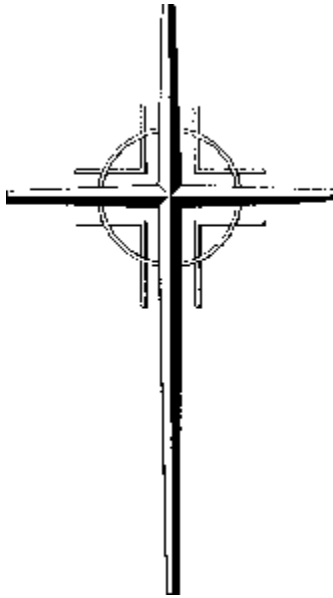


# Columbarium Ministry Policies



Ardmore Baptist Church, Inc.  
501 MILLER STREET  
WINSTON-SALEM, NC 27103  
May 31, 1998

## PREFACE

*A Columbarium Ministry affords a final resting place for the Inurnment of deceased members of the Christian community of faith. It provides a place of serenity and simple beauty on church property to complete the “circle of life ministry” of the church. Endorsed in concept by the congregation in February 1996, with location and design approved in April 1998, our Columbarium is intended for the members of Ardmore Baptist Church, (“the church”) and their immediate families. Initially, the Columbarium will be located adjacent to the King Memorial Chapel.*

### DEFINITION OF TERMS

**Columbarium:** the portion of a church’s facility that includes a group of Niches and the areas immediately surrounding them.

**Niche:** a recessed space designed to house the ashes that follow cremation.

**Cremaains:** cremated human remains; ashes.

**Inurnment:** the burial or placement of cremated human remains into a Niche.

**Columbarium Fund:** monies set aside for perpetual care and expansion of the Columbarium. Sources of funds include Reservation Fees received for each Niche, gifts and memorials designated for such purpose.

**Columbarium Ministry Committee:** a team of three members of Ardmore Baptist Church, Inc. who have been nominated by the Leadership Committee.

## **COLUMBARIUM MINISTRY POLICIES**

Ardmore Baptist Church, Inc.

1. **ELIGIBLE PERSONS** are all members of Ardmore Baptist Church, Inc. and their immediate families, defined as spouse, children (whether natural, adopted, foster, or step), of the member. Inurnment is restricted to human Cremains only.
2. **A BURIAL COVENANT** will be prepared and completed for each Niche, setting forth the terms, rights, and responsibilities of all parties involved. Full payment will be expected at the time the Covenant is signed.
3. **RESERVATIONS** are encouraged, but not required. A Niche may be reserved in advance by completion of a Burial Covenant. Specific Niche locations will be assigned at the time of need. Inurnment will be in the next Niche available, according to a previously specified order. Adjoining Niches will be reserved for a husband and wife, with assignment of both Niches occurring upon Inurnment of the first spouse.

If, after a space is reserved, circumstances dictate that the Niche is no longer desired the reservation may be cancelled through written notification to the Columbarium Ministry Committee, and one-half of the Reservation Fee may be refunded upon approval of the committee. Reservation fees will be held in escrow in the designated Columbarium Fund.

Should an eligible person die without a reservation, the estate or next of kin may request Inurnment, pay the Reservation Fee, and complete a Burial Covenant.

4. The **RESERVATION FEE** for a Niche is stated in the Burial Covenant. Payment for Inurnment will be made in full at time of completion of the Covenant. This fee includes the following items which the church will provide:
  - a) Opening and closing of the Niche;
  - b) A Container: an aluminum cylinder designed to fit the Niche;
  - c) An Engraved Nameplate containing the full name, date of birth, and date of death.

The church office will arrange for uniform engraving. Epitaphs are not allowed due to space limitations.

- d) Perpetual Care, including future expansion of the Columbarium as needed.

The Reservation Fee may be revised as future costs dictate, but all paid-for reservations will be honored.

Costs of cremation will be paid directly to the supplier by the estate or next of kin.

5. **A BOOK OF MEMORY** will be kept as a permanent record in the church office.  
This book will give:
  - a) names and dates of those inurned in the Columbarium;
  - b) the names of the next of kin; and
  - c) the location of all assigned Niches (in a diagram).
  
6. **THE COLUMBARIUM SHALL BE OPEN TO VISITORS** whenever the Church is open to the public and on special occasions as scheduled.
  
7. **FRESH FLOWERS AND LIVE PLANTS** may be placed in designated areas during a memorial service. Flowers and plants may also be removed at the discretion of the ministerial staff.
  
8. The **COLUMBARIUM MINISTRY COMMITTEE** will:
  - a) review and revise these policies;
  - b) adjust fees and amend the burial Covenant as changing conditions require;
  - c) oversee the Columbarium Fund;
  - d) consult with the ministerial staff regarding exceptions to the stated policies; and
  - e) recommend plans for expansion of the Columbarium when needed.
  
9. **ARDMORE BAPTIST CHURCH, INC. RESERVES THE RIGHT** to relocate the Columbarium as necessary.