

## COLUMBARIUM POLICIES AND PROCEDURES

### First Presbyterian Church Lebanon, Tennessee

**First Presbyterian Church, Lebanon, Tennessee (hereafter named “FPC”)**, offers rights of interment in its Columbarium to Qualified Applicants who have purchased a niche within the Columbarium or for whom a niche has been purchased.

**The Columbarium:** A Columbarium consists of uniformly-sized niches designed to hold urns for the interment of the ashes of cremated human remains (hereafter named “cremains”). Each niche may hold the cremains of two persons using the provided Urns.

**Eligibility:** Interment in the Columbarium shall be limited to cremains of Qualified Applicants who are members and former members of FPC and their immediate families, and present and former clergy of FPC and their immediate families. For these purposes, immediate family members are defined as a spouse or partner, parents, step-parents, siblings, natural or adopted children, step-children or grandchildren. Non-members, typically longtime friends of FPC, may be eligible to purchase a niche in the Columbarium with approval of the Session.

**Oversight:** The Columbarium will be operated under the oversight of the Session of FPC, and governed by the Columbarium Policies and Procedures established, adopted, and modified from time to time by the Session and Columbarium Committee.

**Title and Rights:** The Buyer acquires no property rights in the Columbarium and its niches and agrees that said areas are at all times under the sole jurisdiction and control of FPC. The selection of niche location shall be on a “first come” procedure with the Buyer making the selection from available spaces. In the event the cremains of the approved Qualified Applicant are not interred in the space identified in the Reservation Contract within six (6) months after the death of the Designee and written notice has been made to the original Buyer or Designee or the last surviving child of such Buyer or Designee, whichever last occurs, then the Columbarium Committee will buy back use of the niche at the original purchase price minus an administrative fee per the Addendum. If the niche cover has been engraved, there will be an additional deduction from the purchase price to replace the cover. In the event that an extension of time is requested to inter the cremains of the deceased, exceptions will be made on a case-by-case basis.

**Limitations:** The exclusive right to use a reserved niche may not be sold or otherwise transferred except to FPC.

FPC reserves the right to move, remodel, or otherwise alter the Columbarium. In the unlikely event that moving, removing, or relocating the Columbarium niches becomes necessary, every reasonable effort shall be made to notify the Buyer, Designee, or a surviving child of the deceased.

FPC shall make a good faith effort to safeguard the Columbarium and the contents of each niche, but shall not be responsible for any loss due to fire, vandalism, theft, acts of God, or any other cause.

In the event that the Columbarium can no longer be maintained due to unforeseen causes, a reasonable effort shall be made to notify the Buyer, Designee, or a survivor of the deceased, in order to allow such person(s) to receive the cremains.

**Interment:** Interment must be arranged through and approved by the pastor of FPC, and reported to the Session of FPC. No cremains shall be interred without Christian liturgy deemed appropriate by the pastor. All interments shall be presided over by a pastor of FPC, or a pastor invited by the Session.

**Inscription:** All niches shall be enclosed with a granite cover that is uniform in regard to font style and color of stone with all other niches. The inscription shall be limited to name, date of birth, and date of death, and one bronze emblem that is no larger than 2 inches in diameter for each cremains in the niche. The emblem shall be purchased from the inscription engraver and affixed to the cover. The inscription design and content and emblem must be approved by the Columbarium Committee of FPC.

**Access and Restrictions:** The Columbarium shall be open to visitors at all times. Nothing of either a permanent or temporary nature shall be affixed to or on the Columbarium wall surfaces. No flowers, ornaments, flags, decorations, embellishments, memorial items, or other objects may be placed on the niche cover or in the Columbarium area except for a bronze emblem as stated in the Inscription section of this Policy and Procedure. Flowers may be used on the day of interment but must be removed following the service.

**Exchange of Niche Spaces:** Cremains and the niche cover may be relocated from one niche to another, pursuant to a written application made by the Buyer or Designee, and subject to the same aforementioned fees that apply to a surrendered niche.

**Removal of Cremains:** No urn containing cremains may be removed from a niche except with the prior written approval of the pastor and reported to the Session of FPC. In the event it is necessary for FPC to remove an urn for any purpose, personnel approved by the Session shall carry out such removal, shall record the removal in the records of FPC Columbarium Committee, and shall notify family members of the deceased.

**Surrendered Niches:** Upon written notification to FPC, a niche may be surrendered back to FPC, for a full refund of the original reservation fee less the current administrative fee. If interred cremains are removed and a niche surrendered back to FPC, the current additional fees for cleaning, sanitation, and for a new cover for the niche will also be subtracted from the refund.

**Records:** FPC shall maintain all records and documents relating to the Columbarium, the sale of reservations of specific niches, and the interment of cremains. Each niche shall have an identifying number, with a record located in FPC, which will show the names of the deceased, date of birth, and date of death. It shall be the responsibility of the Buyer or Designee to keep FPC advised at all times of current mailing addresses of themselves and the person(s) for whom the niche is purchased.

**Allocation of Funds:** FPC shall receive all payments and gifts and disburse all expenditures in an account to be known as “The Columbarium Fund,” apart from and entirely separate from the general church budget. Appropriate annual reviews shall be performed in accordance with the regular accounting procedures of FPC.

**Maintenance:** The Columbarium Fund shall at all times maintain a reserve to provide adequate maintenance of the Columbarium.

**Liability:** No liability of any kind or character whatsoever is assumed by FPC for the maintenance or preservation of the cremains interred in the Columbarium, or for any loss or damage to urns or other containers, nor is any liability of any kind whatsoever assumed by FPC for any matter or thing relating to the Columbarium, its use, or subsequent maintenance.

**Amendments:** Amendments to the document may be made only upon approval of the Session of FPC. The Session has the right to amend, change, or modify these Policies and Procedures concerning the Columbarium at any time. Such amendments shall be in writing and recorded as a revision to this document. Amended rules shall govern all niches within the Columbarium.

**Price:** The Session retains the exclusive right to change the price for the use of a niche at any time. The purchase price for all niches shall remain uniform at any given time, regardless of location. The costs of cremation are NOT covered by any fee or fees paid to FPC pursuant to these operating rules, and FPC will NOT offer any cremation services.

**Future Costs and Assessments:** FPC shall provide the perpetual care and maintenance of the niches. There will be no assessments or future charges to the Buyer, Designee or family members after the initial charges for niche reservation, niche opening, closing, and the cover have been paid.

**Abandonment:** A niche shall be deemed abandoned only under extraordinary circumstances under Policies and Procedures adopted by the Session of FPC.

**Authority of the Session:** The Session of FPC retains final authority and discretion on all matters related to the Columbarium.

**ADDENDUM**  
**COLUMBARIUM POLICIES AND PROCEDURES**  
First Presbyterian Church  
Lebanon, Tennessee

**Pricing as of August 11, 2024**

Niche with 2 Urns and capacity of 1 cremains per Urn: \$2500

Niche: 1 Urn with capacity of 1 cremains: \$2400

Price includes Urn/s, a granite front cover, and front cover engraving.

**Current Fees**

Administrative Fee: \$100

Cleaning and Sanitation Fee: \$100

Granite Cover Replacement Fee: \$125

These fees are subject to change at the discretion of the Session of  
First Presbyterian Church Lebanon, Tennessee.