

**LAUREL HEIGHTS UNITED METHODIST CHURCH
OPERATION OF THE COLUMBARIUM**

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**Laurel Heights United Methodist Church
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San Antonio, Texas 78212
(210) 733-7156 Phone
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www.LaurelHeights.org**

LH-101: RULES AND REGULATIONS FOR OPERATION OF THE COLUMBARIUM
of
Laurel Heights United Methodist Church
San Antonio, Texas

A. DEFINITIONS

- A-1 Applicant** — One who has made application for interment of cremated remains.
- A-2 Church** — The term "Church" as used herein, shall refer to Laurel Heights United Methodist Church, San Antonio, Texas.
- A-3 Pastor** — the Senior Pastor of the Church or the ordained clergy who is the acting pastor.
- A-4 Pastoral Staff**— the ordained clergy of the Church.
- A-5 Church Staff** — the administrative and clerical staff members employed by the Church.
- A-6 Chairperson** — the individual who is appointed to head the Columbarium Committee.
- A-7 Columbarium Committee** — The Columbarium Committee of the Church, composed of one representative each from the Board of Trustees, the Board of Stewards, and the Property Committee, appointed to administer the operation of the Columbarium. The Columbarium Committee shall report to the Board of Trustees, and its policies, rules, regulations and activities are subject to the approval of the Board of Trustees.
- A-8 Columbarium** — that dedicated facility within the Church containing niches for the interment of cremated human remains.
- A-9 Subscriber** — One who has acquired the permission to use a niche. The Subscriber is the record owner of the niche rights as evidenced by a Certificate of Interment Rights issued to the Subscriber by the Columbarium Committee.
- A-10 Decedent** — The person whose cremated remains are placed in an urn for interment in a niche.
- A-11 Niche** — One of several spaces in a permanent, specially-constructed framework, each niche having: (i) space for one urn in which cremated human remains are placed; and (ii) a uniform plaque upon which the identifying inscription is engraved.
- A-12 Certificate** — The document (LH-102) issued by the Church granting the right to inter cremated human remains of one person in a niche. Upon receipt of full payment of the scheduled fee, the Committee shall deliver to the Subscriber the Certificate (LH-102),

together with a copy of these Rules and Regulations (LH-101), for use of the Columbarium. The Certificate shall be issued only in the name of the Subscriber and shall not be issued until the Subscriber has agreed to and signed the *Agreement Regarding Interment Rights in the Columbarium* (LH-103).

- A-13 Interment/Inurnment** —The placement of cremated remains in their final resting place in niche.
- A-14 Plaque** — Uniform brass plates attached to the outside face of the niche.
- A-15 Urn** — Permanent, standardized container approved by the Columbarium Committee and supplied by the Church to be used to place the cremated remains of the decedent in a niche.
- A-16 Inscription** — Engraved information on the face of each plaque that includes only the name of the person whose remains are placed in the urn, date of birth, and date of death. Titles, awards, degrees, or other information are not to be included in the inscription.
- A-17 Board of Trustees** —The Board of Trustees of the Laurel Heights United Methodist Church, San Antonio, Texas.
- A-18 Church Administration Fee** —Designated funds held by the Trustees for Columbarium needs.
- A-19 Memorial Registry** – The Memorial Registry is the listing of the deceased whose ashes have been inurned in the Laurel Heights columbarium since its consecration November 1, 2009. The purpose of the registry is to make information available to users of the LH website doing genealogical searches, the preservation of church records, and the maintenance of historical data for future generations.

B. PURPOSE AND SUPERVISION

- B-1 Purpose:** The Columbarium of the Church is for interment of the ashes of the cremated human dead.
- B-2 General Planning:** The Columbarium is part of Laurel Heights United Methodist Church, San Antonio, Texas, which operates under the direction of the Charge Conference. They, in turn, have delegated certain powers to the Columbarium Committee with respect to the operation of the columbarium. The Columbarium Committee, a sub-committee of the Board of Trustees, is authorized to provide a set of rules and regulations for the operation of the Columbarium and to recommend .any changes that may be required from time to time in such rules and regulations. The original rules and subsequent changes recommended by the Columbarium Committee shall become effective when ratified by the Board of Trustees.

C. INTERMENTS/INURNMENTS

- C-1 Subject to Laws:** In addition to these rules and regulations, all interments, disinterments, and removals shall comply with all federal, state, and local laws, rules, and regulations to the extent they are applicable to the Church. Nothing herein shall be construed as a waiver of any exemption the Church is provided pursuant to such laws, rules, and regulations.
- C-2 Eligibility:** Interment in the Columbarium will be available to any member or former member of the church, ordained Methodist ministers, employees and former employees of the Church, and spouses, parents, children, and grandchildren (natural, adopted, foster or step) of the above-stated persons.
- C-3 Fees:** A fee shall be collected by the Church for each primary use of the Columbarium as set forth in Paragraph B-1, above. Such fees are stated in the Schedule of Fees (LH-104), attached hereto and incorporated herein by reference.
- C-4 Exclusive Right to Use:** A Subscriber of a niche shall pay the cost of the niche and shall be entitled to name one person whose ashes are to be interred in that niche, provided that the named person qualifies as eligible (C-2), as that term is defined in these *Rules and Regulations*.
- C-5 Arrangements for Interment:** The Pastoral Staff shall have complete authority for all religious services of committal. Sufficient and proper notices of intended interments shall be given to the Pastoral Staff, and only such religious services as the Pastoral Staff may conduct, or give their permission for, may be performed. The interment shall be in the manner directed by the Pastoral Staff.
- C-6 Application for Interment:** Application for interment shall be made in writing by the Subscriber or any person or persons described in Section 711.002, *Texas Health and Safety Code*. Application shall be made on forms (LH-105) provided by the Columbarium Committee or the Pastoral Staff.
- C-7 Responsibility for Identity:** The Church and the Columbarium Committee shall not be liable for ensuring for the identity of the person whose cremated remains are sought to be interred.
- C-8 Payment Requirement for Interment and Engraved Inscription:** No interment shall be permitted in any niche or engraved inscription made upon the plaque or face of any niche without payment of full purchase price, except by written consent of the Columbarium Committee. In the event such consent is given, any and all interments in any niche and plaques placed upon the niche shall be considered temporary, and no rights shall be acquired by the Subscriber until payment of the full purchase price is made.
- C-9 Limitations of Each Niche:** Size of niches allows cremated remains of only one person to be interred in each niche.

- C-10 Interment Permits:** Any permits for interment required by applicable federal, state, or local laws must be secured and furnished by the Subscriber, the family of the decedent, or the funeral director. In no event shall the Laurel Heights United Methodist Church be responsible for acquiring any such permits.
- C-11 Urns, Memorial Plaques:** Interments in the niches may be made only in the urns approved by the Columbarium Committee and supplied by the Church. The faces of the niches will be engraved with the name and date of birth of the person whose remains are to be placed within the niche. Alternatively, at the election of the Columbarium Committee, all niches will have a uniform brass plaque attached to the outside face of the niche, which plaque will be engraved with the name of the person whose remains are to be placed in the niche and date of birth. Date of death will be engraved on the face of the niche or on the plaque at time of interment. Cost of the urn, plaque and engraving (LH-104) are included in the purchase price of the niche.
- C-12 Opening and Closing of Niches:** Laurel Heights United Methodist Church will arrange for the opening and closing of niches at the time of interment. Cost is included in the purchase price of the niche (LH-104).

D. DISINTERMENTS AND REMOVALS

- D-1 Removal for Profit Prohibited:** Removal of cremated remains so that the niche interment rights may be sold for profit, or removal contrary to the express wish of the original subscriber, is repugnant to the ordinary sense of decency and is absolutely forbidden.
- D-2 Removed from Niche Location:** Cremated remains and the niche plaque may be removed from the original niche in the Columbarium upon written consent of the Columbarium Committee. If the move is requested by Subscriber, then Subscriber will be charged the current cost of removal (LH-104). If the move is at the convenience of the Church, there will be no charge.
- D-3 Movement of the Columbarium:** In the event the Church is moved to another location, it shall be the responsibility of the Board of Trustees to provide facilities comparable to those then existing for the re-depositing of the remains committed to its care, and the Board of Trustees shall exercise reasonable effort to locate and notify surviving heirs as to the new location.

In the event that the present Church edifice is demolished, or the ownership of the church property is transferred by the church, or the Columbarium facilities are discontinued,

- (a) the right to inter shall terminate;
- (b) the Board of Trustees, or its successors, shall exercise reasonable effort to locate and notify surviving heirs, and afford them the opportunity to remove the remains; and
- (c) the Board of Trustees or its successors, shall not otherwise dispose of the urns within three (3) years after the Columbarium facilities are discontinued for any reason.

E. TRANSFERS OR RE-ASSIGNMENTS

- E-1 Unilateral Transfer by Subscriber Prohibited:** All rights conferred by a Certificate of Interment Rights (LH-102) shall be specific to the Subscriber and shall not be assignable or transferable by unilateral act of the Subscriber. This includes any exchange for value, inter vivos gift, testamentary transfer, or pledge as collateral for any loan.
- E-2 Consent of Columbarium Committee:** Using information in LH-102, a Subscriber may make written application to the Columbarium Committee to transfer or assign the Subscriber's rights under a Certificate of Interment Rights (LH-102) or Agreement Regarding Interment Rights to an eligible transferee. The application shall state the grounds of eligibility, as defined in these Rules and Regulations, of the proposed transferee. The Committee shall approve such request provided it finds the proposed transferee eligible. Upon such approval, the Subscriber shall surrender the Certificate of Interment Rights and the Committee shall issue a new Certificate of Interment Rights to the approved transferee upon the approved transferee's execution of an Agreement Regarding Interment Rights. The new transferee shall be bound by these Rules and Regulations (LH-101).
- E-3 Transfer Charges:** All transfers of ownership in interment rights to niches shall be subject to a charge (LH-104) to be fixed by the Columbarium Committee. The charge must be paid to the Columbarium Account when the transfer is recorded on the books of the Columbarium Committee and the new certificate is issued (LH-102).
- E-4 Limitations:** If any niche is not used within fifty (50) years of the purchase of interment rights and the family is no longer known, the Columbarium Committee will be free to reassign such niche.

F. FLOWERS, ORNAMENTS, DECORATIONS

- F-1 Floral Regulations:** No flowers or plants shall be attached to the Columbarium or placed on the floor at any time. The Columbarium Committee suggests flowers for the sanctuary altar as an appropriate means of honoring the deceased or a small temporary arrangement in the Columbarium Room scheduled by the Altar Guild.
- F-2 Other Ornaments, Decorations:** The Property Committee exercises general oversight over the fabric, finishes, and furnishings in the Columbarium Room just as in any other space in the building. The Property Committee will provide an appropriate permanent floral arrangement for the Columbarium Room in the absence of fresh flowers. The use of felt, crushed silk, satin, velvet or other cloth attached to a columbarium niche is prohibited. No boxes, cans, shells, toys, wreaths, metal, signs, cards, furniture, vases, photographs, artificial flowers, flags or any other such article, emblem or ornament shall be permitted in the Columbarium Room, and if so placed, the Columbarium Committee reserves the right to have any such articles removed and disposed of without notice.

G. INSCRIPTIONS

- G-1 Uniformity of Engraving:** The engraving on each niche face or plaque shall be of a uniform size and style as determined by the Columbarium Committee.
- G-2 Conformity of Text:** The inscription shall consist only of the name of the deceased, date of birth and date of death.
- G-3 Correctness of Inscription:** An Application for Interment of Cremated Remains (LH-105) will be provided by the Columbarium Committee to be completed and signed by the person(s) entitled to do so. This form will include information to be relied upon in engraving the face of the niche or the brass plaque. Arrangements for the engraving, in accordance with the names and dates so furnished, will be made by the Church.

H. CONDUCT OF PERSONS WITHIN THE COLUMBARIUM

- H-1 Church Decorum:** The Columbarium Room is part of the Church, and all persons entering the area of the Columbarium are expected to conduct themselves in accordance with customary respectful decorum as normally observed in a Church.
- H-2 Enforcement of Rules:** The Columbarium Committee and the Church Staff are hereby empowered to enforce all rules and regulations and to exclude from the Columbarium Room any person violating the same.

I. CHANGE OF SUBSCRIBER ADDRESS

- I-1 Subscriber Must Notify the Church Office:** It shall be the duty of the subscriber to notify the Church office of any change in mailing address. Notice sent to a subscriber at the last address on file in the Church office shall be considered sufficient and proper legal notification for all purposes whether or not such purpose be specified in these rules. Notification of a change of address should be directed to the Administrative Secretary, Laurel Heights United Methodist Church, 227 West Woodlawn, San Antonio, TX 78212, Telephone 210-733-7156.

J. MODIFICATIONS AND AMENDMENTS

- J-1 Exceptions and Modifications:** Special situations may arise in which the enforcement of a rule may impose unnecessary hardship. Therefore, upon recommendation of the Pastor, the Columbarium Committee may make exceptions, suspensions or temporary modifications in any of these rules and regulations (LH-101) when the same appear advisable, and such temporary exception, suspension or modification shall in no way be construed as waiver of the general application of such rule.

J-2 Amendments: The Columbarium Committee may at any time adopt new rules and regulations, or amend, alter, or repeal any rule, regulation or article, section, paragraph or sentence in these rules and regulations, provided, however, that any such change, addition or repeal shall not become effective until ratified by the Board of Trustees (LH-103), and subscribers will be promptly notified.

J-3 Severability: If any provision hereof be held by duly constituted authorities to be invalid in whole or in part, these rules and regulations shall, nevertheless, except only to the extent of such partial invalidity, remain and be valid and effective.

ADOPTED by vote of the Board of Trustees of Laurel Heights United Methodist Church, San Antonio, Texas at a regular meeting held on April 27, 2009.

Approved: May 16, 2009

BOARD OF STEWARDS OF
LAUREL HEIGHTS UNITED METHODIST CHURCH

By: Thomas Sanders
Chairman

By: Melinda Hartson
Secretary

Approved: May 16, 2009

Pastor: Rev. Jon D. Lowry

Chairman, Board of Trustees: Robert Barrows

LH-102: CERTIFICATE OF INTERMENT RIGHTS

CERTIFICATE NUMBER _____

This Certificate grants to

(Name of Subscriber)

the right to inter the cremated human remains of one person in

Niche Number _____

of the Columbarium located in the

Laurel Heights United Methodist Church

San Antonio, Texas

All rights granted by this Certificate are subject to the *Agreement Regarding Interment Rights In the Columbarium* and the governing *Rules and Regulations for the Operation of the Columbarium* of the Laurel Heights United Methodist Church.

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**LH-103: AGREEMENT REGARDING INTERMENT RIGHTS
IN THE COLUMBARIUM**

of

**Laurel Heights United Methodist Church
San Antonio, Texas**

Subscriber Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _ (____) _____

THIS AGREEMENT, made by and between Laurel Heights United Methodist Church, hereinafter called the "Church", and the person or persons identified after "Subscriber Name" above, hereinafter called the "Subscriber".

The Subscriber agrees to purchase, and the Church agrees to sell, in accordance with the terms hereof, the following approved use of the Columbarium of Laurel Heights United Methodist Church, 227 West Woodlawn, San Antonio, Texas 78212.

THE SUBSCRIBER AGREES:

1. Niche. To select a niche from the available inventory;
2. Exclusive Rights. To have exclusive right to inter ashes of one eligible person in a niche of the Columbarium;
3. Memorial Inscription. To provide the information for the inscription to be placed by the Church on the front of the niche;
4. Payment of Fees. To pay herewith the fee according to the current Schedule of Fees in effect, a copy of which has been provided to Subscriber;
5. Compliance with Rule. To comply at all times with all rules and regulations heretofore or hereafter promulgated and adopted by the Church for the operation of the Columbarium; and
6. Indemnification. To protect and indemnify Laurel Heights United Methodist Church, San Antonio, Texas, and its Pastors, Board of Trustees, and Columbarium Committee against any claims for damage which may result on account of this authorization.

THE CHURCH AGREES:

1. Care and Maintenance. To provide perpetual care and maintenance of the Columbarium including architectural features thereof. i.e LH-101, A -18
2. Permanent Records. To maintain accurate permanent records of *Certificates of Interment Rights* and *Agreements Regarding Interment Rights* and of the names of the deceased and the

- location in the Columbarium where each person's ashes have been interred.
3. Furnish Rules and Regulations. To make available to any interested members of the Church and each Subscriber a copy of amendments to the Rules and Regulations, promptly following enactment.

IT IS MUTUALLY AGREED:

1. Transfer. All rights conferred by this Agreement Regarding Interment Rights are specific to the Subscriber and may not be sold, assigned or otherwise transferred and may not be pledged as collateral for any loan; provided however, pursuant to the Rules and Regulations, a Subscriber may apply to the Church to transfer the rights granted herein to an eligible transferee of the Subscriber, subject to the then-applicable transfer fee as determined by the Columbarium Committee and the Church shall not unreasonably withhold authorization of such transfer.
2. Refund Policy. Refunds shall not be permitted.
3. Relocation of Columbarium. The Church shall have the authority and right to exhume and re-inter ashes, and to move the Columbarium and other architectural features thereof if for any reason it becomes necessary for Laurel Heights United Methodist Church to relocate the Church and/or the Columbarium; provided, however the Church shall make reasonable, good faith efforts to notify each Subscriber, or such person's surviving kin, in advance of such removal.
4. Entire Agreement. This Agreement, together with the Certificate of Interment Rights and the Rules and Regulations incorporated herein, constitutes the entire understanding of the parties. There are no representations or warranties other than those expressly set forth.

IN WITNESS WHEREOF, the parties have executed this Agreement Regarding Interment Rights this the _____ day of _____, 20____.

Subscriber: _____

LAUREL HEIGHTS UNITED METHODIST CHURCH

By: _____
Chairperson of Columbarium Committee

LH-104: LAUREL HEIGHTS UNITED METHODIST CHURCH COLUMBARIUM

SCHEDULE OF FEES

Effective: May 16, 2009

FOR THE RIGHTS TO THE EXCLUSIVE USE OF A NICHE IN THE COLUMBARIUM FOR THE ASHES OF ONE PERSON

1) ONE NICHE.....	\$600.00
2) CHURCH ADMINISTRATION FEE.....	100.00
3) CONTRIBUTION TO COLUMBARIUM FUND.....	100.00
	TOTAL \$800.00
4) TRANSFER OF OWNERSHIP.....	\$100.00
5) REMOVAL FEE.....	250.00

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LH-105: APPLICATION FOR INTERMENT OF CREMATED REMAINS

Name of Decedent: _____
(Please provide full name)

Niche Number: _____

Certificate Number: _____

Subscriber Name: _____

Subscriber Address: _____

Subscriber Telephone: (____) _____ - _____

Decedent's Relationship to Subscriber: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: (____) _____ - _____

Funeral Home/Director: _____

Funeral Home Telephone: (____) _____ - _____

Date and Time of Committal Service: Date _____ Time _____

Clergy Officiating: _____

Decedent's Last Address: _____

Decedent's Place of Birth: _____

Decedent's Place of Death: _____

Inscription Information

This information will be relied upon for engraving the inscription for the face of the niche.

Name of Decedent as it should appear in the inscription (per Policies & Procedures, A-16):

Decedent's Date of Birth: ____ / ____ / ____ (mm / dd / yyyy)

Decedent's Date of Death: ____ / ____ / ____ (mm / dd / yyyy)

I hereby certify that I am the _____ (specify relationship) of the above-named decedent and the person legally authorized to make disposition of the remains of the said decedent. I make this Application in accordance with the Agreement Regarding Interments Rights between the Subscriber named above and Laurel Heights United Methodist Church.

Signature of Applicant: _____

Date: _____

Approved:

COLUMBARIUM COMMITTEE of
Laurel Heights United Methodist Church
227 W. Woodlawn Ave.
San Antonio, Texas 78212
(210) 733-7156

By: _____

Date: _____



Laurel Heights United Methodist Church

227 West Woodlawn Avenue ▪ San Antonio, Texas 78212
(210) 733-7156 ▪ www.LaurelHeights.org

Date: _____

To: _____

Thank you for your purchase of a niche in the Laurel Heights United Methodist Church Columbarium.

We are pleased that you chose an inurnment site in the comfort and peace of our facility where the faithful gather regularly. Church inurnment provides a permanent link between the deceased and their place of worship and recognition of our belief in the communion of saints.

We appreciate your support.

Laurel Heights United Methodist Church Columbarium Committee

Signature: _____

OFFICIAL LAUREL HEIGHTS UNITED METHODIST CHURCH RECEIPT

Certificate No. _____

DONOR NAME: _____

ADDRESS: _____

GIFT AMOUNT: \$100

DATE OF GIFT: _____

DESIGNATION OF GIFT: Laurel Heights United Methodist Church Columbarium Trust Fund

PLEASE NOTE THAT THIS LETTER SERVES AS AN OFFICIAL RECEIPT FOR YOUR RECORDS AND FEDERAL INCOME TAX PURPOSES.

NO GOODS OR SERVICES HAVE BEEN PROVIDED IN EXCHANGE FOR YOUR SUPPORT OF THE COLUMBARIUM TRUST FUND.

IT WILL NOT BE NOTED ON THE END OF YEAR CONSOLIDATED TAX RECEIPT FROM LAUREL HEIGHTS UNITED METHODIST CHURCH WITH ANY OTHER DONATIONS.

Memorial Registry

The Memorial Registry is the listing of the deceased whose ashes have been inurned in the Laurel Heights columbarium since its consecration November 1, 2009. The purpose of the registry is to make information available to users of the LH website doing genealogical searches, the preservation of church records, and the maintenance of historical data for future generations.

The name, birth date and death date will be kept as a permanent record for the Laurel Heights United Methodist Church Columbarium on the memorial registry webpage for the main website of the church, www.LaurelHeights.org.

With the family's permission, (Memorial Registry Obituary Permission), an obituary as printed in a newspaper or similar printed publication will be placed in the Memorial Registry on the main website. The resource will be the San Antonio Express News unless a printed obituary is provided by the family.

As an option, the family may choose to give permission to use statistical information for the deceased (the Memorial Registry Form) which will be placed in the Memorial Registry.

When permission is not granted, an obituary is not provided, or the statistics are not provided, then only the name, birth date, and death date will appear.

Forms attached:

Memorial Registry Obituary permission

Memorial Registry Form

MEMORIAL REGISTRY OBITUARY PERMISSION

I, _____, as the Subscriber/Applicant for the inurnment of ashes in the columbarium at Laurel Heights United Methodist Church, authorize the use of obituary information on the Laurel Heights United Methodist Church Memorial Registry webpage on the main website of the church, www.LaurelHeights.org.

I agree to the church's use of a family submitted obituary as published in a publication, or in the absence of a published obituary, the use of the information submitted on the attached form, "The Laurel Heights Memorial Registry Form".

I understand that the Memorial registry on the website is a permanent church record available to be viewed by the general public for use in genealogical searches as well as the preservation of historical data.

_____ **Permission Granted to use information in a printed obituary.**

Signature: _____ Date: _____
Applicant or Subscriber

_____ **Permission is not granted.**

I understand that when permission is not granted for the use of complete obituary information in the Memorial registry, only the name of the deceased and birth and death dates will appear on the Memorial registry website.

Signature: _____ Date: _____
Applicant or Subscriber

Siblings (indicate brother or sister and spouse)

Number of grandchildren

Number of great-grandchildren

Preceded in death by (spouse/children/grandchildren)

Signed: _____ Date: _____
Applicant/Subscriber