



COLUMBARIUM POLICIES & PROCEDURES

General

These regulations, conditions, policies, restrictions, and rules (Rules) are designed to protect both the interests of the individual permit holder and Prince of Peace Lutheran Church of Burnsville, MN (the Church). Adherence to these Rules will be maintained for the general good in preserving the desirability and beauty of the Prince of Peace Lutheran Church of Burnsville Columbarium (Columbarium). The Church reserves the right to amend or change the Rules from time to time as the Church deems appropriate, and in the best interest of the ministry.

Availability of Rules

Interested parties may review the current Rules during regular church office hours. Each person requesting an application for a niche will receive a copy of the Rules.

Exemptions:

Exemptions to these Rules must be in writing and approved by the Church Board. The specific exemption will be made for cogent reasons only and shall not exempt any otherwise unmentioned Rules that may apply.

Purpose of the Columbarium

The Columbarium provides a special place for inurnment of cremated human remains (cremains) of our loved ones. The Columbarium will be a ministry that blesses the congregation and the community as an outreach to others.

Management of the Columbarium

The Church owns, manages, and administers the Columbarium; determines the standards for eligibility; maintains the necessary structure; and keeps records in accordance with Minnesota requirements including names, gender, dates of birth and death, and inurnment dates for the persons inurned in the Columbarium to the extent that such information is required and made available to the Church. The Columbarium will be implemented in phases.

Eligibility for Inurnment

Inurnment in the Columbarium is restricted to human cremains. Other uses of a niche are prohibited. While it is anticipated that niche permits will be obtained primarily by people who have had some connection to the Church, the Church may grant permits and eligibility to others as the Church deems appropriate. No more niches may be obtained for a family than those necessary to inurn the cremains of all persons in that family, unless a compelling reason is presented for consideration by the Church Board and the Church Board approves such increased number of niche permits. No one will be permitted to purchase blocks of niches to be reissued or resold to other parties. No materials or items, other than the cremated human remains, will be permitted in the niche.

Fee for Columbarium Permit

The one-time permit fee includes the use of a selected niche, an urn(s) for the cremains, and a distinctive engraved faceplate. Each niche can accommodate up to two urns that will be included in the initial cost. There is no additional cost for the second urn or for an updated engraved faceplate with both names. There is no discount if a second faceplate or urn(s) are not needed. The fee also supports the ongoing maintenance and care of the Columbarium and its surroundings, which are owned and operated by the Church. The permit fee does not include the cost of cremation and/or a funeral service.

Applying for a Permit

To obtain a permit for the Columbarium, a person must submit the completed application for a permit to the Church during normal business hours for its review and approval. Provided the niche is available and the application and permit otherwise comply with the Church's policies, an employee of the Church will sign and issue the permit to indicate acceptance. A copy of the signed permit will be given to the permit holder and the original copy will be held at the Church. The Church records will be updated accordingly.

Selecting a Niche

The Church will maintain a map of niches that are available. Each submitted application and permit must identify the requested niche. Applications for permits will be reviewed in the order the Church receives them. The niches will be numerically identified in columns beginning with number one (1) continuing in numerical order across the structure. Niches will be purchased on a first come, first served basis. The permit applicant may choose his/her desired niche location from those available at the time of purchase. The storing of ashes on site at the Church and the transfer of cremains from one container to another will be done by a member of the family or designee when the provided urn was not received by the mortuary or crematorium prior to the cremation.

Designating the Person to be Inurned

Each permit holder may designate, either at the time of the permit application or at a later date, the name(s) of the person(s) to be inurned. No cremains may be inurned in a niche unless and until the permit holder (or the alternate permit holder or personal representative, in the case of death of the permit holder) designates on the Church's copy of the original application portion of the permit, the name of the person to be inurned and provides the required information. The name, date of birth, date of death, and other information as required by the Church and the State of Minnesota shall be provided on all cremains delivered to the Church for inurnment. The Church is entitled to accept in good faith the representations and certifications made by appropriate persons in connection with the inurnment, including that the cremains are those of the person designated in the permit, and the Church shall not be responsible or liable for the identification of the cremated remains.

Change or Transfer of a Permit

A permit holder who initially only designated one urn to be placed in the niche, may at a later date, request a change to designate a companion. If permit holder(s) or representative wish to change the person designated for inurnment stated in the application the permit holder(s) or representative must submit a completed "Request for Change Form" to the Church. If the change complies with applicable policies and procedures, the change will be accepted by signature of the designated Columbarium administrator. The Church will send a copy of the signed change form to the existing permit holder; and will maintain a copy for the Church; and update the Church records accordingly.

Committal Service

The committal service at the Columbarium shall comply with the existing Church funeral procedures. Inurnments or other services will be made when reasonable to do so after receiving adequate notice from the responsible party. The Church has the right to refuse inurnment of cremains when it is impractical to do so and may suggest an alternative time or day. Acceptance of a different time or day than that requested will be the decision of the permit holder. The Church expressly states that it is not a mortuary or funeral establishment that requires licensing by the State of Minnesota or any other governmental authority.

Urns

An urn for inurnment in the Columbarium is provided by the Church and included in the fee. A suitable container provided by the family may also be used, provided that the size is appropriate for the niche. Cremains will be transferred by a member of the deceased family to the urn furnished by the Church.

Inscription on Faceplate

The Church has selected the size and typeface of the inscription on each niche faceplate. Inscriptions will include the information shown on the permit. The deceased's name(s) and date(s) of birth and death will be inscribed in the adopted format on the niche faceplate. The Church will arrange for the inscriptions, which are included in the permit fee.

Flowers, Flags, Signs, and Other Decorations

No artificial flowers, flags, decorations, or emblems will be displayed within or near the Columbarium. Fresh flowers may be placed near a columbarium niche only at inurnment and will be removed thereafter. Prohibited items will be removed and disposed of by the Church without notice or liability.

Permit Holder's Mailing Address

Each permit holder must notify the Church of changes to contact information including mailing address and phone number. Correspondence mailed by the Church to the permit holder at the last known address will be considered received by the permit holder seven business days after the correspondence is sent. The Church's address for notices is: Prince of Peace Lutheran Church, 13901 Fairview Drive, Burnsville, MN 55337, Attn: Columbarium Administrator.

Removing Cremated Remains

Cremated remains may be temporarily removed by the Church while making repairs or improvements to the Columbarium. Otherwise, cremains may only be removed with the written consent of the Church and a member of the deceased's family or when required by law. If a permit holder moves and desires to move the cremains in the permit holder's purchased niche, then the Church will assist with the removal. The vacated niche may then be resold by the Church once the cremains have been removed.

Termination of a Permit

If the permit is terminated by the original permit holder within ten business days after the permit is first issued, and if there has been no inurnment, the Church will refund the permit fee, less any costs incurred.

A permit may also be terminated at any time by providing a written request for the cancellation to the Church stating the reasons for the cancellation. The permit holder will forfeit all fees previously paid.

The Church may terminate a permit by giving a ten business days' written notice to the permit holder:

- A. When a second violation of the Columbarium Policies and Procedures by the permit holder occurs, provided that the Church has given notice of the first violation to the permit holder for the prior violation; or
- B. When the cremains of the person designated on the application have not been inurned in the niche within ten years after that person's death or 120 years after the person's birth.

If the permit is terminated by the Church for either of the above reasons, no payment will be due to the Church or to the permit holder or the estate or family of the permit holder or the person designated to be inurned.

Ownership of the Columbarium and Niches

The Church owns the Columbarium and all niches. A permit holder acquires no real property rights in the Columbarium, any of its niches, or any of Church's property. The permit confers only the right to inurn the cremated remains of the designated person in the identified niche pursuant to the Church's applicable Rules, as amended by the Church from time to time.

Care and Limit of Liability for the Columbarium and Surrounding Area

The Church will provide reasonable ongoing care for the Columbarium and surrounding area. However, neither the Church nor any persons acting on the Church's behalf will be liable for any loss or damage to the Columbarium, niches, urns, or cremated remains inurned in the Columbarium. The Church may purchase insurance for its own benefit, but the Church is not obligated to purchase insurance for the benefit of niche permit holders, designated persons to be inurned, or their estates or families. If there is a discrepancy between the application form or change form and the Church's records, the Church's records will control.

Termination of the Columbarium

Columbarium permits and rights of inurnment will continue as long as the present Columbarium stands and is owned by the Church. If the present Columbarium is to be sold or demolished, a replacement Columbarium will not be furnished, permits will be cancelled, and rights of inurnment will cease. In that event, the Church will attempt to notify each permit holder or estate that the permit will be cancelled. The Church will attempt to notify a family member of each person inurned in the Columbarium that the person's remains must be removed from the niche. If the Church is not able to contact a member of the person's family using information in the Church's records or if the remains are not removed within a reasonable period of time, the Church may relocate the remains, as it deems proper. No compensation will be due to the permit holder or the person's estate or family.

Amendment or Waiver of Columbarium Policies and Procedures

The Church may, at any time, amend or waive any of its Columbarium Policies and Procedures as deemed in the best interests of the ministry. Waiver of any policy or procedure does not constitute a continuing waiver of that policy or procedure with respect to any situation arising thereafter. The Church Board is charged with oversight, approval, and decision for the Columbarium on behalf of the Church.

Current Columbarium Fees, in effect as of November 1, 2016

Permit fees may change without notice. The current permit fee is \$2,000 and includes inurnment of up to two urns and the faceplate. The permit fee is due in full at the time the Church issues the permit.

There is no charge to change the permit to add a second name to the permit at a later date.