

NORTHRIDGE PRESBYTERIAN CHURCH COLUMBARIUM

Dear Applicant:

To purchase a niche, please complete the following forms:

- 1. Application to Purchase a Right of Inurnment**
- 2. Niche Inscription Form**

Please read over the Policies and Procedures and keep your copy in a safe place with your other legal papers, such as your Will.

When you complete the two forms listed above, return them to the Columbarium Committee Chair along with your payment of \$3,000 per niche made out to Northridge Presbyterian Church with Columbarium Purchase on written on the line "for" on your check.

The Chair will sign and file your paperwork and turn your check into the church accountant for deposit.

Once the check is deposited, the Chair will send you a form called a form called a **Certificate of Right of Inurnment**. This is a legal form acknowledging that you are the owner of the designated niche.

Please notify your family members of your purchase.

Keep this Certificate, along with the Columbarium Policies and Procedures, with your other legal papers so that your family members will have it on hand at your death.

Thank you,

The Northridge Columbarium Committee

The Columbarium of Northridge Presbyterian Church

6920 BOB-O-LINK DRIVE, DALLAS TX 75214

APPLICATION TO PURCHASE A RIGHT OF INURNMENT

(Please Type or Print Clearly - Separate Applications Required for Each Niche)

Full Name of Applicant _____ Application No. _____

Street Address _____ City, State, Zip _____ (Leave Blank)

Phone _____ Fax _____ Email _____

Application is hereby made to purchase interment rights in niche(s) # _____

Full name of those for whom inurnment right(s) are intended. All must be past or present Northridge members or members of their immediate families: spouses, parents, grandparents, children, grandchildren, great-grandchildren, step children and step grandchildren and step great-grandchildren.

Name	Address	Relationship to Applicant
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Terms of Purchase:

1. Full Payment of \$3,000.00 submitted with Application on _____ of _____, 20__
2. The Applicant agrees that the Columbarium Rules, Policies and Regulations governing operation of the Columbarium as now existing or which may exist in the future are a part of this application for all purposes, and acknowledges receipt of the existing Rules, Policies and Regulations.
3. The Applicant understands and acknowledges that Northridge Presbyterian Church and its authorized agents and representatives shall be liable only for acts of gross negligence and intentional wrongdoing, and in no event shall any such party be liable for any monetary awards in excess of the reservation fee paid by the applicant.

Applicant's Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Application Received by: _____ Date _____

Application Approved by Columbarium Committee: Date _____ Certificate No. _____

Application Number _____

The Columbarium of Northridge Presbyterian Church
6920 Bob-o-Link Drive, Dallas, TX 75214

NICHE INSCRIPTION FORM

TO THE COLUMBARIUM COMMITTEE OF NORTHRIDGE PRESBYTERIAN CHURCH

Subject to the Rules, Policies and Regulations of the Columbarium Committee, you are hereby requested and authorized to have placed upon the plaques covering Niche Number: Column _____ Row _____ in which the cremains of _____ and _____ have been or are registered to be inurned, the engraved inscriptions as follows:

Inscription for First Plaque (please type or carefully print):

Name _____
(First, Last) or (First, Middle, Last) or (First, Middle Initial, Last)

Date of Birth _____ Date of Death _____
Month, Day, Year Month, Day, Year

Inscription for Second Plaque (please type or carefully print):

Name _____
(First, Last) or (First, Middle, Last) or (First, Middle Initial, Last)

Date of Birth _____ Date of Death _____
Month, Day, Year Month, Day, Year

If deceased, cremains: _____ are available; or _____ are not available for inurnment.

**I/We request that the First Plaque _____, the Second Plaque _____, or the First to Die _____
Be located in the upper position on the niche face. (If only one plaque, it will be centered.)**

I certify that the above inscription text is correct and any changes shall be made at my expense.

Signed _____ Date _____

Print Name _____

Authority for request (circle one): Owner of Right; Owner's Heir; Executor; Administrator.

COMPLETE ALL INFORMATION REQUESTED ABOVE - DO NOT WRITE BELOW THIS LINE.

Acknowledged for the Columbarium Committee:

Signed _____ Date _____ Certificate No. _____

RULES, POLICIES AND REGULATIONS FOR THE COLUMBARIUM OF NORTHRIDGE PRESBYTERIAN CHURCH

I. PURPOSE AND MINISTRY OF THE COLUMBARIUM

The Columbarium of Northridge Presbyterian Church ("Church") has been created to provide space for the inurnment of cremains of deceased Church members and other eligible persons in order to minister to the needs of both the deceased and the deceased's family. The Columbarium gives the Church the ability to provide a home in God's House from baptism through life to death.

II. GOVERNANCE

A The Columbarium Committee ("Committee"). The Columbarium is owned by and is part of the Church. The Committee administers, operates and maintains the Columbarium under a delegation of authority from the Session.

B. Committee Membership and Appointment.

1. The initial Committee shall consist of 7 persons, 1 of whom shall be an ordained minister on the Church's staff ("Minister"), and the rest shall be active members of the Church ("Committee Members"); provided, however, that the initial Committee shall be populated solely from the members of the committee that was formed and appointed by the Session to develop and construct the Columbarium. Committee Members shall be recruited and recommended by the Committee Chair and approved by the Session. The Committee shall report to the Session.
2. At least one the Committee Members from the Church shall be an ordained elder (either active or inactive), and shall be appointed to the Committee by the Session. Such person shall serve as the Committee Chair. Another of the Committee Members from the Church shall serve as the Administrator of the Committee and shall be appointed by the Session. Both the initial Committee Chair and the Administrator shall serve a full 3-year terms.
3. Initial Committee Members and their replacements shall serve 3-year terms; provided, however that 2 of the initial Committee Members shall serve only a 1-year term, and 2 other initial Committee Members shall serve only a 2-year term. At the end of each of the first three years of the Committee, only 1 of the 2 Committee Members whose term has expired shall be replaced, so that by the start of the fourth year the Committee shall consist of 4 persons, 1 of whom shall be the Minister, and the rest shall be active members of the Church.
4. Any Committee Member may serve 2 successive 3-year terms and may not be reappointed to serve again until having been off the Committee for at least 1 year. The initial terms of the Committee Members that are less than 3 years shall not be considered in applying this rule. Committee Members serve at the pleasure of the Session.

5. The Minister serving on the Committee shall be appointed by the Session from time to time, as the Session deems appropriate.

C. The Chair. The Chair of the Committee shall be responsible for: (1) recruiting Committee Members and recommending them to the Administration Committee; (2) reporting to the Administration Committee with respect to the actions and affairs of the Committee; (3) call and chair meetings of the Committee in accordance with the rules and operating procedures adopted by the Committee; and (4) performing such other duties as the Session or the Committee may adopt.

D. The Administrator. The Administrator of the Committee shall be responsible for keeping full and complete records concerning: (1) the ownership of Inurnment Rights; (2) the names and contact information concerning the next of kin of the owners of the Inurnment Rights; (3) income from the collection of the fees from the sale of the Inurnment Rights; (4) all Committee expenditures; and (5) such other matters with respect to the Columbarium and the Committee as the Administration Committee or the Committee may adopt.

E. Committee Functions and Duties. The Committee shall have authority to:

1. Elect its own Vice-Chair and Secretary.
2. Beginning in the fourth year of the Committee, elect the Chair and the Administrator.
3. Subject to approval by the Administration Committee, adopt its own internal rules and operating procedures, including the dates and time of regular meetings, the procedures for calling special meetings, the establishment of a quorum and the procedures by which votes are taken or decisions are made. In the absence of the adoption of any such internal rules and operating procedures, the quorum shall be a majority of the Committee's members and actions shall be taken upon a majority vote of the Committee members in attendance.
4. Subject to approval by the Administration Committee and consistent with these Rules, Policies and Regulations, establish policies for the sale of niches and the inurnment of cremains, and adopt and utilize contracts, forms and other documents necessary for or incidental to such sales and inurnments.
5. Receive proceeds from the sales of niches and make disbursements of expenditures as the Committee deems necessary for the proper administration, operation and maintenance of the Columbarium, subject to accounting for such financial transactions to the Session upon request, but in any event no less than once a year. The Committee shall also establish and maintain in the Church's name such account or accounts with financial institutions as the Committee deems necessary in which to deposit receipts related to the Columbarium, including the proceeds from the sale of niches, and from which to make the disbursements or expenditures related to the Columbarium.
6. Generally administer, operate and maintain the Columbarium consistent with these Rules, Policies and Regulations and the physical plans submitted to and approved by the

Administration Committee, and maintain all records and documentation relating to the Columbarium, the sale of niches and all inurnments in the Columbarium.

III. ELIGIBILITY FOR INURNMENT

A. Eligible Persons. Inurnment in the Columbarium shall be limited to the cremains of any active or inactive member or past member of Northridge Presbyterian Church, and members of his or her immediate family (hereinafter called "Eligible Persons"). Members of his or her immediate family shall include:

1. Spouse of the member or past member;
2. Parents or step-parents of the member or past member;
3. Grandparents or step- grandparents of the member or past member;
4. Children or step-children of the member or past member and their spouses;
5. Grandchildren or step-grandchildren of the member or past member and their spouses;
6. Any Pastor or former Pastor of the Church and his or her spouse and members of his or her immediate family (as defined above) are also eligible.

Requests for the inurnment of others may be honored if recommended by the Committee and approved by the Administration Committee.

B. Inurnment of Keepsake or Memento. In the event that the cremains of an Eligible Person have previously been scattered or the remains of an Eligible Person have been buried, a keepsake or personal memento of the Eligible Person may be placed in its own niche if approved by the Committee.

IV. FEES

The current one-time fee for the right of inurnment in the Columbarium is \$3,000.00. This fee includes two urns, all costs directly associated with inurnment, inscription of names and dates, and perpetual care of the Columbarium. It does not include the cost of cremation, transportation and other off-premises cost. The fee may be changed in the future by the Committee if approved by the Administration Committee. Current holders of Inurnment Rights will neither be reimbursed nor assessed additional costs if the fee changes.

V. PURCHASE OF NICHES

All niches in the Columbarium have the capacity to hold two urns, but not more than two urns. To purchase a niche, an Eligible Person should obtain a Columbarium packet from the Church

office. This packet contains a copy of the Columbarium Rules, Policies and Regulations, an Application to purchase a Right of Inurnment, an Individual Niche Inscription Order Form and other applicable information and forms. The applicant should complete all appropriate forms and submit them, with payment in full, to the Committee. A member of the Committee will contact the applicant to ensure that all information is correct and then submit the application to the Committee for final approval. When the application is approved, the applicant /owner will be issued a Certificate of Right of Inurnment ("Certificate"). At any time, the Pastor or in his or her absence another ordained minister on staff may expedite the above procedure and approve an application provided such minister follows the guidelines of these Rules, Policies and Regulations.

VI. SELECTION OF NICHES

When an application has been approved, the applicant will have the right to select any niches(s) which may be available at that time. If more than one application shall have been approved on the same date, the rights of preference shall be based on the date and time the completed applications are received. No more niches will be sold to a family than those necessary to inurn the cremains of all eligible persons in that family, with two urns to a niche.

VII. WAIVER OF FEES

Whenever he or she deems it appropriate, the Pastor of the Church, with approval of the Committee, shall have the right to waive any part of or all the payment for a niche for any Eligible Person. 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.

VIII. MANNER OF OWNERS' DELIVERING OF ORDERS

The Church and the Committee shall be held responsible only for written orders given in person or by certified mail, and shall not be held responsible for any mistake occurring due to the lack of precise written instructions as to either the inscription upon or the location of a niche where inurnment is desired.

IX. INURNMENT PROCEDURES

A. Services. An ordained minister serving Northridge Presbyterian Church, or an ordained minister invited by the Pastor, or any other person approved by the Pastor, shall be authorized to officiate at an inurnment service in the Columbarium. The committal service shall be at the convenience of the Pastor or minister and the family of the deceased to be inurned.

B. Urns. Owners must use the urn provided by the Church for the cremains in the 8X8 niches. All urns shall be identified with a number system to be developed and implemented by the Committee.

C. Inscription on Niches.

1. Uniformity of Inscription: The inscription shall be uniform in size and style, as determined by the Committee. The purchase price of the Inurnment Rights shall include the cost of such inscription.

2. Conformity of Text: The maximum inscription shall consist of the following:

NAME OF THE DECEASED
DATE OF BIRTH (Month, Day, Year)
DATE OF DEATH (Month, Day, Year)

Inscriptions of name shall consist only of the name and shall not include titles, degrees or other terms of address. (Examples: using Jr., Sr., or the III is permissible but using Dr., Rev., MD, or Ph.D. is not permissible.)

3. Correctness of Inscription: An inscription order form will be provided by the Committee Secretary to be typed or printed in ink, and signed by the person entitled to do so. The Secretary will make arrangements for the inscription, in accordance with the name and dates so furnished. The Church and the Committee 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 form.

X. FLOWERS, ORNAMENTS AND DECORATIONS

A. Floral Regulations. Flowers or plants may be placed in the Columbarium area only as directed by the Committee.

B. Prohibited Ornaments. The use of felt, crushed silk, or any other cloth in a Columbarium niche is prohibited. The placing of any items, such as toys, signs, wreaths, ornaments, or any other article not approved by the Committee shall not be permitted in or near the Columbarium area. Any of these items may be removed by the Committee and disposed of without notice or liability to the owner.

XI. OWNER'S OBLIGATION OF NOTIFICATION

The owner of Inurnment Rights has an obligation to keep the Church notified concerning his or her current address, ownership changes and related information.

XII. PERPETUAL CARE FUND

Funds from the sale of niches in excess of initial construction costs and associated expenses shall be maintained by the Church, under the direction of the Committee, as a perpetual care fund for the upkeep of the Columbarium, including the following:

1. Routine Maintenance;
2. Floral arrangements and seasonal plantings;
3. Inscription and installation of engraved plaques on niches following inurnment;

4. Insurance as required;
5. Future additions, modifications and/or repairs to the Columbarium; and
6. Other uses at the discretion of the Committee, subject to Session approval.

XIII. TRANSFER OR ASSIGNMENT

A. Right of First Refusal. The Committee retains the right of first refusal to purchase the unused Inurnment Rights from any owner 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 other owner. Any new owner would have to meet the criteria in Article III of this document, Eligibility for Inurnment, and would be subject to approval by the Committee.

B. Removal. Cremains remain the property of the family or the estate of the deceased. If cremains from one or both persons listed on the Certificate have been inurned in their niche and the survivors wish to remove all the cremains, rights to the niche will revert to the Church, with no compensation due to the Owner's estate.

C. Niche Use. No cremains may be inurned in any niche except those for the person listed on the Certificate for that niche.

XIV. TITLE AND RETAINED RIGHTS

The holder of a Certificate acquires no property rights in the Columbarium, any of its niches or any of the Church's property. Legal title to the Columbarium and all niches shall remain with the Church at all times. The Certificate attests only to the right to inurn the cremains of the person named on the Certificate in the specific niche also stated in the Certificate. Assignment of cremains to a specific niche shall constitute only a license to use such niche pursuant to these Rules, Policies and Regulations, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records maintained by the Committee, the latter shall take preference.

XV. REMOVAL OF REMAINS BY THE CHURCH

A Cremains may not be removed from the Columbarium without the written consent of: (a) the Church, and (b) the Owner (or his or her legal representative or successors) of the Right of Inurnment. The rules stated in the section "Transfer or Assignment" shall apply.

B. In the event that the Columbarium requires repair in order to maintain its integrity, the Owner agrees to permit the temporary removal of any cremains until those repairs are completed.

XVI. SECURITY OF CREMAINS

The Church shall not willfully take any action or willfully fail to do any act that would result in the loss, destruction, or desecration of any cremains in niches. The holder(s) of the Inurnment

Rights will assume the risk of the loss, destruction, or desecration of the decedent's cremains from any or all other causes.

XVII. TERMINATION OF THE COLUMBARIUM

The Right of Inurnment will continue as long as the present Church edifice stands and is owned by the Church. If the present edifice is to be sold or demolished and a replacement Columbarium will not be furnished at the new site, the Right of Inurnment will cease. In that event, the Church will notify the Owner (or his or her legal representative or successors) that they must remove the cremains from the niche. If no one of such persons removes the cremains within a reasonable time or if no one of such persons can be contacted within a reasonable time, the Church has the right to relocate the cremains as it deems proper. No refund of any amount for the Inurnment Rights will be made.

XVIII. PERSONAL CONDUCT IN THE COLUMBARIUM AREA

The Columbarium is part of the Church and all persons in the Columbarium area are expected to conduct themselves in accordance with customary good decorum as normally observed in a Presbyterian Church. The Pastor and the Committee are empowered to enforce these rules and regulations and to exclude from the Columbarium area any person(s) violating these rules and regulations.

XIX. PROTECTION AGAINST LOSS

The Church may carry such insurance for its own benefit upon the Columbarium and contents as the Committee sees fit; however, there is no obligation upon the Church or the Committee to provide any insurance for the benefit of the inurnment right holders.

XX. AMENDMENT OR WAIVER OF OPERATION RULES

The Session of the Church may, at any time, amend, repeat suspend, or waive any or all of the rules and requirements of these Rules, Policies and Regulations. Waiver of any rule or requirement shall not be construed, unless specifically so stated by the Session, to constitute a continuing waiver of that rule or requirement with respect to any situation or occurrence arising thereafter.