**St. Elizabeth Ann Seton Catholic Church**

**2016 Willis Lane, Keller, TX 76248**

**817 431 3857**

 Parish Columbarium Guidelines and Policies

The **Columbarium** provides a place on Church property for the permanent preservation of the ashes of cremation for Church members and their families. The overall design is four clusters each with 484 niches in seven individual units. Each niche has a capacity for two urns. Only a portion of the overall design will be initially built. Future installation of units will be seamless, since the infrastructure for all four clusters will be included in the initial phase.

The “*Introducing*” brochure should be read in conjunction with these guidelines and policies.

1. A **RIGHT OF INTERMENT AGREEMENT** must be executed for each niche purchased. A copy of **A POLICY GOVERNING THE USE OF THE COLUMBARIUM** must beincluded with the agreement.

2. A **POLICY GOVERNING THE USE OF THE COLUMBARIUM** contains provisions which apply before as well as after the execution of the agreement.

3. Payment must be made at same time as agreement is executed. Methods of payment are limited to check or credit card. Checks should be payable to: Endowment Corporation.

4. A portion of the amount paid will be placed in an ENDOWMENT CORPORATION – COLUMBARIUM TRUST for the long term maintenance of the columbarium on Church property.

5. A niche must be selected in conjunction with this signing of this agreement.

6. The face plate inscription will be standard and the name(s) to be inscribed included in the agreement. Military titles are acceptable. There are options as when the face plate is inscribed:

 At purchase a. Leave blank

 b. Name and date of birth

 At a death a. Name, date of birth and date of death or add date of death

 At death of second person

 a. Name, date of birth and date of death or add date of death.

As shown on Price List, there is a charge each time the face plate is removed for inscribing.

7. The exterior granite surfaces of the columbarium should not be defaced by affixing anything to the walls or placing anything on top of the columbarium unit. Remembrances of any type are not permitted.

8. Niches – There are two size niches:

 a. Center unit is 10 ¾” wide at front tapering to 7” wide at back x 10 ½” high x 11 ¾” deep.

 b. Rectangular units are 11 1/8” wide x 10 ½” high x 11 ¾’ deep.

9. Two urns will fit in a niche. The Funeral director should verify that the urns you choose are of a size to fit in the niche. The urn should be engraved with the name and, date of birth and date of death.

10. Internment service - Will be discussed at time funeral service is planned.

11. Visiting Hours – East Garden which includes the Columbarium and Stations of the Cross will be open at all times.

12. Administration – Records of who purchased the niche, who will be or who are inurned will be kept in a diocesan database maintained at St. Elizabeth Ann Seton Catholic Church.