
	Columbarium Rules and Regulations	Effective Date: 26 May 2024
		Page 1 of 3

Alamance Presbyterian Church

Columbarium Rules and Regulations

1. The Alamance Presbyterian Church (hereafter referred to as the “Church” or “APC”) Columbarium shall be managed by the Church Columbarium Committee. All requests regarding reservation of columbarium niches, fees, maintaining of records, purchases, and opening and closing of niches shall be handled by a designated member of the Church Columbarium Committee, or its designee as approved by the Session of the Church.
2. Each space in the columbarium consists of 1 double niche. Niche contents are limited to a maximum of two urns, which shall be for the purchaser’s immediate or extended family.
3. Urns and engraving shall be provided by Homecoming, Inc., the manufacturer of the columbarium. These urns are an industry standard size and are made to provide a good fit within the niche itself. There shall be one standard stone type and color, and one uniform font of engraving. Standard engraving options provided by Homecoming, Inc. such as military service, etc., shall be allowed. Other than this, engraving shall be limited to the birth and death dates, and the chosen names of the human cremains in the niche. No provision shall be made for external items to be attached to the niche face. Should Homecoming, Inc. become unable to fulfill their obligations for urns and engraving, another single source shall be contracted by the Church Session.
4. Fees for the niches shall be determined by the Church Session; and shall be reviewed and adjusted as necessary on at least a bi-annual basis. This fee will include the cost of purchasing up to two urns, engraving of the niche face as a marker for both urns, and perpetual care of the columbarium. Fees for active church members and for non-members shall be assessed at the same time and may be adjusted at the will of the Church Session.
5. Active adult members of the Church, age 18 and older, may purchase a niche at the Church Member cost, for use by the purchaser’s immediate or extended family.
6. Past and current ordained ministers of the Church may reserve one double niche at no charge for use by themselves and one immediate or extended family member.
7. Non-members of APC may request to purchase a niche in the columbarium at the non-member cost. Approval of this request shall be at the discretion of the Lead Minister of the Church.

8. It is the responsibility of the niche purchaser or their representative to have the cremains placed in the urn that was provided by the Church; and to make the urn available to the officiating minister for inurnment when so desired.
9. A niche may be opened and the contents removed only for good cause, as determined by a majority vote of the Church Columbarium Committee. Any expense shall be borne by those requesting such action. All such openings and removals shall be documented, and the Church shall be released from any and all further responsibility. Any opening or closing of niches shall be done by a designated member of the Church Columbarium Committee.
10. No purchased niche shall be transferred by a purchaser by will, interstate succession, or otherwise, except upon the approval of the Church Columbarium Committee. Consent, if given, shall be documented by the designated committee member and placed on file with the permanent columbarium records as maintained in the Church office. In the event of any unauthorized transfer, the rights to the niche shall become null and void, and the niche shall revert to the Church. The purchase price shall be forfeited as liquidated damages.
11. Only an ordained minister serving Alamance Presbyterian Church, or any person designated by the Session or its moderator, shall be authorized to place the urn of cremains in the niche. The inurnment shall be at the convenience of this person and the family of the deceased.
12. All holders of purchased niches shall be subject to these rules and regulations and to any amendments.
13. Amendments to these rules and regulations may be made at any time upon recommendation by the Church Session. Any amendments will not be retroactive in effect.
14. Any and all matters arising in connection with the operation and maintenance of the columbarium not covered in the rules and regulations shall be determined by the Church Columbarium Committee with the approval of the Church Session.
15. Niches may be pre-purchased by contacting the Church office during normal published operating hours. The Lead Minister and/or Church Session shall be the sole arbiters for eligibility for purchase. Upon purchase at the full current price, a copy of these regulations as well as a receipt and diagram of the columbarium with the exact location of the purchased niche so marked shall be given to the purchaser. Permanent hard records shall be kept in an appropriate place in the Church offices as well as on electronic media, and

 Alamance PRESBYTERIAN CHURCH	Columbarium Rules and Regulations	Effective Date: 26 May 2024
		Page 3 of 3

may be reviewed by contacting the Church office to make an appointment. These records shall not be removed from the Church campus at any time.

16. The Church Columbarium Committee will meet on at least a bi-annual basis and will make a report on the current status and any recommendations to the Church Session on the same time frame. Simple votes by the committee may be made by teleconferencing or electronic mail. A summary of these votes shall be placed in the permanent records in the Church offices by the chairman on a timely basis.
17. In all cases the Alamance Presbyterian Church Session shall be the final authority on all rules, regulations, and dispositions of the columbarium.

Originally adopted August 2019

Revised and approved May 2024