



EXHIBIT A

St. Michael the Archangel Catholic Church

Policy for Governing the Use of the St. Michael Columbarium

The Roman Catholic Church of St. Michael the Archangel in Cary, NC, has designated part of the church grounds as a Columbarium and Memorial Garden, which shall be used and governed as set forth herein.

The Columbarium will be managed by a Columbarium Committee, with the membership described in this policy. A member of the parish administrative staff will administer the operations of the Columbarium using the Guidelines developed by the Columbarium Committee.

The following, adopted by the Columbarium Committee and approved by the pastor of St. Michael the Archangel Church, are set forth here for the guidance of all. No part of the following shall be suspended, repealed, annulled, altered or amended unless such change is proposed in writing, presented to the Columbarium Committee and approved by the pastor of St. Michael the Archangel Church. The Columbarium Committee shall review policies and fees annually and submit recommendations to the pastor as changing conditions require.



St. Michael the Archangel Church

A Policy Governing the Use of the Columbarium and Memorial Wall

1. Eligibility

A. **Beneficiaries** - The St. Michael the Archangel Columbarium and Memorial Wall are primarily for the deceased members of St. Michael the Archangel Parish. Registered members of the St. Michael parish and their immediate family members will be given priority regarding the assignment of niches and memorial wall plaques.

If niches are available, other people who are active members of the Catholic Church in other parishes of the Raleigh Diocese will be permitted to purchase niches or memorial plaques in the St. Michael Columbarium. Exceptions to this policy must be approved by the Pastor of St. Michael the Archangel Church.

B. **Property Ownership** - St. Michael the Archangel Columbarium and Memorial Wall is the property of the Roman Catholic Church, the Bishop of Raleigh.

C. **Regulation of the Columbarium and Memorial Garden** -All rules for the assignment of niches and memorial plaques will be set by the Columbarium Committee and approved by the Pastor of St. Michael the Archangel Parish.

D. **Definition of “immediate family”** - Immediate family members are defined as: marriage partners, parents, children, siblings, grandparents, or grandchildren of the purchaser regardless of the religious preference of these family members.

2. Columbarium Committee:



- A. **Membership** - The Columbarium Committee will be made up of five (5) members who are registered members of St. Michael the Archangel Parish. Terms will be renewed annually as determined by the Pastor. The Committee membership will include:
- i. The Pastor
 - ii. A staff member appointed by the Pastor
 - iii. Director of Operations of St. Michael Parish or designee
 - iv. Director of Finance of St. Michael Parish or designee
 - v. The Chair of the St. Michael Parish Finance Committee or designee.

Responsibilities of the Committee –

The Columbarium Committee is responsible for assisting the Pastor and Parish staff in the administration of the St. Michael Columbarium and Memorial Wall in accordance with the requirements of the Diocese of Raleigh, local and North Carolina State law, and this policy. The St. Michael Columbarium Committee will have the following responsibilities: selection of high-quality materials for use in the columbarium, maintenance of the columbarium furnishings, procurement of urns, and procurement of engraving services for niche fronts and memorial plaques.

In addition to the responsibilities specified in this document, the Committee may provide recommendations to the Pastor regarding any matter relative to the columbarium and memorial wall.

- B. **Pricing of niches and memorial plaques** – Pricing of niches and memorial plaques will be discussed a minimum of annually by the Columbarium Committee and reviewed with the St. Michael parish Finance Committee.
- C. **Budget** - The Columbarium Committee will provide all needed information to the St. Michael Parish Finance Committee for the preparation and submission of an annual budget/list of projected expenditures. The proposed budget will be included in the annual budgeting process at St. Michael the Archangel Church.



- D. **Columbarium Regulations** -The Committee will provide for and publish such regulations as are needed for the orderly and appropriate use of the Columbarium and Memorial Wall. These regulations will be reviewed a minimum of annually by the Committee.
- E. **Committee Chairperson** - The staff member assigned by the Pastor (See Section #2-A) will serve as the “chairperson” at the Committee meetings. It will be their responsibility to schedule meetings and prepare necessary documents to be reviewed/discussed. The agenda will be presented to the Committee in advance for any suggested additions/modifications.
- F. **Meetings/Quorum** – The committee will meet at least once during each fiscal year or as needed. Four members of the committee are required for a quorum.
- G. **Votes required for passage by Columbarium Committee of business items** – All items before the committee requiring a vote shall be passed by a simple majority except changes to this policy which will require a simple majority plus one (1) vote.

3. Records:

- A. **Master Plan** - A Master Plan of the St. Michael the Archangel Columbarium, its niches and memorial wall will be maintained by the Columbarium Committee and will be available at the administrative office of St. Michael the Archangel Parish. The plan will include a diagram of the columbarium and the niches. The niches will be identified by a unique number associated with the vital information of the purchaser/deceased. The Master Plan will be updated monthly.
- **Vital Statistics** - The following information will be obtained for all persons who are or will be inurned in the St. Michael Columbarium:
 - The name of the purchaser of the niche,
 - The name of the deceased, their birth and death dates,
 - Their date of inurnment,
 - The date and fee paid for the niche or plaque, and



- The name and address of contact person or other family member.

B. Financial Records - Financial records of the St. Michael the Archangel Columbarium will be maintained in the St. Michael Parish office and a financial statement for the most current year will be available upon request. St. Michael Church may charge a reasonable fee to cover the cost of copying.

C. Minutes of Committee meetings - A record of the Minutes of meetings of the Columbarium Committee will be maintained in the St. Michael Church office.

3. Reservation of a Niche or Memorial Plaque

A. Reserving a niche - No niche or memorial wall plaque will be assigned until full payment is received. Any exception to this will require the approval of the Pastor of St. Michael Parish.

B. Purchaser's rights – Upon receipt of full payment for a niche or memorial wall plaque give the purchaser or the purchaser's eligible designee the right to be inurned or memorialized but does not convey ownership of any real estate or property to the purchaser's designee, whether or not they are eligible for inurnment or memorialization.

Purchaser/purchaser's eligible designee has the right to designate where the cremains of the deceased are to be placed but will always be determined based on niche availability.

The mounting location of memorial wall plaques purchased will be determined by the designated St. Michael representative.

Purchase of a niche in the St. Michael the Archangel Columbarium will be presumed to be purchaser's/purchaser's designee's statement of their desire to be inurned at the St. Michael the Archangel Columbarium.



- C. **Transfer of right of use** - No transfer of a purchased columbarium niche, shall be made to another person, estate, corporation or other legal person or entity. However, the Columbarium Committee may repurchase a niche upon request of owner. The repurchase price will be the original price paid by the purchaser less administration fees as outlined in the St. Michael the Archangel “Agreement for Return of Right of Use of a Columbarium Niche” Policy.
- D. **Declaration of Niche Abandonment** - A niche shall be deemed abandoned only after ALL of the following conditions have been met: a) the niche has not been used for 21 years after the execution of the agreement for the Right of Use of a niche AND b) purchaser is no longer a member of St. Michael the Archangel Church, Cary, NC or any other church in the Diocese of Raleigh, NC AND c) purchaser does not respond to certified mail sent to his last known address AND d)no response or objection is received within 90 days from the date of the certified letter sent to the last known address.
- E. **Liability Statement** - No liability of any kind or character whatsoever is assumed by the Columbarium Committee, St. Michael the Archangel Church, or the Diocese of Raleigh, NC for the maintenance or preservation of the ashes of any person inurned in the Columbarium nor for any loss or damage to the urns nor is any liability of any kind whatsoever assumed by the Columbarium Committee, St. Michael the Archangel Church and/or the Diocese of Raleigh, NC for any matter or thing relating to the Columbarium, its use or subsequent maintenance.
- F. **Urns per niche** – The cremains of no more than three (3) people, in separate urns, may be inurned in any one niche. The cremains must be the cremains of three people from the same immediate family (see description in Section 1 D.). Exceptions to the immediate family rule require the written approval of the Columbarium Committee and the Pastor of St. Michael Church.
- G. **Inscription/number of urns** - If a columbarium niche cover stone is inscribed for one person, only one person’s cremains may be inurned



in the niche for which the stone is the marker, unless a new cover stone is paid for and properly engraved to represent the number of people's cremains within.

Once inscribed, the stone will not be changed without the approval of the Parish Columbarium Representative and/or the Pastor. The cost for any approved change will be the responsibility of the person making the request.

- H. **Cremains permitted** - Only human cremains are permitted to be inurned in the St. Michael Columbarium. No exceptions to this policy will be made.
- I. **Opening and Closing of Columbarium Niches** - Columbarium niches may be opened and closed only by authorized St. Michael the Archangel personnel.

4. Inurnment Inscription/Urns

- A. **Additional Fees** - There will be no opening, closing, inscription or other fees charged by St. Michael the Archangel Columbarium; all such fees are included in the initial fee paid for the Right of Inurnment or To Be Memorialized. Additional fees could be incurred if a replacement stone is required due to a change(s) in inscription(s), or if the cremains of a third person are later requested to be inurned in a niche.
- B. **Urns provided** - With each niche, up to two (2) standard urn(s) will be provided by the St. Michael Columbarium. The cost of the urns is included in the original fee for the Right of Inurnment. Urns of appropriate size to fit in the niche and of appropriate design and material may be used. There will be no reduction in the fee charged for use of the Columbarium if an urn(s) other than that provided by the St. Michael Columbarium Committee.

In cases where (3) urns are to be placed in a niche, the cost of the third urn will be charged to the family of the deceased and based on current pricing.



- C. **Engraving** – Engraving of granite niche fronts and memorial plaques will be done as deemed necessary by the Committee.

5. Columbarium Niche Inscription Content and Style

- A. **Inscriptions** - Inscriptions on the St. Michael Columbarium granite niche front shall consist of surnames and Christian names and dates of birth and death. No nicknames, titles, etc. are permitted on the columbarium niche fronts.
- B. **Inscription style** – To ensure continuity, there will only be one style of inscription used for columbarium niches.
- C. **Engraving Font Style** - A font will be selected by the Columbarium Committee and will be used in all niche inscriptions.
- D. **Niche Inscription Form** - A completed Niche Inscription form (except for the date of death) must be submitted to the church office to initiate engraving of the inscription on the niche cover.

In all cases, efforts will be made to obtain final approval of the engraving template from the “owner” of a niche, prior to a niche front being engraved.

6. Memorial Plaque Inscription Content and Style

- A. **Inscription Content** - Inscriptions on the memorial plaques must be done within the guidelines on the “Memorial Wall Engraving Form.” While more options are available in what a family may request be engraved, final approval of all memorial engraving requests will be made by designated St. Michael staff or columbarium representatives.
- B. **Inscription style** – The inscription shall be in a style approved by the Columbarium Committee.
- C. **Font Style** -The same font selected by the Columbarium Committee for the columbarium niche fronts will be used on the memorial plaques.



- D. Memorial Plaque Inscription Form** - A completed Memorial Wall Engraving form must be submitted and approved as outlined above, in order to initiate engraving of the inscription of the plaque.

Flowers and Decorations

- A. Columbarium maintenance and repair** - The Columbarium Committee, in cooperation with the St. Michael the Archangel Parish staff, will arrange for the maintenance and repair of the Columbarium and Memorial Wall.
- B. Additional items in Columbarium** – **Nothing of either a permanent or temporary nature shall be affixed on or to the Columbarium and Memorial Garden walkways, hard surfaces, or any other place in the Columbarium area.**

7. Funeral Rites

- A. Rite of Inurnment** – Funeral rites and the rite for inurnment will be in keeping with Roman Catholic forms of worship and prescribed by the Pastor. Any exceptions require the approval of the Pastor.

8. Cost

- A. Fee for Right of Inurnment or To Be Memorialized** - The fee at the time when the **Right of Inurnment** is executed will cover the right to inurnment of cremains (including up to three [3] standard urns for inurnment), church fees for opening and closing of a niche, inscription of the granite niche front, and perpetual care assessment for the Columbarium and Memorial Garden.

The fee at the time of purchase of a plaque for the Memorial Wall will include the cost of inscription, the mounting of the plaque on the Memorial Wall, and perpetual care assessment for the Columbarium and Memorial Garden.

- B. Responsibility for other costs or fees** - The St. Michael Columbarium and Memorial Garden and St. Michael Church are not



responsible for any other costs such as funeral home charges, cremation costs, etc.

9. Contributions

- A. Procedure for donations to the Columbarium and Memorial Garden** - On occasion, individuals or families may wish to provide additional contributions to the Columbarium and Memorial Garden as memorials to loved ones. Details on what is permitted should be discussed with the St. Michael Columbarium representative(s).
- B. Determination of appropriate for inclusion** - The Columbarium Committee and the Pastor will determine if contributions other than those that are monetary are considered appropriate for inclusion in the Columbarium area and/or the Memorial Wall. The Columbarium Committee is charged with maintaining the Columbarium and Memorial Garden in accordance with the approved design.

10. Rite of Inurnment or Right to Be Memorialized

- A. Execution of contract** - For purposes of control and clear understanding a **Right of Inurnment** or **Right to Be Memorialized** shall be executed by all involved parties for each columbarium niche or memorial plaque setting forth the rights of the parties, including a provision granting full authority to St. Michael the Archangel Church to move, remove, or relocate niches, cremains, or memorial plaques whether temporarily or permanently.
- B. Notification requirements** - In the unlikely event that moving, removing or relocating niches, cremains or memorial plaques becomes necessary, St. Michael the Archangel church will endeavor by First Class mail, Return Receipt Requested or other suitable means, which provides adequate documentation, to notify the families of the deceased or those memorialized of the required move.
- C. Financial responsibility for relocation of cremains** - In the unlikely event that removal and relocation of cremains



and/or the memorial plaques becomes necessary, all costs associated with moving the cremains and plaques will be born by the St. Michael Columbarium and Memorial Garden and/or St. Michael the Archangel Church and/or the Diocese of Raleigh.

11. Allocation of Funds

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- A. **Use of funds** - The cost of the Columbarium and Memorial Wall will be underwritten from fees paid by those who purchase a **Right of Inurnment** or **Right to Be Memorialized**.
 - B. **Costs covered by fees** - Funds received from sales will be used to pay for a) construction through establishment of a construction fund, b) for supplies/services (plaques, urns, engraving, etc.), and c) establishment of a perpetual care fund sufficient to cover both normal maintenance expenses and any portion of major damage done to the St. Michael Columbarium and Memorial Wall which is not covered by insurance. It is expected that in time the interest earned on perpetual care funds will be sufficient to cover the cost of maintenance and upkeep of the St. Michael Columbarium and Memorial Wall for the foreseeable future.
 - C. **Initial Use of Funds** - It is understood that all initial funds will be used to pay first for the construction of the initial phase of the St. Michael the Archangel Columbarium and Memorial Wall, the columbarium niches, urns and memorial plaques, the perpetual care fund and future expansion construction funds in that order.
 - D. **Lending of funds** - Monies paid into the Columbarium and Memorial Wall may not be lent for use by or for other events or activities.
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I/We have received a copy of the St. Michael the Archangel Church “*Policy Governing the Use of the St. Michael Columbarium*” and agree to be bound by those policies including any future revisions, additions or modifications of said Policy Governing Use.

Signature: _____

Date: _____

Signature: _____

Date: _____

Columbarium Representative: _____

Date: _____