

Columbaria Policies and Niche Order Form

Lighthouse Christ Presbyterian Church

Ormond Beach, FL 32174

The policies governing provision of the Columbaria and its use at Lighthouse Christ Presbyterian Church [“the church”] are these:

1. General

- a. From time to time the church shall set the price for perpetual use of a niche in the columbaria. Payment for that niche shall be made at the time of order unless other arrangements are made. The price of the niche shall be sufficient to cover the actual weighted cost of each niche plus an amount to be used to assure proper maintenance of the Memorial Garden and of the columbaria. Initially, that price is \$1,250.
- b. If a member has a paid reservation for the Memorial Garden, the full amount paid will be credited towards the cost of a niche.
- c. The church shall maintain a small quantity of urns specially designed to fit the columbaria niches. From time to time the church shall set a selling price for the urns based on its cost for the urn, its shipping, and a small handling charge. Initially, that price is \$75.
- d. The church shall employ a single engraver [“the engraver”] to performing engraving on niche covers. Using a single engraver shall assure that all granite niche covers have consistent appearance using the same font, text size, and arrangement as all other granite niche covers.
- e. From time to time, the church shall set the price of engraving a name plus years of birth and death on the niche’s granite cover. That price shall be the actual cost charged by the engraver, plus freight to and from the engraver, plus a small fee for labor associated with removing and replacing both the original cover and the temporary granite cover. (See item 3 below.) Initially, that price is \$200.
- f. Engraving on all niche granite covers shall be consistent. Font, text size, and arrangement shall be as designated by the church.
- g. The columbaria are manufactured by Eickhof Columbaria Inc., of Crookston, Minnesota. The church intends to use the same company for engraving services as long as such services are available and of good quality.

2. Eligibility

- a. The cremains of members of Lighthouse Christ Presbyterian Church, of regular participants who consider this to be their church home, and of their loved ones are welcome in the columbarium. That includes spouses, parents, children, etc.

3. Granite Niche Covers

- a. As long as the niche is empty, the granite cover shall be blank.
- b. When the niche is first occupied, the granite cover on that niche shall be removed and replaced with a temporary cover. The original cover shall be shipped to the engraver and the designated name and years of birth and death shall be engraved on the granite cover of that niche. The engraved granite cover shall then be installed, replacing the temporary cover.
- c. In the case of a niche with two cremains, when the second cremains are ready, the procedure above shall be repeated for the second name and years. Generally, the name and associated years for the first to die shall be engraved on the upper portion of the cover with the name and associated dates for the other engraved on the lower portion of the cover.
- d. All engraving on the columbaria shall follow the standards determined by the church. This assures that the columbaria will maintain a dignified and respectful appearance.

4. Cremains

- a. The church provides only the facility for storing cremains in a respectful and dignified manner. This is done through the provision of the columbaria and its niches for the use of its members.
- b. The church will not take possession of the cremains. It will simply provide the necessary service to make the niche available to the family and to open and close the niche when appropriate.

5. The Church

- a. The church commits to treat all relationships with the families of the deceased with the utmost care and dignity.
- b. The church commits to maintain the columbaria and Memorial Garden as close to the original condition as possible so that all who come in the future to be close to the last resting place of their beloved will find a pleasant and restful place for their visit.
- c. The session of the church is responsible for carrying out these policies and the obligations contained therein.
- d. Except where noted, these policies are considered permanent. Session may, however, occasionally find it necessary to make some changes.
- e. From time to time, session may designate a committee to manage the Memorial Garden and columbaria, but shall always remain responsible for fulfilling its obligations.

I have read and understand these policies

Initials of Purchaser

Columbarium Niche Order Form

Date: _____

Name
(Niche Purchaser) _____
Last First Middle Initial

Address _____
Street City State Zip

Email _____ Telephone _____

Inscription on the Niche Cover

Name _____ Year of Birth _____
(yyyy)

(upon death) Year of Death _____
(yyyy)

Name _____ Year of Birth _____
(yyyy)

Enter the names exactly as you would have them inscribed. (upon death) Year of Death _____
Include appropriate prefixes (e.g. Dr., Rev., SGT, LTC, Jr., III, etc.). (yyyy)

The space for the name is 23 characters. If necessary, an additional line will be used for the name.

Requested Location of Niche Row _____ Position _____
1 is top row 1 is at left edge

Alternate Contact (Personal Representative or Family Member)

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Email _____ Telephone _____

Agreed:

_____ date _____ date _____
Lighthouse Christ Presbyterian Church Purchaser