

## Columbarium Policy and Conditions (Applicants)

### Overview

The Columbarium and associated activities are part of the Pastoral ministry of the Parish of Taree. This is not a public activity but part of the engagement of a person and family in a spiritual journey. Therefore, all interments must be completed in the context of a service of committal led by a member of the Parish clergy team.

Currently there are four original walls in the Columbarium Area at St John's Anglican Church Taree. One wall runs East to West and Three walls run North to South – all with small niches. There is also one relatively new wall with larger niches (suitable for current size Approved Canisters for cremated remains).

There are plans for a Memorial Garden for the interment of cremated remains in the future. The following information will, as far as possible, also apply to that area.

Cremated remains must be enclosed and sealed in the Approved Canister and are placed in the niche which is then sealed; a commemorative plaque is secured to the niche.

In the four original walls the niches are too small for the current Approved Canister. In these circumstances an Approved Canister may be available from the Funeral Director for a portion of the cremated remains – the remainder must be disposed of by the Applicant or his/her representative.

### Definitions:

- *Columbarium* (or Niche) Wall (**Columbarium Wall**) is a structure that contains niches, which hold a person's cremated remains in an Approved Canister.
- *Parish* - means the Anglican Parish of Taree.
- *Applicant* – The person making Request for Interment: to Reserve or to Purchase a Niche.
- *Fees* – means all fees and charges.
- *Committee* – means those person(s) appointed from time to time by the Parish Priest of the parish to manage the Columbarium.
- All decisions affecting the Columbarium will be determined by the appointed Committee.

### Authority and Permissions

- The Parish Priest in conjunction with the Committee has the authority to determine who can be interred in a niche and to allow inscriptions and memorial plaques to be installed on the exterior of the wall.
- The Committee may grant interment rights on completion of the Request for Interment Form and payment of the appropriate fees.

### **Fees for a niche in the columbarium:**

- Included in the fees for the Niche is the grant of a right to enter cremated remains in an allocated niche.
- Fees are payable by the Applicant to Reserve a Niche at the date of the Request for Interment.
- Plaques are of a standard size and style, as determined by the Committee. The cost of procurement and installation of the plaque is not included in the Reservation cost.
- All fees may be reviewed by the committee from time to time and are subject to change without notice.
- All fees received will become part of the funds of the parish and accounted for as such.
- Fees are non-refundable once paid.

### **Rights of the Applicant**

- Subject to the Conditions in this Policy and to the full payment of the fees referred to above the Applicant has an exclusive right to:
  - to have cremated remains placed in, and a memorial plaque placed over a niche;
  - to leave the cremated remains and the memorial plaque in place.
- The placement of the cremated remains and a memorial plaque in and over the niche will be done by a representative of the Parish on behalf of the Committee and at the request of the Applicant.
- The wording on the memorial plaque is to be approved by the Committee.
- In the event that the Approved Canister is too large for the Niche (or the Reserved Niche), the Applicant is responsible for dividing the cremated remains and for determining the method of disposal of any excess cremated remains.

### **To ensure uniformity of appearance of the Columbarium Walls, the following Conditions will apply:**

- Each Approved Canister will hold only the cremated remains of one person.
- All memorial plaques and inscriptions thereon will be procured by the Committee.
- The wording for each individual plaque may be supplied by the Applicant. All wording must be approved by the Committee.
- Emblems must be selected from the list provided. Traditional Christian symbols, forms of the Cross or Crucifix, a Dove, Candle, Scriptures, Military Service symbols, Symbols of National & State Awards, and Freemasonry symbols. Proposals will be considered by the Committee.
- No other object may be placed in the niche with the canister of cremated remains.

### **Interment of Cremated Remains**

The Interment of Cremated Remains will be conducted only by one of the Priests of the Parish at an appropriate Memorial and Committal Service. Approval must be sought from the Rector for any other priest to officiate.

### **Removing Cremated Remains from the Columbarium after interment**

While interment is intended to be a permanent arrangement, there may be occasions when it is the family's wish to relocate the cremated remains. Requests made by the Applicant (or his/her representative) will be considered and approved at the discretion of the Committee.

Removal of cremated remains may be executed only by a person or persons designated by the Committee.

After removal of the cremated remains from a niche in accordance with this Policy, the niche may be re-allocated. The plaque will remain the property of the Applicant.

Upon removal of the cremated remains and memorial plaque, the Committee is released from all obligations to the Applicant, and/or his/her representative, from the date removed.

The date of Removal will be recorded in the Parish Columbarium Register.

### **All funds are to be deposited into the following account.**

**Account name:** Anglican Parish of Taree. **BSB** 032 587      **Account Number:** 120 816

**Reference:** Interment + surname