



SAINT EUGENE PARISH

A Roman Catholic Community

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Dear Parishioner,

Enclosed is the five page Policy/Contract for the Columbarium for your review. Please read it over carefully; do not fill in any information ahead of time. When you are ready to purchase your niche(s), call the parish office to set up an appointment.

Sincerely,

Mechelle Kobar
Parish Administrator
254-5193 ext. 1001

The Parish of St Eugene - Asheville, NC

A Policy Governing the Use of The Columbarium

Revised March, 2015

The Roman Catholic Community of St Eugene in Asheville, NC has designated part of the church grounds as a Columbarium which shall be used and governed as set forth herein.

The Columbarium will be managed by a Columbarium Committee composed of four volunteer members appointed by the pastor. These volunteer members shall serve a term of five years. Initial members may be appointed for two to six years to insure continuity of membership. No volunteer committee member can serve more than three consecutive terms.

The Committee shall elect one of its members to serve as chairperson for a two year period and another to be vice chairperson for two years. The vice chairperson shall become the chairperson for the two year term following his/her term as vice chairperson. The Committee will issue an annual report to the pastor.

The Parish Business Manager will administer the operations of the Columbarium using the Guidelines developed by the Columbarium Committee.

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A Policy
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Revised March, 2015

Guidelines

1. Eligibility

- A. The Columbarium is primarily for the people of St Eugene Parish.
- B. The Parish of St Eugene Columbarium is the property of the Bishop of the Roman Catholic Diocese of Charlotte and his Successors in Office.
- C. All rules for the assignment of niches and commemorative cover plates will be set by the Columbarium Committee and approved by the pastor.
- D. Assignments of niches and commemorative cover plates will only be given and held for active, registered families of St Eugene Parish or, if available, Catholics active and registered in other parishes. Exceptions must be approved by the Chancellor of the Roman Catholic Diocese of Charlotte.

2. Records

A diagram of the Columbarium will be kept in the church office. With it shall be recorded the vital statistics of all individuals who have been or are to be inurned in the Columbarium.

3. Reservation of a Niche

A niche shall be available upon payment of the fee in effect at the time of payment. The reservation of a niche and the payment of a fee gives the person the right to be inurned but does not convey ownership of any property to the individual. No transfer of reservation of a Columbarium niche shall be made to another person, estate or corporation. However, the Parish may repurchase a niche for just cause as determined by the Columbarium Committee. The repurchase price will be the original price less an administrative fee of 10% plus any expenses incurred. Once an inscription has been cut into the stone, or the cremains have been inurned, no refund will be made.

4. Multiple Inurnment

One integral set of ashes per niche.

Only the cremains of human persons are allowed to be inurned in the Columbarium.

5. **Inscription/Plaque**

The inscription for each Columbarium niche will be included in the cost. The type of lettering used will be the same for all inscriptions.

With each niche, canister(s) will be provided by the Parish. Only the canister(s) provided by the Parish may be used for inurnment in the Columbarium.

The Columbarium Committee will have sole responsibility for choosing high quality materials, for maintaining uniformity and for procurement of inscriptions.

6. **Columbarium Niche Inscription Style and Content**

Inscriptions on the Columbarium niches shall consist of surnames and Christian names and dates of birth and death. See Exhibit B.

7. **Flowers and Decorations**

The Columbarium Committee, in cooperation with the church staff, will arrange for the maintenance of the Columbarium. Nothing of either a permanent or temporary nature shall be placed in the Columbarium without the written authorization of the Columbarium Committee.

8. **Rites**

The rites of inurnment will be in keeping with Roman Catholic forms of worship and prescribed by the pastor. Exceptions must receive approval by the pastor.

9. **Cost**

The fee at the time when Right of Inurnment as executed will cover the right to inurnment of cremains (including canister(s)), the inscribed stone and maintenance of the Columbarium. The church provides only the niches and is not responsible for other costs or funeral expenses of whatever nature.

10. **Right of Inurnment**

For purposes of control and clear understanding, a Right of Inurnment shall be executed by all involved parties for each Columbarium niche, setting forth the right of the parties, including specifically a provision granting full authority to St Eugene Church to move or relocate niches with cremains, if, for any reason the St Eugene Church Columbarium should be relocated.

11. **Income Care**

The cost of the Columbarium will be paid by fees from those who desire to use it. A portion of the funds from every sale, even the initial sales, will be held in a maintenance fund. Ultimately, the interest income from this maintenance fund will provide for the upkeep of the Columbarium. All other funds will be applied to pay for the Columbarium; afterwards, funds will be applied to upkeep, maintenance and future expansion.

I _____ have read and accepted the Policy governing the use of the Columbarium of The Parish of Saint Eugene.

Signature

Signature

Witness: _____

Date: _____

Prices

Right of Inurnment in a Columbarium Niche

Columbarium Section	Single (One Canister)	Double (Double Canister)
Sections 1, 2, 3 & 4	\$1,292.80	\$2,585.60
Sections 5 & 6	\$1,042.80	\$2,085.60

(Above prices include the cost of \$40 for the canister plus 7% state sales tax.)

