



# St. Joseph Catholic Church Columbarium Policies and Procedures

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The St. Joseph Catholic Church created an interior Columbarium in November of 2017 for the purpose of making available a beautiful, reverent and secure space to inurn the remains of parish members and their immediate family.

The Columbarium is owned by St. Joseph Catholic Church in Sandpoint, Idaho. It shall be managed by the Pastor of St. Joseph Catholic Church and the St. Joseph Columbarium Committee. The following Policies and Procedures shall be used to manage the Columbarium.

## **1.0 Columbarium Committee**

The Columbarium Committee shall be maintained by the Pastor of St. Joseph Catholic Church as a permanent committee of the Parish.

The Pastor of St. Joseph Catholic Church will appoint Columbarium Committee Members.

The Committee shall be comprised of 7 to 11 members who serve a 3-year term. The initial members shall be appointed to staggered terms.

The Committee shall be responsible for the management of the Columbarium in all areas including but not limited to policies, procedures, applications, finances and maintenance. The committee shall interface with the Parish Administration for day-to-day operation.

The Committee shall meet at least quarterly. Additional meetings may be called when necessary.

The Administration of St. Joseph Catholic Church shall be responsible for maintaining all records necessary for management of the Niche spaces. The Administration of St. Joseph Catholic Church shall provide a quarterly financial statement of the Columbarium's finances for the Columbarium Committee to review.

## **2.0 Certificate of Niche License**

St. Joseph Catholic Church shall provide applications for the purchase of the right to inurn remains in a pre-selected niche in the Columbarium. The application may be reviewed by the Columbarium Committee to determine eligibility. If the applicant is approved to purchase a Niche License a Certificate of Niche License will be provided to the person for whom the application was approved.

A Niche License does not include any property rights to St. Joseph Catholic Church or the St. Joseph Columbarium.

## **3.0 Eligibility**

Niche Licenses may be purchased by current or prior active members of St. Joseph Catholic Church and their immediate family members. Active members are individuals who are registered, contributing, attending, and participating at St. Joseph parish for at least the previous six months. Homebound parishioners are considered participating. Immediate family members can be described as spouses of such members, parents, siblings, and children.

Spouses of any eligible person, regardless of their religion are eligible if the respective spouse is or intends to be inurned.

The policies, practices and beliefs of the Roman Catholic faith shall at all times be followed in determining eligibility.

The Pastor will have the discretion to approve requests in circumstances that may not be within the description of eligibility as described above.

## **4.0 Payment**

Payment for a Niche License shall be made in full according to the schedule of costs established by the Columbarium Committee and in effect at the time of the application. If a Niche License is purchased after the death of the person whose remains are to be inurned, the full price of the niche must be paid prior to the inurnment.

Payment installments for pre-planned Niche Licenses have been approved by the Columbarium Committee for the calendar year of 2018. The Columbarium Committee may vote to re-establish a payment plan at a later date for pre-planned Niche Licenses. Payment installment plans are subject to Committee approval.

The Certificate of Niche License will not be granted until full payment is received.

## **5.0 Price**

Each Niche can accommodate up to two appropriately sized urns. Each Niche is a cube measuring 11.5 inches.

The price of a Niche License includes; the right to inurn the cremains of the holder(s), one urn with identification plaque, engraving of the granite cover plate for the first or only inurned cremains in the Niche, and opening and closing of the Niche for the first or only inurned cremains. There will be an extra charge for a second urn and identification plaque, engraving of the granite cover plate with the second name, and an opening and closing fee of the Niche when a second urn is placed in the Niche.

The price of a Niche License does not include services provided by a funeral home for the cremation nor does it include services for a funeral. It is necessary for the responsible party to contact St. Joseph Catholic Church administration, funeral home or a cremation facility to contract these services.

The price will be set forth in a price list located at the Parish Office. Prices are subject to change.

## **6.0 Refunds**

If a Niche is unused, the purchaser, holder or legal representative of a Niche License may request a refund of the purchase price less 25%. There will be no refund for a Niche that has been occupied. The Columbarium Committee reserves the right to resell the Niche License for a Niche upon the removal of the cremains and Niche engraving.

## **7.0 Transferability**

At the time of purchase, the purchaser of a Niche License shall identify the person(s) whose remains will be inurned in the designated Niche. The Niche License shall not be resold or transferred by the holder of the Niche License or the holder's legal representative. All sales shall be through St. Joseph Catholic Church.

## **8.0 Permitted Use of Niches**

A Certificate of Cremation shall accompany the cremated remains when they are presented to the Parish, for confirmation that the remains are of a holder of a Niche License. No inurnment may take place without permission of and arrangement with the Pastor of St. Joseph Catholic Church.

St. Joseph Columbarium Committee has designated a specific engraving format for the granite Niche cover plate. This format consists of the name(s) of the deceased, their date of birth and date of death. If the deceased is a veteran, a star may be engraved on both sides of the deceased veteran's name. No other adornments are allowed.

No flowers or other memorability may be placed in the Columbarium area. Families and Friends are encouraged to contact the office to offer floral arrangements or a monetary donation for flowers to be placed on the altar to honor their love ones.

**9.0 Removal**

Urns and enclosed cremains may be removed from the Niche only by family members of the inurned person or other authorized person who have made prior arrangements with the Pastor. Upon removal, no refunds of the purchase price will be made, and the Niche License will be deemed terminated. Family members will be responsible for the cost of the opening and closing fee.

**10.0 Discontinuation of Use of Columbarium**

In the unlikely event that the Parish or the building of St. Joseph Catholic Church ceases to exist, any inurned cremains will be relocated to a suitable location, with records being maintained of the relocation.

**11.0 Liability**

St. Joseph Catholic Church and the St. Joseph Columbarium Committee shall not be liable for damage or destruction resulting from vandalism, terrorism or natural disaster. No pastor, Columbarium Committee member, employee or other member of St. Joseph Catholic Church shall be personally liable for any damages or for the defense of any claims of damage or loss resulting from or to the Columbarium facility, Niches, urns or cremains.

**12.0 Finances**

A separate account shall be established in the St. Joseph Catholic Church accounting system to be used exclusively for perpetual care of the Columbarium. Twelve percent of the revenue from the sale of each Niche License shall be deposited into this account. The remainder of the revenue may be used for paying down the current mortgage debt, for Columbarium expansion or for improvements to the church. It is not to be used for the general fund. This percentage can be changed by vote of the Columbarium Committee if there is a financial need to do so, as long as the Columbarium remains financially self-sufficient.

**13.0 Amendment**

The Columbarium Committee with the approval of the Pastor may amend these Policies and Procedures. Any approved amendments must be made in writing and made a part of this document.

Adopted and Approved by the St. Joseph Columbarium Committee on the 13<sup>th</sup> of December 2017.

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