



THE CHURCH OF ST. TIMOTHY

8 OAK AVE. N. • MAPLE LAKE, MN 55358
OFFICE: 320-963-3726 • FAX: 320-963-2008



The Church of Saint Timothy Catholic Cemeteries Maple Lake, MN

COLUMBERIUM RULES AND REGULATIONS

1-Introduction

The name columbarium is derived from the Latin Columba or “Dovecote”, the dove being the symbol of God’s spirit and peace. Today, many are searching for an alternative to ground burial that offers beauty and simplicity. A Columbarium houses burial chambers in which cremated remains are placed in a niche. Each niche identifies the person’s name just as a monument does for a burial site. A columbarium burial in no way changes funeral services or memorial services for the deceased. This is just an alternative to the ground burial. Placing the ashes of the deceased in a niche in the Columbarium is a respectful, simple way to show honor to a deceased loved one. A Columbarium offers an environmentally sensitive solution to the traditional ground burial, therefore, extending the life of an existing cemetery.

2-Purpose

The Columbarium of the Church of St Timothy Catholic Church (Columbarium) has been created to provide for the spiritual well-being of the Church of St Timothy (St Timothy) members at times of death and bereavement and to establish a final consecrated resting place, a symbolic statement of the unity of St Timothy’s community and a peaceful gathering place for families and friends. The Columbarium will provide a space for depositing a crematory urn (inurnment) cremated human remains (cremains) of deceased St Timothy members and other eligible persons.

3-Governance

The St Timothy Pastor has the ultimate responsibility for the management of the cemeteries. St Timothy’s Cemetery Board (Board) will serve to advise the Pastor on matters related to the columbarium policies. The cemetery Sexton will be appointed by the Pastor for day to day operations & maintenance of St Timothy’s Columbarium.

4-Eligibility

Inurnment in the Columbarium shall be limited to the cremains of any member or former member of St Timothy, and members of his or her immediate family. Contact the St Timothy office or Sexton for further clarification.



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5-Fees

Fees include the following. Fees can be found on the current price sheet. St Timothy reserves the right to change fees from time to time.

1. The current one-time fee for the right of inurnment in the Columbarium. Single (11" X 11" X 11") and double wide or double deep (11" X 11" X 23") occupancies are available. The double wide's or double deeps can hold up to two urns.
2. Name plates with inscription of names and dates. Name plates are predesigned for uniformity.
3. Opening and closing of niche.

Columbarium fees do not include the cost of cremation, urns, transportation or other off-premises costs.

The Pastor may waive the fees for any part of or all the payment for a niche for anyone otherwise eligible. This shall be done discreetly, and the niche can be selected without prejudice from any of the remaining unsold niches by the person in need or his/her survivors.

6-Purchase of a Niche

If interested in purchasing a columbarium niche, please review the *Columbarium Rules and Regulations* and print the *Purchase Agreement*. You may also call the St Timothy office to request a packet of the documents. After reviewing the *Columbarium Rules and Regulations*, please contact the St Timothy Sexton for an appointment for niche selection. The current Sexton's name and phone number can be found on the current price sheet.

Upon selection of a niche, the *Purchase Agreement* must be signed and dated. Purchase of St Timothy columbarium niche implies agreement to all Saint Timothy's *Columbarium Rules and Regulations*. The St Timothy Sexton will submit the completed columbarium niche purchase agreement to the parish office. A Cemetery Easement will be issued upon payment made in full to the parish office within 30 days of niche selection.

7-Selection of a Niche

An eligible purchaser will have the right to select any niche(s) which may be available at that time. If more than one purchase has been approved on the same date, the rights of preference shall be based on the date and time the signed and dated purchase agreements are received. No more niches will be sold to a family than those necessary to inurn the remains of all eligible persons in the family. One urn per person. A predesigned plaque will be installed after payment and completion of appropriate forms.

8-Title & Retained Rights

The Certificate holder acquires no property rights in the Columbarium, any of its niches or any of St Timothy's property. Legal title to the Columbarium and all niches always remains with St Timothy. The Cemetery Easement attests only to the right to inurn the remains of the person(s) named on the Easement in the specific niche listed in the Easement. Assignment of remains to a specific niche shall constitute only authorization to use such niche pursuant to Columbarium Rules and Regulations, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records maintained by St Timothy, the latter shall take preference.



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9-Internment Procedure

A. Services: Only St Timothy's Pastor, or an ordained priest/minister invited by the Pastor of St Timothy, shall be authorized to officiate at an inurnment service in the Columbarium. The committal service shall be at the convenience of the Pastor, St Timothy and the family of the deceased to be inurned. A family representative is responsible for making inurnment arrangements with St Timothy.

B. Urns: Each Niche in the Columbarium shall have a capacity to hold the quantity of urns as designed. The container for cremated remains to be inurned shall be of material approved by St Timothy and shall be of a size suitable for the niche. Single niche size is 11" X 11" X 11". Double niche size is 11" X 11" X 23". Maximum height, width, depth of an urn allowed is 10.5". NO Cardboard Boxes. An additional urn is possible in certain situations. The Sexton or his representatives shall have full authority to refuse to accept for internment any receptacle deemed unsuitable.

The name of the deceased shall be permanently affixed on a predesigned plaque. The cremains must be available for placement into the urn at least forty-eight (48) hours prior to the inurnment service.

C. Inscription on Plaques on Niches:

1. Uniformity of inscription: The plaque inscription shall be in a uniform size and style as determined by St Timothy.

The purchase price of the niche in the Columbarium will not include the cost of such inscription or the plaque.

2. Conformity of Text: The maximum inscription shall be on the approved form and consist of the following:

NAME OF THE DECEASED (No titles) Possible emblem options.

DATE OF BIRTH - DATE OF DEATH.

Month XX, XXXX) - (Month XX, XXXX)

Certain professions can be recognized with emblems, based on available space (Military/Doctor/Nurse etc.)

3. Correctness of Inscription: An inscription order form will be provided by St Timothy to be typed or printed in ink and signed by the person or persons entitled to do so. Arrangements for the inscription, in accordance with the name and dates so furnished, will be made by the Committee. The St Timothy and the Board shall be responsible only for such errors in the inscription as might be made by the party doing the inscription which deviates from the name and dates as filled in on the signed inscription order.

10-Transfer

All transfers will follow the cemetery's current procedures listed in the Cemetery Rules.

St Timothy retains the right of first refusal to purchase the unused inurnment rights from any Certificate Holder of such rights at the then current standard purchase price or the original purchase price, whichever is the lower, prior to the transfer or assignment of said rights to any new Certificate Holder. Any new certificate holder must meet the criteria in this document, Eligibility for Inurnment, and would be subject to approval by St Timothy.

11-Niche Use.

No cremains may be inurned in any niche except those for the persons listed on the Easement for that niche.



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12-Security & Structure

St Timothy will use reasonable care to protect all urns deposited in the Columbarium. St Timothy disclaims all responsibility and shall be relieved from any liability for loss or damage from causes beyond its reasonable control, including, without limitation, damage caused by the elements, acts of nature, the common enemy, thieves, vandals, strikes, malicious mischief makers, explosions, invasion, or order of any military or civil authority, whether damage be direct or collateral.

13-Indemnity from Liability

St Timothy and/or its successors shall not be liable for any damages or for any loss resulting from or to the Columbarium facilities, urns or any inurned remains. In addition, no individual member of the staff of St Timothy (including the Sexton), no individual member of St Timothy or member of the Board designated to maintain or supervise the Columbarium, shall be personally liable for any damages or for any loss resulting from or to the Columbarium facilities, urns or any inurned remains.

St Timothy may carry such insurance for its own benefit relating to the Columbarium and contents as seen fit; however, there is no obligation upon St Timothy, the Pastor or the Board to provide any insurance for the benefit of the inurnment Certificate Holders.

14-Removal of Cremains

If after inurnment, a family member or other authorized individual desires to remove cremated remains entirely from the Columbarium, that request must be in writing, setting forth the reasons and circumstances for the request, including the authority of the person making the request. If St Timothy is satisfied that the request is appropriate and has received an indemnity agreement from the requesting party, the request may be approved. If such request is granted, the entire amount of the fee and the Certificate shall be forfeited, and all rights of inurnment shall cease. Thereafter the niche shall become and be available for designation by St Timothy for the use of other members or persons eligible under the terms and conditions of these Rules and Regulations.

Cremated remains may also be temporarily removed by St Timothy while making repairs or improvements to the Columbarium. Otherwise, cremains may only be removed with the written consent of St Timothy and a member of the deceased's family.

15-Personal Conduct in the Columbarium area

The Columbarium is St Timothy property. All persons while in the Columbarium area are expected to conduct themselves in accordance with customary decorum as normally observed in a Catholic Church. The Sexton and the Board are empowered to enforce the Columbarium Rules and Regulations and to exclude from the Columbarium area any person(s) violating the Rules and Regulations.

16-Flowers and Personal Decorations

“No” flowers or plants may be placed in the Columbarium area, only as directed by St Timothy. To maintain the beauty of this setting, the placing of any items, such as toys, signs, wreaths, ornaments, taping of items or any other articles, not provided by St Timothy, shall not be permitted in or near the Columbarium area. Any of these items may be removed by St Timothy and disposed of without notice or liability to the Certificate Holder. During Memorial Day and Independence Day, only flags and tasteful decorations may be displayed 5 days before and after.



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17-Rules and Regulations

The Sexton of St Timothy, through the Pastor and Board, has discretion to make exceptions to these Rules, and Regulations as deemed necessary.

18-Access

The opening of any niche is prohibited by anyone other than the Sexton of the Cemetery or his /her appointee. A niche may only be opened by written request of the member's family or legal representative. Upon showing good cause, authorization can only be approved by the Cemetery Committee provided that the committee reserves the right to seek advice of legal counsel on any issue related to this or any other provision of these rules before granting any request. Any expenses associated with such opening must be paid for prior to opening the niche. All such openings shall be documented by the Chairperson of the Cemetery Committee.

19-Policy Change

The Cemetery Committee reserves the right to amend, modify, or change the rules and regulations pertaining to the Columbarium Memorial Garden.

Rev 4-15-20