



# Protocol for the Development of Columbaria and Memorial Gardens

**Archdiocese of Atlanta**

*Revised November 10, 2022*

## Cremation and the Order of Christian Funerals

From the January 2012 *Newsletter* of the Committee on Divine Worship  
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In April 1997, the Congregation of Divine Worship and the Discipline of the Sacraments granted an indult for the United States to allow the diocesan bishop to permit the presence of the cremated remains of the body at a Funeral Mass. Later that year, the Congregation confirmed the special texts and ritual directives (Prot. N. 1589/96/L for both indult and texts), which were then published as an appendix to the *Order of Christian Funerals*. Frequently the Secretariat of Divine Worship receives requests for clarification or suggestions for best practices regarding the presence of cremated remains and funerals and their appropriate final disposition or committal.

The practice of cremation has grown and become more commonplace in the United States, and it is often presented as a more affordable alternative to traditional burial. What is often overlooked is the Church's teaching regarding the respect and honor due to the human body. The *Order of Christian Funerals'* Appendix on Cremation states: "Although cremation is now permitted by the Church, it does not enjoy the same value as burial of the body. The Church clearly prefers and urges that the body of the deceased be present for the funeral rites, since the presence of the human body better expresses the values which the Church affirms in those rites" (no. 413).

Ideally, if a family chooses cremation, the cremation would take place at some time after the Funeral Mass, so that there can be an opportunity for the Vigil for the Deceased in the presence of the body (during "visitation" or "viewing" at a church or funeral home). This allows for the appropriate reverence for the sacredness of the body at the Funeral Mass: sprinkling with holy water, the placing of the pall, and honoring it with incense. The Rite of Committal then takes place after cremation (see Appendix, nos. 41-421). Funeral homes offer several options in this case. One is the use of "cremation caskets," which is essentially a rental casket with a cardboard liner that is cremated with the body. Another is a complete casket that is cremated (this casket contains minimal amounts of non-combustible material such as metal handles or latches).

When cremation takes place before the Funeral Mass, and the diocesan bishop permits the presence of cremated remains at the Funeral Mass, the Appendix provides adapted texts for the Sprinkling with Holy Water, the Dismissal for use at the Funeral Mass (or the Funeral Liturgy outside Mass), and the Committal of Cremated Remains. The introduction provides further specific details about how the funeral rites are adapted. In all, the rite notes:

The cremated remains of a body should be treated with the same respect given to the human body from which they come. This includes the use of a worthy vessel to contain the ashes, the manner in which they are carried, and the care and attention to appropriate placement and transport, and the final disposition. The cremated remains should be buried in a grave or entombed in a mausoleum or columbarium. The practice of scattering cremated remains on the sea, from the air, or on the ground, or keeping cremated remains in the home of a relative or friend of the deceased are not the reverent disposition that the Church requires. (No. 417)

For some families, the choice of cremation is based on financial hardship, so this choice often means also that there is no plan for committal or burial of the cremated remains. As a means of providing pastoral support and an acceptable respectful solution to the problem of uninterred cremated remains, one diocese offered on All Souls' Day in 2011 an opportunity for any family who desired it the interment of cremated remains. The diocese offered a Mass and committal service at one of its Catholic cemeteries and provided, free of charge, a common vault in a mausoleum for the interment of the cremated remains. The names of the deceased interred there were kept on file, though in this case they were not individually inscribed on the vault.

As cremation is chosen more frequently, there will be many who are unaware of the Church's teaching regarding this practice. It is important for bishops and pastors not only to catechize the faithful, but to collaborate with funeral directors in providing helpful and accurate information to families planning the funeral of loved ones. Offering opportunities to family members for the respectful burial of their loved ones, who were not interred after funeral services and cremation, would give effective witness to the importance of Christian burial and our belief in the resurrection. In all, pastors are encouraged to show pastoral sensitivity, especially to those for whom cremation is the only feasible choice (see Appendix, No. 415).

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## Protocol for the Development of Columbaria and Memorial Gardens in the Archdiocese of Atlanta

- 1) Consistent with the Archdiocese of Atlanta Large Capital Project process, pastors considering the construction of a columbarium or memorial garden must begin by writing the Archbishop requesting permission to investigate the project. If that permission is granted, the pastor and his parish leadership will be asked to meet with representatives of the Archdiocesan Office of Cemeteries, the Finance Office and Catholic Construction Services to discuss both the process and the requirements contained herein.
- 2) As part of the planning process, the parish will be asked to submit the following:
  - a. results of a survey of parish interest in the project
  - b. parish master plan
  - c. financial application
  - d. columbarium or memorial garden financial plan
  - e. a signed copy of the Rules and Regulations (attached)
  - f. other forms as required
- 3) In their publication, *Reflections on the Body, Cremation and Catholic Funeral Rites*, The United States Conference of Catholic Bishops states, "Although cremation is now permitted, it does not enjoy the same value as burial of the body. Catholic teaching continues to stress the preference for burial or entombment of the body of the deceased." Locating a columbarium or memorial garden too near the parish church offers those who are cremated the opportunity for entombment near their church, an option not typically available to those who choose full body burial or entombment. This could create an errant impression that cremation is the preferred option. Consequently, the columbarium site should not be located in view of the main entrance to the church.
- 4) Due to the impact that the placement of a columbarium or memorial garden can have on a parish's long-range plan and its property value, an updated master plan incorporating the proposed structure is required. The master plan must depict both the projected location and the location of future expansions. In the case of a columbarium, the exact number of niches will depend on the design, but the minimum should be approximately 250. The master plan should include capacity for at least 1,000 niches. Columbarium structures should stand alone and be situated far enough from existing structures that they would not require relocation in the event of repair or renovation to any other building.
- 5) Cremated remains of the human body to be placed in a memorial garden shall conform to the Rules and Regulations for Memorial Gardens (with the burial of cremated remains of the human body).

- 6) The Office of Cemeteries will advise on how best to devise and administer the required survey of parish interest in the project immediately and long-term.
- 7) The Office of Cemeteries will provide samples of forms necessary for the selling of burial rights; ordering inscriptions, memorials or plaques; and permanent recordkeeping. These industry-standard forms are essential to protect the parish and the Archdiocese of Atlanta and address such issues as:
  - a. relocation of the parish, columbarium and/or memorial garden
  - b. use of a niche by someone other than the purchaser (e.g., a relative)
- 8) Relocating a columbarium or memorial garden is never an easy decision, nor one to be taken lightly, but situations arise where there is no alternative. Due to the exorbitant costs associated with such a move, prior to the start of construction the parish will be required to establish a relocation fund at the Catholic Foundation of North Georgia (CFNGA) in an amount equal to one-third of the total project cost from design to completion (with a minimum of \$600 per niche starting 2023). If necessary, the parish may initially borrow the relocation fund amount.
- 9) For projects approved on or after January 1, 2023 a minimum of \$875 per niche is required for perpetual care. Prior to the start of construction, the parish is required to establish a Perpetual Care Fund with the Catholic Foundation of North Georgia (CFNGA) and contribute an initial amount equal to \$875 times the number of niches in the construction plan. If necessary, the parish may initially borrow the minimum perpetual care contribution. Expansions to existing columbaria approved on or after January 1, 2023, regardless of the original approval date, are bound by the updated perpetual care requirements.

For projects approved from March 1, 2019 through December 31, 2022, a minimum of \$725 per niche is required for perpetual care. Prior to the start of construction, the parish is required to establish a Perpetual Care Fund with the Catholic Foundation of North Georgia (CFNGA) and contribute an initial amount equal to \$725 times the number of niches in the construction plan. If necessary, the parish may initially borrow the minimum perpetual care contribution.

For projects approved from July 1, 2017 through February 28, 2019, a minimum of \$700 per niche is required for perpetual care. Prior to the start of construction, the parish is required to establish a Perpetual Care Fund at the Catholic Foundation of North Georgia (CFNGA) and contribute an initial amount equal to \$100 times the number of niches in the construction plan. Once construction is complete, the parish will contribute another \$100 per niche to the Perpetual Care Fund. The remaining \$500 per niche should be funded no slower than \$100 per niche each year on the anniversary of the completion of construction.

For projects approved prior to June 30, 2017, fourteen percent (14%) of the cost of each niche shall be designated for perpetual care. The first \$5,000 generated for perpetual care should be placed in an account with the archdiocesan Deposit and Loan (D&L); the remainder should be deposited in a restricted Perpetual Care Fund with the Catholic Foundation of North Georgia.

Distributions from the Perpetual Care Fund may commence one year after the date of columbarium completion or, if borrowed, upon repayment.

- 10) Each parish must designate a staff member to input and manage the database. The Office of Cemeteries will provide training and assistance on the software and this protocol.
- 11) Pricing for niches must be approached with care and sensitivity, taking into consideration the parish's often fragile long-standing relationships with its families certainly, but also the pastoral needs of the parish and the local market. Prices must, of course, cover all costs associated with building and maintenance – land value, hard and soft construction costs, charity, perpetual care and possible relocation. They must be accessible to the parishioners, but comparable to other local vendors. Surplus funds generated may be used for parish ministry.

When determining pricing, keep in mind that not every niche will be sold at full value. Seven percent (7%) of the total number should be set aside for the indigent and needy, and another seven percent (7%) should be set aside for sale at a fifty percent (50%) reduction.

The Office of Cemeteries is available to assist in determining appropriate pricing, which is subject to approval by the Archbishop.

## Sample Data Sheets from Columbaria Database

### Property Owner

Add
Edit
Save
Delete
Previous
Next
Cancel
Print
Close

Property Owner
Burial Spaces
Interments
Deeds
Memorials
Product History

Owner id  \*  F    Property Location     Location  \*

|                          | Edit                 | Delete                 | Type        | Name (Last, First MI., Title, Suffix) | Address | City | State | Zip | Phone |
|--------------------------|----------------------|------------------------|-------------|---------------------------------------|---------|------|-------|-----|-------|
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Owner       |                                       |         |      |       |     |       |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Co-Owner    |                                       |         |      |       |     |       |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Next of Kin |                                       |         |      |       |     |       |

Add To Grid
Owner 
Copy Name/Address
Copy Address/Phone

#### Purchase Data

 Sales Need     
 Purchase Date     
 Counselor    
 Commission %

#### Property Data

 Lot/Niche F   
 Care Price   
 Tax Code    
 Terms Code    
 Spaces Sold   
 Burial Spaces   
 Memorial Location   
 Memorial Type    
 Memorial Length

### Interments

Edit
Save
Previous
Next
Cancel
Print
Close

Property Owner
Burial Spaces
Interments
Deeds
Memorials
Product History

User id 669regan    Date 10/26/2017 11:5

#### Arlington Cemetery

Section     Level     Niche   
 Position     Property Type

|                          | Edit                 | Delete                 | Type              | Name (Last, First MI., Title, Suffix) | Relationship | Birth Date | Death Date |
|--------------------------|----------------------|------------------------|-------------------|---------------------------------------|--------------|------------|------------|
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Deceased          |                                       |              |            |            |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Responsible Party |                                       |              |            |            |
| <input type="checkbox"/> | <a href="#">Edit</a> | <a href="#">Delete</a> | Funeral Home      |                                       |              |            |            |

Add To Grid
Deceased 
Copy Name/Address
Copy Address/Phone

#### Interment Data

 Interment #  A  
 Status

#### Deceased Information

 Age     Veteran?    
 Casket

#### Interment Fees

 Interment Fee   
 OT Charges



### Finance

|  |  |  |  |  |  |  |

|  |  |

Contract#: \_\_\_\_\_ | Batch#: \_\_\_\_\_ | User: \_\_\_\_\_ | Date: \_\_\_\_\_  
 Contract Status: \_\_\_\_\_

| Payment Plan 1/1    |   | Contract Totals             |   |
|---------------------|---|-----------------------------|---|
| Terms               | Cash Sale <input type="button" value="..."/>            | Purchase Price              |   |
| Nbr Of Payments     | 1   | Sales Tax                   | \$0.00                                    |
| Payments / Year     | 12  | <b>Total Purchase Price</b> |   |
| Interest Method     | No Interest <input type="button" value="..."/>          | Down Payment                | <input type="button" value="..."/>        |
| Interest Rate       | 0.00000 <input type="button" value="..."/>              | Discount/Credits            | \$0.00 <input type="button" value="..."/> |
| Days Interest Free  | 0   | <b>Total DP/Disc/Credit</b> |   |
| Forgive Interest    | 0 Days  | Total Excluded from F/C     | \$0.00                                    |
| Late Charge Value   | 0.0000 <input type="radio"/> % <input type="radio"/> \$ | Amount Financed             | \$0.00                                    |
| Tax Structure       | <input type="button" value="..."/>                      | Finance Charge              | \$0.00                                    |
| Plan Effective Date |   | <b>Contract Total</b>       | \$0.00                                    |
| Reference #         | <input type="button" value="..."/>                      |                             |   |
| Transaction Type    | New   |                             |   |

| GL Account |  |
|------------|--|
| Type       | AR Account <input type="button" value="..."/> Accounts Receivable <input type="button" value="..."/> |

### Cemetery

|  |  |

Location 888 \* | Sales Status  | Space Status  | Show all Fields in Grid

| Name Search   |                |
|---------------|----------------|
| Deceased Name | Property Owner |

| Property Search                            |   |
|--|---|
| Section <input type="button" value="..."/> | Thru Section <input type="button" value="..."/>   |
| Row <input type="button" value="..."/>     | Thru Row <input type="button" value="..."/> PropertyType <input type="button" value="..."/> |
| Lot <input type="button" value="..."/>     | Thru Lot <input type="button" value="..."/>   |
| Space <input type="button" value="..."/>   | Thru Space <input type="button" value="..."/>   |

| Number Search                                    | Date Search  | Price Search   |
|--|--|--|
| Interment No. <input type="button" value="..."/> | Burial Date <input type="button" value="..."/> Thru <input type="button" value="..."/>   | Price <input type="button" value="..."/>                     |
| Deed No. <input type="button" value="..."/>      | Death Date <input type="button" value="..."/> Thru <input type="button" value="..."/>    |  |
| Owner No. <input type="button" value="..."/>     | Purchase Date <input type="button" value="..."/> Thru <input type="button" value="..."/> | Use Contract Sales Date? <input checked="" type="checkbox"/> |

| User Defined Fields Search                      |   |   |
|---|---|---|
| User Def Cd1 <input type="button" value="..."/> | User Def Cd2 <input type="button" value="..."/> | User Def Cd3 <input type="button" value="..."/> |
| User Def Cd4 <input type="button" value="..."/> | User Def Cd5 <input type="button" value="..."/> | User Def Cd6 <input type="button" value="..."/> |
| User Def Cd7 <input type="button" value="..."/> | User Def Cd8 <input type="button" value="..."/> | User Def Cd9 <input type="button" value="..."/> |

## Burial Spaces

Add | 
 Delete | 
 Copy | 
 Additional Right | 
 Swap | 
 Print | 
 Close

Owner ID

### Property Owner

Owner id: \_\_\_\_\_ Owner Deceased  Spaces \_\_\_\_\_  
 Name: \_\_\_\_\_ Burial Spaces \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

| Select                   | Sequence | Cemetery | Location | Predeveloped? | Deceased/Reserved | Status   | Burial Date | Inventory | Depth |
|--------------------------|----------|----------|----------|---------------|-------------------|----------|-------------|-----------|-------|
| <input type="checkbox"/> | 1        |          |          | N             |                   | Reserved |             | Y         | A     |
| <input type="checkbox"/> | 2        |          |          | N             |                   | Reserved |             | Y         | B     |

## Line Items

Edit | 
 Save | 
 Delete | 
 Reset | 
 Close

Contract#: 0000 | Batch# \_\_\_\_\_ | Posted | User: \_\_\_\_\_ | Date: \_\_\_\_\_

### Contract Info

Contract # \_\_\_\_\_ Sale Date \_\_\_\_\_ Sales Type \_\_\_\_\_ Sales Status \_\_\_\_\_  
 Purchaser \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Csz \_\_\_\_\_

### Line Items

|                                   | Location | Product Cd | Description    | Qty   | Price  | Discount | Discount Reason | Extended | Applied | Balance | Posted | Burial Spc | Beneficiary | Unit Cost | Extended Cost |
|-----------------------------------|----------|------------|----------------|-------|--------|----------|-----------------|----------|---------|---------|--------|------------|-------------|-----------|---------------|
| <input type="checkbox"/> Edit ALL |          |            | Double Niche   | 1.000 | \$0.00 |          |                 |          |         | \$0.00  | YES    | NO         | NO          | \$0.00    | \$0.00        |
| <input type="checkbox"/> Edit ALL |          |            | Donation Niche | 1.000 | \$0.00 |          |                 |          |         | \$0.00  | YES    | NO         | NO          | \$0.00    | \$0.00        |

Archdiocese of Atlanta  
COLUMBARIUM & MEMORIAL GARDEN  
COLUMBARIUM CONTRACT

This Agreement is between the proprietors of \_\_\_\_\_ a Religious Corporation organized under the Laws of the State of Georgia and the undersigned Purchaser.

Received From: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Inurnment of Cremains of the Human Body: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Where: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Where: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_

Inurnment of Cremains of the Human Body: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Where: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Where: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Full Maiden Name: \_\_\_\_\_

**Certificate of Ownership**

This is to certify that the Archdiocese of Atlanta and \_\_\_\_\_, \_\_\_\_\_, Georgia, in consideration for the purchase price of \$ \_\_\_\_\_ receipt of which is hereby acknowledged, included in the purchase price a charitable gift of \$ \_\_\_\_\_, hereby granted to the above person for inurnment purposes only, the following described Columbarium unit Section: \_\_\_\_\_ Column: \_\_\_\_\_ Level: \_\_\_\_\_ as shown in the church records on file in the church offices and hereby affirms there will be deposited in a designated account a sum to be held in trust to provide for the endowment care of the above property. This certificate does not convey title but only transfers the right to use and occupancy described above for cremains of the human body inurnment purposes. Remains must be of a Catholic person or spouse of a Catholic Person.

The Purchaser understands the inscription costs are included in the purchase *price* of the niche space. Said Purchaser is subjected to the Rules and Regulations of \_\_\_\_\_ (Attached), and all other terms set forth in this Agreement. All inscriptions will be done by \_\_\_\_\_ or its designee.

The Columbarium and its Niche, their use and maintenance, are at all times subjected to the management of \_\_\_\_\_, as constituted from time to time, or of its duly organized committee in whom the right to control the maintenance and use thereof, and the terms of this contract with respect to such maintenance and use may be changed, modified, varied, amended, or altered at any time in the sole discretion of \_\_\_\_\_ or its committees. The Purchaser agrees that by this donation herein made, said Purchaser does not acquire any property rights of any kind whatsoever in or to the niche referred to herein.

All remains of the human body must be in an urn of such size as to fit within the niche of the following size \_\_\_\_\_ x \_\_\_\_\_.

If \_\_\_\_\_, in its sole discretion, at any time decides to change the location of the columbarium, or to discontinue the use of the columbarium, or any part thereof, it may have *remains* of the human body *removed* from any niche affected by such change or discontinuance and placed in another suitable niche on another Archdiocese of Atlanta property.

Owners or those designated "Next of Kin" may request at their discretion to *have* the remains returned to them for inurnment in another location, thereby relinquishing ownership of the niche to \_\_\_\_\_.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. *Recovery* hereunder by the debtor shall not exceed amounts paid by the debtor excluding the amount of charitable gift hereunder.

If Purchaser fails to make payment by any amount due hereunder, or the Purchaser decides to cancel the niche(s) Agreement after full payment, \_\_\_\_\_ may cancel this Agreement and shall be released from any further obligation, hereunder. In the *event* of such cancellation, \_\_\_\_\_ shall retain \_\_\_\_\_ 25% as compensation for the costs and expenses incurred by it in connection with the sale excluding the amount of the charitable gift, and take possession of the owner of the niche(s).

The Human remains of the following persons have the right of inurnment in the niche or niches listed above.

\_\_\_\_\_ Relationship

\_\_\_\_\_ Relationship

Accepted by Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Pastor: \_\_\_\_\_

\_\_\_\_\_ and Archdiocese of Atlanta

Witness: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Seal



## Archdiocese of Atlanta

### **COLUMBARIUM RULES AND REGULATIONS**

The following Rules and Regulations having been duly adopted by the Archdiocese of Atlanta Georgia. They are intended to insure that proper care be taken in all inurnments in the Columbarium located on the grounds of the Church.

The cremated remains of all individuals must be placed in an urn made of an enduring material approved by the Church. Memorialization of the individual will be a bronze inscription on the front of each niche. The inscription shall be limited to the deceased first name, middle initial and a surname, with the years of birth and death. All inscriptions will be made with bronze plaques. Only one inscription for each niche is allowed. No inscription will be made without a written "Authorization for Inscription" on file with the Church. Memorabilia may only be placed in the niche with the approval of the church.

All niche owners or visitors are subject to the Rules and Regulations herein contained and may have access to the Columbarium by appointment from the hours of 8:00 a.m. to 7:00 p.m., on weekdays; and 8:00 a.m. to 7:00 p.m. on weekends. The Church maintains the right to adjust the time periods designated as normal operating hours. No keys or other instruments of access will be issued to niche owners.

Upon payment in full for any niche, a Certificate of Right of Inurnment shall be duly executed and delivered to the purchaser. This grants inurnment rights for the placement of human cremated remains only, the ownership in fee of the land and structure remains with the church.

The Purchaser may designate the cremated remains of the body to such person as the Purchaser desires to have inurned in the niche referred to, but the Church shall have sole discretion as to the persons whose cremated remains of the human body may be interred in the Columbarium and the permission of the Church must, in each instance, be obtained in writing prior to the placing of any cremated remains of the body in any niche within the Columbarium. Upon the death of the Purchaser, such privilege of designation shall pass as the Purchaser shall by will direct, or in the absence of testamentary direction, to the heirs at law of the Purchaser, but the right of inurnment shall continue to be subject at all times to the approval of the Church. The right of inurnment hereby given to the Purchaser shall not be assigned or transferred without the written consent of the Church, nor shall the Church be obliged to recognize any right to inurnment hereunder in any heirs, distributees or devisees of the Purchaser. If the Purchaser desires to assign or transfer any right of inurnment hereby given, the Purchaser shall submit the name or names of the assignee or transferee to the Church which reserves the right to withhold consent to such assignment or transfer for any reason which in its sole discretion shall deem proper.



**Archdiocese of Atlanta**  
**COLUMBARIUM RULES AND REGULATIONS (Concluded)**

All fees must be paid, in full, prior to any inurnment. Once an inurnment has been completed, no removal of said remains can be completed without the approval of the Church. Owners or those designated "Next of Kin" may request at their discretion to have the cremains of the body returned to them for inurnment in another location, thereby relinquishing ownership of the niche to the church.

The Church reserves the right to limit size, type, style and material of urn. Dimensions of niche space are 12" wide x 12" high x 12" or 24" deep. All remains must be in a durable container to be placed in the niche. The Church will reserve the right to refuse inurnment based on size of urn.

Space will be provided for suitable floral tributes at the time of any memorial service and when family or friends may wish to arrange with the Church such decorations. Only living flowers will be permitted in the areas designated by the Church. No artificial flowers or pictures, artifacts, vigil lights, crockery, toys or similar ornaments or articles will be permitted. Any such decorations will be removed upon discovery without notice to the owner. Also, flower tributes will be removed when they deteriorate or become unsightly.

All inurnments and inscriptions will be performed by the Church or its designee. All requests for work must be made to the Church.

The Above rules may from time to time be amended by the Church and all such amendments shall be available in the Church offices. All Rules and Regulations of \_\_\_\_\_ Church Columbarium are subject to the applicable laws of the State of Georgia.

Adopted: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_



## Archdiocese of Atlanta

### MEMORIAL GARDEN RULES AND REGULATIONS

The following Rules and Regulations having been duly adopted by the Archdiocese of Atlanta Georgia. They are intended to insure that proper care be taken in all inurnments in the memorial garden located on the grounds of the Church.

The cremated remains of the body of all individuals must be placed in an urn made of an enduring material approved by the Church. Memorialization of the individual will be a \_\_\_\_\_ . The inscription shall be limited to the deceased first name, middle initial and a surname, with the years of birth and death. All inscriptions will be made with \_\_\_\_\_. No inscription will be made without a written "**Authorization for Inscription**" on file with the Church.

All Memorial Garden Purchasers or visitors are subject to the Rules and Regulations herein contained and may have access to the garden by appointment from the hours of 8:00 a.m. to 7:00 p.m., on weekdays; and 8:00 a.m. to 7:00 p.m. on weekends. The Church maintains the right to adjust the time periods designated as normal operating hours. No keys or other instruments of access will be issued to memorial garden owners.

Upon payment in full for any garden lot, a Certificate of Right to Inurnment shall be duly executed and delivered to the Purchaser. This grants inurnment rights for the placement of human cremated remains only, the ownership in fee of the land and structure remains with the church.

The Purchaser may designate the cremated remains of the body of such person as the Purchaser desires to have inurned in the garden lot referred to, but the Church shall have sole discretion as to the persons whose cremated remains may be interred in the Memorial Garden and the permission of the Church must in each instance be obtained in writing prior to the placing of any cremated remains of the body in any garden lot within the Memorial Garden. Upon the death of the Purchaser, such privilege of designation shall pass as the Purchaser shall by will direct, or in the absence of testamentary direction, to the heirs at law of the Purchaser, but the right of inurnment shall continue to be subject at all times to the approval of the Church. The right of inurnment hereby given to the Purchaser shall not be assigned or transferred without the written consent of the Church, nor shall the Church be obliged to recognize any right to inurnment hereunder in any heirs, distributees or devisees of the Purchaser. If the Purchaser desires to assign or transfer any right of interment hereby given, the Purchaser shall submit the name or names of the assignee or transferee to the Church which reserves the right to withhold consent to such assignment or transfer for any reason which in its sole discretion shall deem proper.

**Archdiocese of Atlanta**  
**MEMORIAL GARDEN RULES AND REGULATIONS**  
**(Concluded)**

All fees must be paid, in full, prior to any inurnment. Once an inurnment has been completed, no removal of said remains can be completed without the approval of the Church. Owners or those designated "Next of Kin" may request at their discretion to have the cremains returned to them for inurnment in another location, thereby relinquishing ownership of the right of inurnment of the garden lot to the church.

The Church reserves the right to limit size, type, style and material of urn. Dimensions of garden lot spaces are \_\_\_\_\_" wide x \_\_\_\_\_" high x \_\_\_\_\_" deep. All remains must be in a durable container to be placed in the garden lot. All garden lot spaces are for a durable container to be placed in garden lot. All garden lot spaces are for one remains only. The Church will reserve the right to refuse inurnment based on size of urn.

Space will be provided for suitable floral tributes at the time of any memorial service and when family or friends may wish to arrange with the Church such decorations. Only living flowers will be permitted in the areas designated by the Church. No artificial flowers or pictures, artifacts, vigil lights, crockery, toys or similar ornaments or articles will be permitted. Any such decorations will be removed upon discovery without notice to the owner. Also, flower tributes will be removed when they deteriorate or become unsightly.

All inurnments and inscriptions will be performed by the Church or its designee. All requests for work must be made to the Church.

The above rules may from time to time be amended by the Church and all such amendments shall be available in the Church offices. All Rules and Regulations the \_\_\_\_\_ Church Memorial Garden is subject to are the applicable laws of the State of Georgia.

Adopted: \_\_\_\_\_

Pastor: \_\_\_\_\_

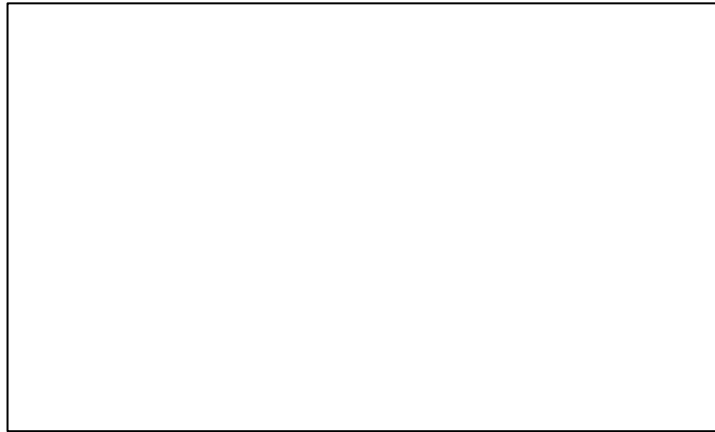
Date: \_\_\_\_\_



**INSCRIPTION AUTHORIZATION FORM  
(SAMPLE)**

\_\_\_\_\_ is herein authorized to complete the inscription as it appears

below:



I/we, the undersigned, have carefully reviewed the name and dates above as well as any emblems or epitaph and herein approve the inscription as it appears above.

By: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Church Administrator or Pastor:

\_\_\_\_\_

Date: \_\_\_\_\_

## **CONCEPTUAL FEE SCHEDULE, TERMS OF SALE (SAMPLE)**

### **DONATION REQUEST**

Each Niche:

\$ 1,500 (\$500 of which is a charitable gift)

Cenotaph:

\$ 450 (\$200 of which is a charitable gift)

\$ 600 (\$200 of which is a charitable gift)

The above donation includes all fees and charges except the plaques affixed to the niche when a committal service occurs. The cost of the plaque is \$100.

After \_\_\_\_\_, 20\_\_\_\_ the prices will increase as the project nears completion, as follows:

Each Niche:                   \$ 1,800 (\$800 of which is a charitable gift)

Cenotaph:                     \$ 600

### **TERMS OF SALE**

All pledges must be paid at the point of the pledge or over a period not greater than one year. If a donor wishes to spread out the payments, all contributions will be set up as quarterly payments.

All the donation amounts and other fees and charges must be paid prior to any inurnment. A letter acknowledging the donation and that portion of the donation, which is a contribution, will be indicated in said letter.

Accompanying the letter will be a certificate of ownership for the right to utilize the niche or for the cenotaph.

All pledges must be made on the donation form and such form shall be recorded at the church. The church shall provide a copy of the form, together with the rules and regulations governing the columbarium and garden.

There is no charge for placing the cremated remains in the niche; however, fees for the use of the church and any honorariums are subject to the customs and practices of the church and Pastor.

## DRAFT COVER LETTER (SAMPLE)

{DATE}

{NAME}

{ADDRESS}

{CITY, STATE, ZIP CODE}

Dear Parishioner,

As a part of our striving to make a center to you and your family's life, we continue to study ministries which may further meet your family's needs.

One area of consideration is to expand the Parish bereavement ministry. An option for the Parish is to develop facilities on our grounds for the burial and remembrance of members in a columbarium, or a memorial garden.

I am enclosing a questionnaire to learn your views on your eventual cemetery preferences and whether or not facilities on our grounds are of interest to you and your family.

Your completing the survey and returning it to me prior to \_\_\_\_\_, 20\_\_\_\_, can be of significant assistance to us in our deliberations.

My thanks for your support.

Yours in Christ,

Pastor: \_\_\_\_\_

## DRAFT OF CEMETERY SURVEY (SAMPLE)

Please fill in the questionnaire completely. It is our plan to tabulate the results on or before \_\_\_\_\_, 20\_\_\_\_. Your help in returning your family's survey in advance of \_\_\_\_\_, 20\_\_\_\_ will be appreciated.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail address: \_\_\_\_\_

2. Member of Parish approximately \_\_\_\_\_ year(s).

3. You are: \_\_\_\_\_ Over 30 years of age  
          \_\_\_\_\_ Over 40 years of age  
          \_\_\_\_\_ Over 50 years of age

4. If a death occurred today, which would you prefer?  
      \_\_\_\_\_ Traditional Ground Burial  
      \_\_\_\_\_ Above Ground Burial  
      \_\_\_\_\_ Cremation

5. Do you own cemetery space for your own use?       \_\_\_\_\_ Yes       \_\_\_\_\_ No

If yes, what is the name of the Cemetery \_\_\_\_\_, what city is it located in \_\_\_\_\_ (City), and what state is it located in \_\_\_\_\_ (State)? Traditional Ground Burial \_\_\_\_\_: Above Ground Burial \_\_\_\_\_: Cremation \_\_\_\_\_.

6. If \_\_\_\_\_ were to develop facilities on the Parish campus, would you be interested in Memorial space in niches for cremated remains? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Any additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Niche Number: \_\_\_\_\_

**ARCHDIOCESE OF ATLANTA CERTIFICATE  
OF RIGHT OF INURNMENT  
CATHOLIC COLUMBARIUM (SAMPLE)**

In consideration of the sum of \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_) receipt whereof is hereby

acknowledged, **THE ARCHDIOCESE OF ATLANTA** and \_\_\_\_\_

\_\_\_\_\_ **CATHOLIC CHURCH** hereby grants to:

the exclusive right of inurnment in niche:

Tier \_\_\_\_\_ . Row \_\_\_\_\_ Level \_\_\_\_\_

\_\_\_\_\_ Catholic  
Columbarium, in the City of \_\_\_\_\_ and State of Georgia, for the  
inurnment of the Cremated remains of the body of \_\_\_\_\_ and for no other  
purpose, in accordance with the rules and regulations now in force and which shall from time to  
time be made by the Archdiocese of Atlanta for use, government, regulation, adornment,  
improvement and control of said Columbarium, and which shall be considered to be part  
hereof to the same extent and purpose as if herein set forth in full.

IN WITNESS WHEREOF: The Archdiocese of Atlanta and

\_\_\_\_\_ has caused these presents

to be duly signed this \_\_\_\_\_ day of \_\_\_\_\_ . A. D.

20 \_\_\_\_\_

**NICHE DIMENSIONS:**

Depth - 17 inches

Width - 11 inches

Height -11 inches

By \_\_\_\_\_ .

Pastor

\_\_\_\_\_ Catholic Church