



GLORIA DEI LUTHERAN CHURCH AND PRESCHOOL

"Grace changes everything."

MEMORIAL GARDEN - COLUMBARIUM POLICIES AND PROCEDURES

Purpose of the Memorial Garden/Columbarium

Gloria Dei's Columbarium provides a special site for the placement of cremated remains of deceased church members, former members and their family members. Also, included are friends of the church who regularly attend and support Gloria Dei. The Columbarium contains 222 niches (compartments), each with the capacity for one or two urns (containers). There is also a number of Memorial Plaques (inscription only).

Management of the Columbarium

On behalf of the Gloria Dei Lutheran Church council, the Columbarium Committee will administer and manage the Columbarium, maintain a Columbarium diagram, and keep 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 deceased church members, former members and their spouses and their children. The Columbarium Committee in conjunction with the pastor may grant eligibility to others who are meaningfully connected to Gloria Dei.

Fee to Reserve a Niche

A one-time fee to reserve a niche is \$2000. The fee includes the right of inurnment in the reserved niche and ongoing care for the Columbarium. The fee does not include the cost of cremation, but does include engraving of the niche faceplate, the container for the ashes, and opening and closing. Gloria Dei's Columbarium Committee may increase the reservation fee to \$2500 at completion of the project (\$3000/non-members). 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 and a completed Columbarium Reservation to the Church office. The Committee and/or Council will review each reservation for compliance with applicable policies and confirm that the identified niche is available. If approved, the pastor will sign the reservation form to indicate the church's acceptance. The church will deliver the signed reservation form to the owner and keep a copy for the church's records.

Selecting a Niche

The Church Office 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.

Reserving Niche Space for a Single Urn: The fee to reserve a niche, for one or two urns (sets of remains) is \$2,000 (\$3,000 for non-members). Gloria Dei's Council/Columbarium Committee will maintain a list of single members desiring to share a niche with another unrelated person. To reserve a niche, the single member will initially be obligated for the entire \$2,000 reservation fee. However, at such time that the Church is able to match them with another single to reserve space in a shared niche, \$1,000 of the initial reservation fee will be refunded.

Memorial Plaques

The Columbarium contains a limited number of Memorial Plaques, to commemorate members inurned elsewhere. The one-time fee to reserve a memorial plaque is \$500. The Memorial Plaque reservation fee includes the inscription of the name of the decedent and the year of birth and death. Memorial Plaques are only available to Gloria Dei members at this time.

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 Church Office. The Columbarium Committee and/or Church Council will review each change form for compliance with applicable policies and procedures. If approved, the pastor 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 the Columbarium Committee and/or Church Council. The new owner must submit a completed Columbarium Reservation Transfer of Ownership to the Church office for consideration. The Columbarium Committee and/or Church Council will review the transfer form for compliance with applicable policies and procedures and confirm that the prior owner wishes to transfer the reservation. If approved, the pastor 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, and update the church's records accordingly.

Committal Service

Only a pastor of Gloria Dei Lutheran Church or an ordained minister invited by a pastor of Gloria Dei may officiate at a committal service at the Columbarium.

Urns

The only urn that can be used for inurnment in the Columbarium is the urn provided by the church (Eickhof Columbaria Co.). This is part of the \$2000 cost and includes the engraved granite faceplate.

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. Only the deceased's name and years 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 is included in the cost of the urn.

Flowers, Flags, Signs, and Other Decorations

Flowers, 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.

Visitation and Time for Viewing

Normal hours for visiting the Memorial Garden for the purposes of prayer and remembrance will be every day, 9am - 5pm (Monday - Friday), 10am - 5pm (Saturday), and 7am - 6pm (Sunday). Other times may be possible by calling the church office and making special arrangements.

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 Gloria Dei Lutheran Church 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 Gloria Dei Lutheran Church, with no compensation due to the owner or the designated person's estate or family.

Cancellation of 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

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

Care for the Columbarium and Limit of Liability

Gloria Dei will provide reasonable ongoing care for the Columbarium. However, Gloria Dei Lutheran Church and all persons acting on Gloria Dei's behalf will not be liable for any loss or damage to the Columbarium, niches, urns, or cremated remains inurned in the Columbarium. Gloria Dei 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 the estates or family. 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 Gloria Dei Lutheran Church. If Gloria Dei Lutheran Church ceases to exist, the rules and regulations of the Pacifica Synod of the Evangelical Lutheran Church in America will prevail. 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

Gloria Dei Lutheran Church 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.

The preceding Policies and Procedures was adopted by the Gloria Dei Lutheran Church Council on Tuesday, February 11, 2020.



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EXHIBIT A - APPLICATION FOR COLUMBARIUM NICHE

I hereby apply to reserve a niche space in the Gloria Dei Lutheran Church Columbarium. I understand that this application is subject to the approval of Gloria Dei. I have been furnished with and have read a copy of the policy and procedures. I understand that when this application is signed by me and accepted and signed by Gloria Dei, this application, the attached policy and completed Exhibit B (inscription information) together shall constitute an agreement between Gloria Dei and me.

Name(s): _____

Address: _____

Phone: _____ Cell/Home: _____

Work Name and Address _____

Niche(s) Amount: _____ Location Preferred – Niche(s) Number(s): _____

_____ **Enclosed is a nonrefundable check made payable to Gloria Dei Lutheran Church.**

_____ **I have paid by Credit Card.**

Signature of Applicant _____ Date _____

Signature of Church Representative accepted as of (date below) by Gloria Dei Lutheran Church

Signed: _____ Title: _____ Date: _____

Primary Family Contact: Name _____

Address _____

Phone _____ Email _____

Additional Family Contact: Name _____

Address _____

Phone _____ Email _____

In the event that the above information changes, please inform the Columbarium Committee of Gloria Dei Lutheran Church, 33501 Stonehill Drive, Dana Point, CA 92629. 949-493-3414.



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EXHIBIT B - INSCRIPTION INFORMATION FOR NICHE AND MEMORIAL PLAQUE

Inscriptions will consist of the following identification only: Name of the deceased/Years of birth and death. If you are purchasing more than one niche, please fill out two or more Exhibit B forms.

---Please type or print---

Niche Number(s): _____

Name of Deceased: _____

Date of Birth: _____

Date of Death _____

Name of Deceased: _____

Date of Birth: _____

Date of Death _____

GLORIA DEI LUTHERAN CHURCH WILL FILL OUT INFORMATION BELOW.

Columbarium Certificate Niche Number(s) _____ Memorial Plaque Number(s) _____

Gloria Dei Lutheran Church hereby certifies that it grants to

the exclusive right and privilege of depositing the cremated remains of and or inscribing a Memorial Plaque for

_____ and

in Niche Number(s) _____ of the Gloria Dei Lutheran Church Columbarium located at Gloria Dei Lutheran Church, 33501 Stonehill Drive, Dana Point, CA 92629.

Certificate issued this _____ day of _____, 20____ by Gloria Dei Lutheran Church.

Signature: _____ Print Name and Title: _____



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EXHIBIT C - TRANSFERRING A NICHE RESERVATION

A niche owner may transfer their reservation to a new owner when approved by the Columbarium Committee and/or Church Council.

I, _____ current owner of niche # _____,
(print name)

do hereby transfer ownership of the niche mentioned above to the following person:

_____ new owner of the above mentioned niche.
(print name)

I understand that all the rights and responsibilities as outlined in Gloria Dei Lutheran Church's "Memorial Garden - Columbarium Policies and Procedures" document (exhibit A) apply to the new owner. The Columbarium Committee and/or Church Council 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.

The transfer of ownership officially occurs when the pastor signs and dates below.

(Signature of current owner)

(date)

(Signature of new owner)

(date)

(Signature of Pastor, Gloria Dei Lutheran Church)

(date)

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.



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EXHIBIT D - APPLICATION FOR MEMORIAL PLAQUE

I hereby apply to reserve a Memorial Plaque in the Gloria Dei Lutheran Church Memorial Garden. I understand that this application is subject to the approval of Gloria Dei. I have been furnished with and have read a copy of the policy and procedures. I understand that when this application is signed by me and accepted and signed by Gloria Dei, this application, the attached policy and completed Exhibit B (inscription information) together shall constitute an agreement between Gloria Dei and me.

Name(s): _____

Address: _____

Phone: _____ Cell/Home: _____

Work Name and Address _____

Memorial Plaque (s) Amount: _____ Location Preferred – Memorial Plaque Number(s): _____

_____ **Enclosed is a nonrefundable check made payable to Gloria Dei Lutheran Church.**

_____ **I have paid by Credit Card.**

Signature of Applicant _____ Date _____

Signature of Church Representative accepted as of (date below) by Gloria Dei Lutheran Church

Signed: _____ Title: _____ Date: _____

Primary Family Contact: Name _____

Address _____

Phone _____ Email _____

Additional Family Contact: Name _____

Address _____

Phone _____ Email _____

In the event that the above information changes, please inform the Columbarium Committee of Gloria Dei Lutheran Church, 33501 Stonehill Drive, Dana Point, CA 92629. 949-493-3414.