITE ENGRAVING**

Granite engraving template with specific dimensions is located in the Niche Folder in the Treasurer's office).

<b>LAST NAME</b>	
<b>First Name</b>	<b>Middle Initial</b>
MON YYYY	MON YYYY

**COLUMBARIUM URN ENGRAVING**

Brass plate engraving template with specific dimensions is located in the Niche Folder in the Treasurer's office).

<b>FIRST MIDDLE LAST</b>	
<b>Full Birth Date</b>	<b>Full Death Date</b>

Approved by: \_\_\_\_\_  
Columbarium Committee Representative

Date: \_\_\_\_\_

**Covenant of Inurnment Rights  
Bayside Presbyterian Church, Inc.  
Memorial Garden and Columbarium**

Bayside Presbyterian Church, in consideration of the Reservation Price of \_\_\_\_\_, receipt of which is hereby acknowledged, authorizes the use of the Columbarium by the named individual for inurnment, in accord with the accepted policies of Bayside Presbyterian Church, Inc.

Name \_\_\_\_\_

Niche number \_\_\_\_\_ as shown on the Niche Plat.

**IN WITNESS WHEREOF** Bayside Presbyterian Church has caused this instrument to be signed by one of the Trustees of the congregation, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed \_\_\_\_\_  
Trustee, Bayside Presbyterian Church, Inc.

WITNESS Signed \_\_\_\_\_  
Corporation Secretary / Clerk of Session, Bayside Presbyterian Church, Inc.

**BELOW FOR CHURCH USE AND RECORD KEEPING**

Date of Inurnment: \_\_\_\_\_

Person Conducting Inurnment Service: \_\_\_\_\_

Form approved by Session November 2015

Attachment (3)