

**ST. STEPHEN THE FIRST MARTYR CATHOLIC CHURCH
A POLICY
GOVERNING THE USE OF THE CEMETERY AND COLUMBARIUM**

Guidelines

1. Eligibility

- A. The St. Stephen the First Martyr Cemetery and Columbarium are primarily for the deceased members and spouses and children of St. Stephen the First Martyr.
- B. The St. Stephen the First Martyr Cemetery and Columbarium are the property of The Roman Catholic Church, under the Bishop of Raleigh.
- C. Each niche is for one or two urns and is selected at time of purchase as supplied by St. Stephen Cemetery. Urns other than those provided must fit in the niche.
- D. Assignments of niches will only be given and held for members of St. Stephen the First Martyr Parish or, if available, Catholics from other parishes. Exceptions must be approved by the pastor.
- E. An immediate family member of those defined in Section 1.D. may be placed in the same niche with those defined in Section 1.D. regardless of their religion.

2. Records

A diagram of the columbarium will be kept in the church office. With it shall be recorded the vital statistics of all individuals who have been or are to be memorialized or interred in the Cemetery and Columbarium. This information shall include the name and address of the surviving family member(s) or the purchaser of the niche.

3. Reservation of a Niche

A niche shall be available upon payment of the fee in effect at the time of payment. The reservation of a niche and the payment of a fee gives the person the right to be inurned but does not convey ownership of any property to the individual. No transfer of reservation of a columbarium niche shall be made to another person, estate or corporation. However, the Parish may repurchase a niche for just cause as determined by the Cemetery Committee. The repurchase price will be the original price less an administrative fee of \$500.00 plus any expenses incurred. Once an inscription has been cut into the stone, no refund will be made.

4. Multiple Inurnment

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No more than two persons' cremains may be placed in one niche. Only two persons' cremains who are members of the same immediate family may be placed in one niche. Exceptions to the immediate family rule require the approval of the pastor.

If a stone is inscribed for one person (Style 1 below), only one person's cremains may be inurned. Once inscribed, the stone will not be changed. If for any reason the stone must be replaced, the family will incur any and all expenses.

Only the cremains of humans are allowed to be inurned in the columbarium.

5. Inscription/Urn

An inscription for each columbarium niche will be included in the cost. The type of lettering used will be the same for all inscriptions.

With each niche, urn(s) will be provided by the Parish; or if appropriate size, you may purchase an urn of your choice.

The Columbarium and Cemetery Committee will have sole responsibility for choosing high quality materials, for maintaining uniformity and for procurement of inscriptions.

6. Columbarium Niche Inscription Style and Content

Inscriptions on the columbarium niches shall consist of surnames and Christian names and dates of birth and death. Inscriptions shall be either Style 1 or Style 2 shown below.

7. Flowers and Decorations

The Cemetery Committee, in cooperation with the church staff, will arrange for the maintenance of the Columbarium and Cemetery. Small natural flower arrangements, less than 12 inches high may be placed on the walkway in front of the Columbarium or in the holders in the Cemetery. These flowers should be removed by the person who placed them when they wither. They may be removed by the church maintenance staff at any time based on the needs of the church to maintain the cemetery for other church functions. The Cemetery Committee has final approval on the appropriateness of any flowers.

8. Rites

The rites of inurnment/interment will be in keeping with Roman Catholic forms of worship and prescribed by the pastor. Exceptions must receive approval of the pastor.

9. Cost

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The fee at the time when **Right of Inurnment** is executed will cover the right to inurnment of cremains (in provided urn(s)), appropriate inscription and perpetual care of the Cemetery. The church is not responsible for all other costs such as funeral home charges, cremation costs, etc. Another urn or urns, if appropriate, may also be used in place of urn(s) provided by the Cemetery as noted above.

10. Right of Inurnment

For purposes of control and clear understanding a **Right of Inurnment** shall be executed by all involved parties for each columbarium niche setting forth the right of the parties, including specifically a provision granting full authority to St. Stephen the First Martyr Church to move, remove, relocate niches with cremains, if, for any reason the St. Stephen the First Martyr Church Columbarium and Cemetery should be relocated.

11. Income Care

The cost of the Cemetery and Columbarium will be paid by fees from those who use it. Funds will be applied to upkeep, maintenance and future expansion.

12. Maintenance Funds

Maintenance funds which will be accumulated in the operating account of the Columbarium and Cemetery may be spent for capital improvements and/or repairs of the St. Stephen the First Martyr Church upon recommendation of the Cemetery and Columbarium Committee.

13. Special Conditions

Each year the Cemetery and Columbarium Committee will set aside a small number of columbarium niches which the pastor can provide at reduced cost.