

## **OFFICIAL POLICY STATEMENT OF FIRST PRESBYTERIAN CHURCH, MARIANNA, FLORIDA COLUMBARIUM NICHES**

First Presbyterian Church offers Columbarium Niches in accordance with the church's official policy for eligibility and purchase as set forth below, and as may be amended from time to time.

### **Columbarium**

The columbariums are located on the south side of the church. Niches are 12 inches wide by 12 inches tall by 12 inches deep in size. Each niche may accommodate the remains of two humans. Remains placed in a niche must be contained in a sealed, non-biodegradable urn or container. The provision of such an urn or container is the responsibility of the person purchasing a niche, or his or her family. The cost of such urns or containers is not included in the price of the niche.

The cost for the placing of cremated remains in a niche is \$250 per person. In making the initial purchase family members may choose to indicate the names of the two persons who will use the one niche. In this case they will be given certificates of ownership A and B for that particular niche.

When only one person purchases a place in a niche he or she will receive certificate of ownership A for that particular niche. If the person holding this certificate of ownership A chooses for another eligible person to be allowed to use that same niche, on the payment of the additional \$250.00 the person so designated will be given certificate of ownership B for that niche. A Master Plan, indicating the niches which have been sold, and for which persons, will be maintained in the church office.

The person or persons buying a niche, or their families, must make arrangements to purchase a black aluminum plaque for each person whose cremated remains are placed in the niche within six months of their remains being placed in the niche. When two persons are using the same niche a plaque for each person must be purchased.

The plaque must be 10 inches wide by 4 inches tall in size, and must indicate the name and birth and death dates. In order to ensure consistency of appearance the purchase and installation of this plaque must be done through the church office, with payment being made to the church after the layout and the cost are approved, and prior to the placing of the order. The company through which the plaque is purchased shall be responsible for the installation. The sample wording and layout for a plaque is found below. The approximate cost of such a plaque is \$250.00. (The plaques already in place indicate the pattern for subsequent plaques)

## **Sample Wording and Layout**

<p style="text-align:center"><b>JONES</b> Jack David January 19, 1900 – August 31, 2002</p>
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### **Eligibility for Purchase**

To be eligible to purchase a Columbarium niche a person must be (1) a baptized Christian, and (2) either an active member of First Presbyterian Church, Marianna, Florida, or an active participant who has not yet transferred as an active member to First Presbyterian Church, Marianna, Florida. The session of the church may also approve special circumstances for purchase. Purchase, ownership and use and transfer of niches shall be subject to the conditions and restrictions set forth herein, and may be amended from time to time.

A Columbarium niche may be purchased by an eligible person for a member of his or her immediate family.

First Presbyterian Church, Marianna, Florida, reserves the right of first refusal for all niches. Transfer of ownership will require Session approval. The person to whom ownership is to be transferred must meet the eligibility requirements for purchase. In the event the niche is not used within five years of the death of the person holding the certificate of purchase for a niche, full title shall revert to the Church. Please contact the church Office for more information.

All persons who would like to purchase a Columbarium niche should contact the church office and speak with the Administrative Assistant or the Pastor concerning eligibility and available niches. If an initial application is appropriate, the application will be given to the Administration Committee for review and action. If approved by the Administration Committee, the sale will be finalized only with the completion of the appropriate paperwork and the receipt by the church of the appropriate payment. If necessary, as outlined above, the Administration Committee shall make a recommendation to the Session on the sale of a niche. If approved by the Session, the sale will be finalized only with the completion of the appropriate paperwork, and the receipt by the church of the appropriate payment.

## **Review of these Policies and the Master Plan of the Columbarium Niches**

These policies shall be reviewed as needed by the Administration Committee of the Session, or its successor committee, and recommendations for any needed changes be made to the Session for approval.

The Master Plan of the First Presbyterian Church Columbarium Niches shall be reviewed, at least annually, by the Administration Committee of the Session, or its successor committee, and a report made to the Session.

### **Effective Date**

This Official Policy Statement shall be effective with the approval of the Session of the First Presbyterian Church, Marianna, Florida at its stated meeting on Sunday, May 22, 2005. It was subsequently modified by action of the Session on Tuesday, April 28, 2009 and on Tuesday, May 18, 2010