



Westminster Presbyterian Church

3208 Exposition Boulevard – Austin, Texas 78703-1200

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Columbarium Policies and Procedures

Purpose of the Columbarium

Westminster Presbyterian Church's Columbarium provides a special place for inurnment of (depositing) cremated remains of deceased church members, pastors, and their families. The Columbarium contains 96 niches (compartments), each with the capacity for one urn (container).

Management of the Columbarium

On behalf of the Session, Westminster's Finance and Administration Committee manages the Columbarium, maintains a Columbarium diagram, and keeps records regarding niche reservations and persons inurned in the Columbarium, including names, dates of birth and death, and inurnment dates. Niches are identified as shown on the Columbarium diagram.

Eligibility for Inurnment

Inurnment in the Columbarium is restricted to the cremated remains of members, pastors, former members, and former pastors of Westminster and their parents, spouses, and children. The Session may grant eligibility to others who are meaningfully connected to Westminster. No more niches may be reserved for a family than those necessary to inurn the remains of all eligible persons in that family.

Fee to Reserve a Niche

The one-time fee to reserve a niche in the Columbarium is \$1,500.00. The fee includes the right of inurnment in the reserved niche, one urn, inscription on the niche, and ongoing care for the Columbarium. The fee does not include the cost of cremation. Westminster's Session may change the fee, but current niche reservation owners will not be reimbursed or assessed additional costs if the fee is changed.

Reserving a Niche

To reserve a niche, a person must submit full payment of the fee and a completed Columbarium Reservation to the Pastor or the Church Treasurer for consideration by the Finance and Administration Committee. The committee will review each reservation form for compliance with applicable policies and procedures and confirm that the identified niche is available for reservation. If approved by the committee, the Pastor or the Church Treasurer will sign the reservation form to indicate the church's

acceptance. The church will deliver the signed reservation form to the owner, keep a copy for the church, and update the church's records accordingly.

Selecting a Niche

The Finance and Administration Committee will maintain a list of niches that are available for reservation. Each submitted reservation must identify the selected niche. Reservations will be reviewed in the order they are received by the church, as determined by the Finance and Administration Committee.

Designating the Person to be Inurned

Each submitted reservation must designate the person to be inurned. No remains may be inurned in a niche except those of the person designated on the final accepted reservation for that niche. A niche reservation owner may, at any time prior to the death of the person to be inurned, designate a different person by submitting a Columbarium Reservation Change in Designated Person to be Inurned to the Pastor or the Church Treasurer for consideration by the Finance and Administration Committee. The committee will review each change form for compliance with applicable policies and procedures. If approved by the committee, the Pastor or the Church Treasurer will sign the change form to indicate the church's acceptance. The church will deliver the signed change form to the owner, keep a copy for the church, and update the church's records accordingly.

Transferring a Niche Reservation

A niche reservation owner may transfer the reservation to a new owner when approved by Westminster. The new owner must submit a completed Columbarium Reservation Transfer of Ownership to the Pastor or the Church Treasurer for consideration by the Finance and Administration Committee. The committee will review the transfer form for compliance with applicable policies and procedures and confirm that the prior owner wishes to transfer the reservation to the new owner. If approved by the committee, the Pastor or the Church Treasurer will sign the transfer form to indicate the church's acceptance. The church will deliver the signed transfer form to the new owner, deliver a copy to the prior owner, keep a copy for the church, and update the church's records accordingly.

Committal Service

Only a Pastor of Westminster or an ordained minister invited by a Pastor of Westminster may officiate at a committal service at the Columbarium.

Urns

The only urn that may be used for inurnment in the Columbarium is the urn provided by the church and included in the fee.

Inscription on Niches

The size and style of the inscription on each niche must be as prescribed by the church. Inscriptions will include the information shown on the final accepted reservation. The deceased's name and dates of birth and death will be inscribed on the niche. The deceased's name will be permanently marked on the urn. The church will arrange for the inscriptions, which are included in the fee.

Flowers, Flags, Signs, and Other Decorations

Flowers and plants may be placed in or near the Columbarium only as approved by the church. Flags, signs, and other decorations may not be placed in or near the Columbarium. Prohibited items may be removed and disposed of by the church without notice or liability to the owner of the item or any niche reservation owner.

Owner's Mailing Address

Each niche reservation owner must notify the church of changes to his or her mailing address and phone number. Correspondence mailed by the church to the owner at his or her last known address will be deemed received by the owner seven days after the correspondence is sent.

Removing Cremated Remains

Cremated remains may be temporarily removed by the church while making repairs or improvements to the Columbarium. Otherwise, remains may only be removed with the written consent of both Westminster and a member of the deceased's family or when required by law.

Cancellation of a Niche Reservation by an Owner

A niche reservation owner may cancel the reservation by providing written notice of cancellation to Westminster, with no compensation due to the owner or the designated person's estate or family.

Cancellation of a Niche Reservation when a Niche is Not Used

If the remains of the person designated on the final accepted reservation have not been inurned in the niche within either five years after the person's death or 120 years after the person's birth, the niche reservation will be cancelled, with no compensation due to the niche reservation owner or the designated person's estate or family.

Cancellation of a Niche Reservation when Remains are Removed

If the remains of the person designated on the final accepted reservation are inurned in the niche and subsequently removed by a member of the deceased's family or to comply with law, the niche reservation will be cancelled, with no compensation due to the niche reservation owner or the designated person's estate or family.

Ownership of the Columbarium and all Niches

Westminster owns the Columbarium and all niches. Niche reservation owners acquire no property rights in the Columbarium, any of its niches, or any of Westminster's property. The reservation confers only the right to inurn the cremated remains of the designated person in the identified niche pursuant to Westminster's applicable policies and procedures, as amended by the church from time to time.

Care for the Columbarium and Limit of Liability

Westminster will provide reasonable ongoing care for the Columbarium. However, Westminster and all persons acting on Westminster's behalf will not be liable for any loss or damage to the Columbarium, niches, urns, or cremated remains inurned in the Columbarium. Westminster may purchase insurance for its own benefit, but the church is not obligated to purchase insurance for the benefit of niche reservation owners, designated persons to be inurned, or their estates or families. If there is a discrepancy between a reservation form, change form, or transfer form and the church's records, the church's records control.

Termination of the Columbarium

Niche reservations and rights of inurnment will continue as long as the present Columbarium stands and is owned by Westminster. If the present Columbarium is to be sold or demolished and a replacement Columbarium will not be furnished, niche reservations will be cancelled, and rights of inurnment will cease. In that event, Westminster will attempt to notify each niche reservation owner that the reservation will be cancelled and will attempt to notify a family member of each person inurned in the Columbarium that the person's remains must be removed from the niche. If the church is not able to contact a member of the person's family using information in the church's records or if the remains are not removed within a reasonable period of time, the church may relocate the remains as it deems proper. No compensation will be due to the niche reservation owner or the person's estate or family.

Amendment or Waiver of Columbarium Policies and Procedures

Westminster's Session may, at any time, amend or waive any of its Columbarium policies and procedures. Waiver of any policy or procedure does not constitute a continuing waiver of that policy or procedure with respect to any situation arising thereafter.

Adopted by the Session of Westminster Presbyterian Church on May 26, 2009

Westminster Presbyterian Church
Columbarium Diagram

Eastern Section

A1a	A1c	A4a	A4c	A7a	A7c	A10a	A10c
A1b	A1d	A4b	A4d	A7b	A7d	A10b	A10d
A2a	A2c	A5a	A5c	A8a	A8c	A11a	A11c
A2b	A2d	A5b	A5d	A8b	A8d	A11b	A11d
A3a	A3c	A6a	A6c	A9a	A9c	A12a	A12c
A3b	A3d	A6b	A6d	A9b	A9d	A12b	A12d



Western Section

B1a	B1c	B4a	B4c	B7a	B7c	B10a	B10c
B1b	B1d	B4b	B4d	B7b	B7d	B10b	B10d
B2a	B2c	B5a	B5c	B8a	B8c	B11a	B11c
B2b	B2d	B5b	B5d	B8b	B8d	B11b	B11d
B3a	B3c	B6a	B6c	B9a	B9c	B12a	B12c
B3b	B3d	B6b	B6d	B9b	B9d	B12b	B12d





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Columbarium Reservation

Identification of the Selected Niche

I reserve the following niche in Westminster's Columbarium:

Section (A-B): _____ Group (1-12): _____ Niche (a-d): _____

Designation of the Person to be Inurned

I designate the following person to be inurned in the selected niche:

Printed Name: _____ (as it will be inscribed on the niche)

Date of Birth: _____

Niche Reservation Owner

This Columbarium Reservation will become effective when Westminster accepts it, and it is subject to Westminster's applicable policies and procedures.

Signature: _____

Reservation Fee Submitted:

Printed Name: _____

\$ _____

Date: _____

Mailing Address: _____

City, State ZIP: _____

Phone: _____

Westminster's Acceptance

Westminster accepts this Columbarium Reservation. The Finance and Administration Committee approved the reservation after reviewing it for compliance with applicable policies and procedures and confirming that the identified niche is available for reservation.

Signature: _____

Pastor Church Treasurer

Printed Name: _____

Date: _____



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Columbarium Reservation Change in Designated Person to be Inurned

Identification of the Reserved Niche

I previously reserved the following niche in Westminster's Columbarium:

Section (A-B): _____ Group (1-12): _____ Niche (a-d): _____

Designation of the Person to be Inurned

I now designate the following person to be inurned in the reserved niche:

Printed Name: _____ (as it will be inscribed on the niche)

Date of Birth: _____

Niche Reservation Owner

This Columbarium Reservation Change in Designated Person to be Inurned will become effective when Westminster accepts it, it replaces all prior reservations for this niche, and it is subject to Westminster's applicable policies and procedures.

Signature: _____

Printed Name: _____

Date: _____

Mailing Address: _____

City, State ZIP: _____

Phone: _____

Westminster's Acceptance

Westminster accepts this Columbarium Reservation Change in Designated Person to be Inurned. The Finance and Administration Committee approved the reservation after reviewing it for compliance with applicable policies and procedures.

Signature: _____

Pastor Church Treasurer

Printed Name: _____

Date: _____



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Columbarium Reservation Transfer of Ownership

Identification of the Reserved Niche

The prior niche reservation owner reserved the following niche in Westminster’s Columbarium:

Section (A-B): _____ Group (1-12): _____ Niche (a-d): _____

Designation of the Person to be Inurned

The new niche reservation owner designates the following person to be inurned in the reserved niche:

Printed Name: _____ (as it will be inscribed on the niche)

Date of Birth: _____

Niche Reservation Owner

This Columbarium Reservation Transfer of Ownership transfers the reservation for the reserved niche from the prior niche reservation owner to the new niche reservation owner. It will become effective when Westminster accepts it, it replaces all prior reservations for this niche, and it is subject to Westminster’s applicable policies and procedures.

Prior Niche Reservation Owner

Signature: _____

Printed Name: _____

Date: _____

Mailing Address: _____

City, State ZIP: _____

Phone: _____

New Niche Reservation Owner

Signature: _____

Printed Name: _____

Date: _____

Mailing Address: _____

City, State ZIP: _____

Phone: _____

Westminster’s Acceptance

Westminster accepts this Columbarium Reservation Transfer of Ownership. The Finance and Administration Committee approved the reservation after reviewing it for compliance with applicable policies and procedures and confirming that the prior owner wishes to transfer the reservation to the new owner.

Signature: _____

Pastor Church Treasurer

Printed Name: _____

Date: _____