

Hales Corners Lutheran Church Memorial Garden Columbarium

Executive Summary Policy & Procedure

(Detail Available Upon Request)

General Provisions

The columbarium is owned and managed by HCLC and overseen by the Columbarium Committee, which reports to the HCLC Foundation Board of Directors. The Committee develops policies, approves applications, maintains records, ensures maintenance, manages niche openings/closings, and files required state paperwork. The church reserves the right to amend policies as needed.

Eligibility

Eligible persons include current and former church members, ministers, their immediate families, and others approved by the Committee. Niche purchases must precede placement of cremains. If an eligible person dies without a purchased niche, family or authorized persons may purchase one on their behalf.

Application and Recording

Subscribers apply using a formal application form, designating niche occupancy for one or two persons. Full payment is required with the application. The Committee issues a Certificate of Inurnment Rights upon approval, detailing rights and conditions. Records are maintained in a Columbarium Directory, including subscriber contact information and niche mapping.

Rights and Restrictions

Subscribers acquire only the right of inurnment, not property ownership. Niches can hold cremains of up to two persons in church-supplied urns. Niche rights are non-transferable without Committee approval. Changes to designated occupants require Committee verification and updated certificates. If a niche is unused or relinquished, rights revert to the church with a 10% administrative fee forfeited, with the remainder returned to the subscriber or their estate. Cremains removal requires consent from next of kin or court order, except under specific conditions. Small personal items may be placed in urns prior to sealing. Under certain conditions, inscriptions for persons buried or cremated elsewhere may be approved with documentation.

Limitations and Liability

Subscribers may not assign or transfer rights without approval. Niches unused for 50 years may revert to the church if contact cannot be made. No unauthorized decorations are permitted; the Committee may remove items at its discretion. The church exercises reasonable care but assumes no liability for loss or damage to cremains or urns beyond state law requirements. The church may alter the number or location of niches as needed. Exceptions to policies may be reviewed by the Committee.

Placement and Services

Notification of death should be made to the Committee or church office. The Committee verifies eligibility and arranges niche opening/closing for inurnment. Required documents include a Certificate of Cremation and a Final Disposition Report. Memorial services may be held in the Garden under clergy direction. Urns are marked on the bottom to identify contents.

Engraving

Engraving of niche plaques is mandatory and arranged by the Committee to ensure uniformity. Plaques include family surname, given names, and birth and death dates within limited space.

Costs and Fund Management

The current fee schedule is detailed in appendices, with niche use fees covering urns, engraving, and niche opening/closing. Funeral and cremation costs are the subscriber's responsibility. A perpetual care fund is maintained by the HCLC Foundation, receiving at least 25% of niche sale proceeds until it equals 25% of construction costs, ensuring ongoing maintenance. Net Income after debt elimination shall be applied to the Foundation Discretionary Fund-Endowed.

Disposition of the Columbarium

If the columbarium is destroyed, relocated, or the church dissolves, the Committee and Board will provide equivalent facilities for cremains disposition and notify subscribers or heirs of changes. Subscribers' rights continue only as long as the church edifice stands.

Policy Amendments

The document is effective upon church board approval and is reviewed annually by the Committee. Amendments require board approval and are incorporated into the policies.

Appendices

- **Appendix A:** Columbarium Niche Application Form collects subscriber and contact information, niche preferences, and payment details.
- **Appendix C:** Certificate of Inurnment Rights formalizes the subscriber's rights and obligations.
- **Appendix E:** Inscription instructions specify the format and layout for niche engraving.
- **Appendices B & D:** Provide pricing and niche layout details, regularly updated on the church website.