

License for Interment Agreement

For the purpose of control and clear understanding, a License for Interment Agreement will be executed for each plot or niche. This instrument states the rights of the parties, including specifically a provision granting full authority to Holy Family Catholic Church to move or relocate graves or niches with remains, if, for any reason the Holy Family Cemetery/Columbarium needs to be relocated.

The rites of interment will be in keeping with the Roman Catholic form of worship as prescribed by the Pastor; exceptions must receive prior approval of the Pastor.

Cemetery/Columbarium Landscaping

Management reserves the *exclusive* right to do all grading, landscape work, improvements of any kind, and all care of plots and areas surrounding the columbarium. Placement of flowers or potted plants in the columbarium area is not permitted. It likewise reserves the exclusive right to plant, trim, cut or remove all trees, shrubs, and herbage within the Cemetery/Columbarium, unless otherwise granted herein.

Cemetery/Columbarium Cost

The cost of the Cemetery/Columbarium will be paid for by donations and fees from those who purchase a Cemetery plot or Columbarium niche. A percentage of the receipts from each sale will be held in a separate Cemetery/Columbarium fund to provide for maintenance of the Columbarium, adjacent grounds and future expansion. Withdrawal of these funds must be approved by the Cemetery/Columbarium Committee and the Pastor.

Cemetery/Columbarium maintenance funds will be recorded in a separate account. If and when accumulated funds exceed the amount needed for Cemetery/Columbarium maintenance or care, they may be used for capital improvements and repairs to the Church based upon approval of the Cemetery/Columbarium Committee and the Pastor.

Disclaimer

Holy Family Catholic Church and the Cemetery/Columbarium Committee will manage the cemetery and columbarium to the best of their ability, and distinctly disclaim all responsibility for loss or damage from causes beyond its reasonable control, especially from damage caused by the elements, acts of God, common enemy, thieves, vandals, malicious makers, explosions, invasions, accidents, riots, or order of military or civic authority whether the damage is direct or collateral, other than herein provided.

Holy Family Catholic Church

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Holy Family Catholic Church

Cemetery & Columbarium

Policy & Procedure

Holy Family Catholic Church Cemetery & Columbarium Policy

The Parish Cemetery/Columbarium is an extension of the parish where those who have worshipped and prayed together in life now await the resurrection of the body. It plays an important role in the spiritual lives of our community of faith. Catholic cemeteries and columbaria bridge the chasm of grief experienced by those whose loved ones have entered into eternal life.

Cemetery/Columbarium Committee

The Cemetery/Columbarium Committee, appointed by the Pastor is comprised of three registered members of the Church who shall act as Co-Chairpersons. The Committee will issue an annual report to the Pastor setting forth the financial condition of the Cemetery/Columbarium, its current state of occupancy, recommendations for expansion, if warranted, and any other matters relevant to the operation of the Columbarium.

Policy Amendments

This policy, adopted by the Cemetery/Columbarium Committee and approved by the Pastor, sets forth the general guidelines for administration of the Cemetery/Columbarium. The Pastor, with the assistance of the committee, will decide any issue not explicitly stated in the policy. No part of this policy shall be suspended, repealed, annulled, altered, or amended without submitting the change in writing for approval by:

- The Chancellor of the Roman Catholic Diocese of Charlotte, N.C.
- The Pastor of the Church
- The Cemetery/Columbarium Committee

The Committee shall periodically review policies, procedures, and fees and submit recommendations for changes to the Pastor as the situation dictates. Those who have executed the License for Interment in a Cemetery Plot or Columbarium Niche agreement shall abide by this policy as it may be amended from time to time.

Supervision of Cemetery/Columbarium

The Committee Co-Chairpersons will oversee the general administration of the Cemetery/Columbarium. Church office personnel will maintain the following records:

- The name of each person to whom an agreement is issued reserving a cemetery plot or columbarium niche.
- The placement of each person's remains in a grave or niche.
- The names and addresses of next of kin.
- A diagram depicting each individual grave and/or niche with the names of those interred or the names of those who have reserved a grave or niche.
- The grave marker or niche nameplate inscription of dates of birth, and death.

Cemetery/Columbarium Inscriptions

The Committee, with the approval of the Pastor, shall have sole responsibility for the selection of quality materials to preserve the uniformity of Cemetery/Columbarium grave markers and niche faceplates. Cemetery plots and columbarium niches are available for the placement of cremated remains upon payment of the entire fee in effect at the time of procurement.

Reopening and removal of the remains from a grave or niche may be made after full payment of costs. A written request to arrange for custody of the remains must be pre-approved by the Pastor and/or the Cemetery/Columbarium Committee.

Reservation of a niche includes an aluminum urn liner for the remains, and an engraved granite faceplate bearing the individual's name, year of birth, and year of death. Only the urn provided by the Parish may be used for interment in the Columbarium. The urn may be sent with the body to the crematory for emplacement of the ashes. The urn liner cap is permanently placed once the ashes are enclosed. The urn is placed in the individual reserved niche and the granite faceplate reattached during the committal ceremony.

Cemetery Plot and Niche Reservations

The reservation of a plot or niche and payment of the fee gives the individual the right to be interred, but does not convey ownership of the property to the individual. The Church provides only the graves and niches and is not responsible for other costs or funeral expenses of whatever nature. No transfer of the reservation of a Cemetery plot or Columbarium niche may be made to another person, estate, or corporation. However, the Parish may repurchase a plot or niche for just cause as determined by the Committee. The repurchase price will be the original price paid.

If a plot or niche remains unused for more than ten years after the death of the person whose name is on the certificate, the niche will revert to the church without reimbursement. However, within ten years after the death, the Committee will honor the first request from any next of kin who is an eligible person that the certificate be reissued in his or her name.

Eligibility

Persons eligible to have their remains placed in the Holy Family Catholic Church Cemetery/Columbarium are:

- Members or former members of our Church, their spouses, children, parents, stepchildren, and stepparents.
- Priests who have served our Church and their parents.
- Friends of the Church with prior approval of the Cemetery/Columbarium Committee and the Pastor.