

# ST. JOHN CHRYSOSTOM EPISCOPAL CHURCH AND SCHOOL

30382 Via Con Dios  
Rancho Santa Margarita, CA 92688-1518  
949.888.4595

## COLUMBARIUM POLICIES AND REGULATIONS

1. The Vicar of St. John Chrysostom Church will appoint the Columbarium Committee (the “Committee”) of three members and will appoint one member the Chairman. The function of the Committee shall be to interpret and enforce the policies of the Columbarium and to oversee its maintenance and care.
2. The Columbarium will be used to receive the cremated remains of members of St. John Chrysostom Episcopal Church, their spouses, children, parents, stepchildren, stepparents, siblings; ordained ministers who have served the parish, their spouses, children, parents, stepchildren, and stepparents; and, with the approval of the Vicar, former members of the church; friends of St. John’s, and their spouses, children, parents, stepchildren, and stepparents; as well as those affiliated with our largest ministry, St. John’s School.
3. An agreement for interment of ashes in the Columbarium shall be signed by the parties requesting the right to reserve a niche and the Vicar or Church Administrator.
4. The cost of a columbarium space (niche) is \$2,500 (subject to change). The niche is large enough to hold the cremated remains of two persons. The cost includes the required provided urn(s), the engraving of the face of the niche for up to two decedents, opening and closing of the niche two times per decedent (inurnment and engraving), and perpetual care of the Columbarium.

The fee does not include the cost of cremation which can be arranged with a funeral home or other organization.

Additional fees will be charged to change a pre-deceased inscription and replace the niche face, and for opening and closing of the niche other than for inurnment or engraving.

Payment for use of the niche shall be in the manner approved by the Committee at the time the Columbarium agreement is signed. Niche assignment will be made after payment has been received in full.

The Committee will review the fees charged for original purchase, niche front replacement, and additional opening/closing of the niche from time to time and will publish such revisions as approved by the Bishop’s Committee.

## ST. JOHN CHRYSOSTOM EPISCOPAL CHURCH

### Columbarium Policies and Regulations

#### Page Two

5. The face of the niche will be engraved with the person's full name, date of birth, and date of death. No flowers, real or artificial, or other items of decor may be used.
6. The contents of the niches are limited to one or two urns containing only human remains and a small memento which will be subject to the approval of the Committee.
7. Additional openings or removal of the contents of a niche must be pre-approved by the Vicar for good cause, and after written arrangements for custody of the remains.
8. Rules for the use of the Columbarium are established by the Bishop's Committee. This document contains all of the current Rules. All who use the Columbarium agree to be bound by the Rules as they may be amended from time to time. The church is advised that the Columbarium is exempt from California laws applicable to other Columbariums not operated by a church.
9. The Church Administrator, Parish Registrar or other person designated by the Bishop's Committee maintains records of each person to whom a certificate is issued reserving a niche; each placement of remains in a niche; engraving of niche face and urn inscription; dates of birth and death; a copy of the death certificate; and names and addresses of next of kin.
10. The Columbarium Agreement shall be evidence of the purchaser's right to the use of a niche or niches in the Columbarium. A purchaser's rights are not transferable without prior approval of the Vicar. The Columbarium Agreement is not a deed, and neither creates nor conveys a property right. It merely evidences the reservation of space in the Columbarium.
11. No remains shall be placed in the Columbarium without the conduct of a service according to the *Book of Common Prayer*. Clergy from St. John Chrysostom Church shall be present and shall supervise the services, except at the discretion of the Vicar.
12. If a niche remains unused more than five years after the death of the person whose name is on the Columbarium Agreement, the niche will revert to the church without reimbursement. However, within five years after the death, the Committee will honor the first request from any next of kin who is an eligible person that the Agreement be reissued in his or her name.
13. The fee for a niche is non-refundable. Exceptions to the policy will be made at the discretion of the Vicar and the Committee.
14. Reserver(s) and successors are responsible for notifying St. John's of any change of address.

**ST. JOHN CHRYSOSTOM EPISCOPAL CHURCH**  
Columbarium Policies and Regulations  
Page Three

- 15. St. John Chrysostom Church and the Columbarium Committee will manage the Columbarium to the best of their ability, and distinctly disclaim all responsibility for loss or damage from causes beyond their reasonable control, and especially from damage caused by the elements, acts of God, thieves, vandals, or accidents whether the damage is direct or collateral.
  
- 16. If life events give rise to disputes between Reserver(s) that cannot be resolved amongst the Reserver(s) themselves, said disputes shall be resolved by the Vicar and the Committee.

I have read and accept the terms of the policies and regulations.

Date

\_\_\_\_\_

Name

\_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_