

# COLUMBARIUM

Asbury United Methodist Church of Bossier City is offering persons associated with the church and their families a simple, dignified, option to a traditional burial as a final resting place for their loved ones. Located in the back northeast section of our property next to our Prayer Garden, it provides a beautiful, peaceful location to serve as the final resting place for people who choose cremation for loved ones.

The Columbarium fulfills the obligation of the church to serve its members from baptism to death, provides a faithful stewardship option, and offers a final homecoming for those associated with the United Methodist Church.

Historically, the church has been the final resting place of deceased members within the church building or an associated burial ground. Burial inside the church was at one time reserved to honor the noteworthy clerics, nobles, *and* other important citizens. Today, a columbarium allows God's people to be laid to rest within the church building or grounds.

# MEMORIAL COLUMBARIUM

Asbury United Methodist Church

Bossier City, Louisiana

**All Saints Day** is on the liturgical calendar of the United Methodist Church, and of many other Christian denominations, and enables us the living to reflect with reverent respect and to honor our loved ones who have finished their course and now rest from their labors. Sunday, October 31, 2021, was additionally significant as the day that the Columbarium project was presented for the first time to the congregation of Asbury United Methodist Church. For many weeks prior to this date, the Columbarium Committee was busy laying the groundwork for the Columbarium.

Members of this original committee:

Raymond Burchett

Miles Holladay, chairperson

Ellen Kyle

Ronnie Lawrence

Lesa Warren

All Saints Day in future years will be the designated day when the Trustees will present an annual report of the project progress as well as naming and memorializing those people who were inurned during the past year. Their inurnment within this sacred structure near our Prayer Garden enables our frequent meditation on their completed lives and on our continuing personal journey in Christian service.

**BACKGROUND:** In August 2020, Miles Holladay, Lay Leader of Asbury, attended a funeral service for his nephew at University UMC in Baton Rouge in which he observed a subsequent Committal Service at the church's Columbarium. So impressed by the sanctity of the service and the beauty of the Columbarium setting, he returned to Asbury and presented the idea of Asbury having a Columbarium to Pastor Matt Rawle. Pastor Rawle endorsed the idea and recommended that membership interest be gauged. Subsequent informational meetings were held in various Sunday School classes and in a limited sample of the church membership, 22 persons or family units expressed interest in using the Columbarium. During this time, the concept of a Columbarium was presented to the Church Council and the project was approved to move forward. During this time in the Fall of 2020, the COVID pandemic put the Columbarium project on hold. In August of 2021, the project was resumed with the Columbarium Committee being formed to provide the leg work to move the Columbarium project forward. Trustees were kept informed of this and on September 14, 2021, the Trustees met and after a tour of various sites on campus, selected the elevated ground on the back northeast area of the campus next to the Prayer Garden. Pastor Rawle recommended Sunday, October 31, 2021, All Saints Day, for the kickoff and presentation to the entire congregation.

**TRADITION:** For multiple centuries, beginning in Europe and continuing in the United States, church buildings and adjacent lands provided for placement of earthly remains of congregants, prominent and common. Crypts, mausoleums, columbaria, and cemeteries as their final resting place, symbolize for many decedents, a lasting relationship with their church. Illustrative of these are:

**John Wesley** – Clergyman (died 1791) Wesley's Chapel (Methodist), London

**Alexander Hamilton** – Statesman (died 1804), Trinity Church (Episcopal),  
New York City

**Leonidas Polk** – Episcopal Bishop of Louisiana (died 1864), Christ Cathedral  
(Episcopal), New Orleans

**Woodrow Wilson** – 28<sup>th</sup> President of U.S. (died 1924), National Cathedral  
(Episcopal), Washington, D.C.

**David C. Treen** – 51st Governor of Louisiana (died 2009), St. Timothy United  
Methodist Church, Mandeville, Louisiana

**Paul Dietzel** – L.S.U. Football Coach (died 2013), First United Methodist Church,  
Baton Rouge, Louisiana

**I**n the 19<sup>th</sup> and 20<sup>th</sup> centuries, especially in rural and small-town America, with available ground adjacent to churches, in-ground cemeteries with vertical, individualized gravestones were common. Ownership and management of such cemeteries varied from the church itself, to the community (municipalities), or to a private association. Often, several generations of a family were buried in a reserved sector. Families maintained decedents' graves, providing personalized remembrances, and participating in traditional congregational-wide memorials organized by the adjacent church. An element of this tradition is "Declaration Day" which originated following the Civil War in many southern and northern states. Graves of soldiers killed in the line of duty were marked with memorial wreaths. The tradition continues today as the contemporary "Memorial Day" in May of each year. A comparable tradition exists in many Roman Catholic church cemeteries where ground tombs are cleaned, washed, and then decorated by the families and congregations on that special day of remembrance.

**B**ecause significant adjacent land typically was unavailable, urban churches rarely could provide a cemetery for traditional in-ground burial. Thus, alternatives requiring less physical space were a mausoleum or a columbarium, either in a building interior or in an exterior garden.

**W**ith cremation becoming an increasingly prevalent selection by Protestant and Roman Catholic Church members, in recent decades they have established a Columbarium ministry. Among United Methodist Churches in our region offering a Columbarium within their campuses are the following:

Christ UMC, Plano, Texas	First UMC, Montgomery, Alabama
First UMC, Arlington, Texas	Highland Park UMC, Dallas, Texas
First UMC, Baton Rouge, Louisiana	Lovers Lane UMC, Dallas, Texas
First UMC, Dallas, Texas	First UMC, Fort Worth, Texas
First UMC, Houston, Texas	University UMC, Baton Rouge, Louisiana

**C**hristian observance of All Saints Day, usually in November, originates in our belief of the spiritual bond between those in heaven and the living. Since early times of Christianity, the Church is considered to include not only living believers, but also those who have gone before us. Scriptural and traditional examples relate to All Saints Day symbolism:

**Hebrews 12, verse 1** includes the familiar wording, “Since we are surrounded by so great a cloud of witnesses” acknowledging the bond of saints in heaven with the living.

**The Apostles’ Creed** announces our belief in “the communion of saints..... and the life everlasting.”

**John Wesley** documented All Saints Day observance in his journal entries of November 1, 1767, 1788, and 1789.

**Charles Wesley** in 1759, composed the hymn, “Come Let Us Join Our Friends Above,” The United Methodist Hymnal (#709). The theme of spiritual bond recurs in all verses including:

**Let all saints on earth unite to sing,**

**With those to glory gone,**

**For all the servants of our King,**

**In earth and heaven are one.**

# POLICIES FOR THE MEMORIAL COLUMBARIUM

## ASBURY UNITED METHODIST CHURCH, BOSSIER CITY, LOUISIANA

DATE PUBLISHED: April 10, 2024 (Updated)

1. **PURPOSE:** The Columbarium at Asbury United Methodist Church provides complete ministry to the congregation from baptism to inurnment, anticipates increasing demands for cremation, and helps the church grow and prosper. It is a reminder that while our physical lives end, our spiritual lives continue. It provides comfort to members, knowing that in life we were intimately connected to the church and in death, we continue to be connected as a memorial to the church. It is a family-oriented space and provides a convenient and safe place for loved ones to visit.
2. **DEFINITIONS:**
  - a. **Church:** As used herein, refers to Asbury United Methodist Church, Bossier City, Louisiana, which is consecrated through the Louisiana Annual Conference of the United Methodist Church for worship, ministry, and service.
  - b. **Columbarium (Columbaria pl.)** A structure constructed for permanent placement of the cremated remains (cremains) of deceased persons. The Memorial Columbarium is located on the elevated ground, on the back northeast corner of our campus, next to the Prayer Garden.
  - c. **Decedent:** The person whose cremains are placed in a sealed urn for inurnment in a niche in the Columbarium.
  - d. **Niche:** One of several spaces in a Columbarium. Each niche at Asbury is 8" x 8" x 12" and accommodates one or two urns. Each niche is covered by a granite faceplate upon which an identifying inscription is engraved. The exclusive authorized purpose of a niche is the placement of not more than two urns containing cremated human remains.
  - e. **Urn:** A permanent container supplied or approved by the Church, for size and durability, in which cremains of the Decedent are placed and sealed. These are polished bronze urns. Urns may not exceed 5 ½" X 5 ½" X 7" at the Church's Columbarium.
  - f. **Inurnment:** The religious ceremony conducted by United Methodist clergy or the Asbury pastor's designee in which a sealed urn containing cremains is placed in a niche. Inurnment is comparable to an in-ground cemetery graveside committal service.

- g. Subscriber:** The person who obtains usage rights to a niche through full payment of the stated fee. The Subscriber's usage rights are evidenced by a Certificate of Inurnment Rights issued to the Subscriber by the Church.
- h. Certificate of Inurnment Rights:** The document issued by the Church granting rights to inurned cremains of one or two persons in one niche. Upon receiving full payment of the niche subscription fee, the Church shall sign duplicate certificates with the Subscriber. These certificates are to be sequentially numbered for each Subscriber. A copy of these policies of the Columbarium will be attached to the signed certificate of the Subscriber. The Church will keep a signed copy as the source of name, date of birth, and date of death (if occurred) of the Decedent(s) for subsequent inscription on the niche faceplate. A copy of the Inurnment Rights will be given to each subscriber when they subscribe.

**3. SUBSCRIPTIONS:** The Columbarium Ministry was established to be financially self-supporting. The initial construction and non-recurring expenses are to be funded by the subscription fees and donations. Subscription fees are those received from persons who are purchasing the right to inurnment and reserving a niche for that purpose. The initial construction will have 101 niches. After subscriptions are sold and donations given to cover the initial construction, future subscription fees will create an escrow fund balance to be available for current maintenance, upkeep, urns and inscriptions to be secured, and future construction.

**STATUTORY COMPLIANCE:** The Columbarium is acknowledged by the Louisiana Cemetery Board to be in compliance with Revised Statutes 8 [Cemeteries], Section 78c [Exemptions]. A photocopy of the state certificate is to be kept on file. In receiving authority to provide a Columbarium, the Church (through the Louisiana Annual Conference) accepts the statutory definition of a columbarium and thereby, the obligation to provide a structure for the permanent inurnment of cremated remains [Louisiana Revised Statutes Title 8, Section 1 (13) (Definitions)]. If circumstances occur preventing the continuation of approved columbarium usage, then statutory requirements pertain [Revised Statutes Title 8,

Section 306B (Removal of Dedication) and Title 8 Section 659 (Permission to Remove Remains)]. The Church through the Annual Conference complies with all relevant elements of Title 8 [Cemeteries], Section 662 [Records of remains to be kept) Louisiana Administrative Code, Title 46 [Professional and Occupational Standards], Part XIII (Cemetery Industry)], Board Rules and Regulations, Chapter 9 [Cemetery Records and Documents], and Board periodic reporting requirements. The Louisiana Legislature through legislation **requires that the church renew the “Exempt Certificate of Authority in three-year intervals.**

**4. GOVERNANCE:** The Columbarium is owned by and is an integral part of the Church through the Louisiana Annual Conference of the United Methodist Church. It is governed by the Church Council. The Trustees, appointed by the Church Council, acts on behalf of the Church Council regarding the Columbarium

- a. Duties:** The Church Business Office shall maintain niche subscription records and administer the Columbarium fund. The Trustees shall present this ministry of the Church to the congregation and to others eligible to subscribe; additional tasks include administration, assistance to the Church clergy, and inurnment follow-up.
- b. Liability:** Neither the Church nor its clergy, employees, or members shall be liable for any claim, or damages arising in connection with the use and operation of the Columbarium or from any other cause except from gross negligence or intentional misconduct.
- c. Insurance:** The Church may obtain insurance for its own benefit on the Columbarium and contents. The Church does not provide insurance for the benefit of any Subscriber.

**5. INURNMENT:**

- a. Subject to Laws:** In addition to these **Policies** and Certificate, inurnments and removals are subject to all applicable federal, state, and local laws and/or regulations. Louisiana law exempts columbarium facilities owned and operated by churches from



certain state cemetery statutes (La. R. S. 8:78 (C)). However, the Columbarium is still subject to other laws, in particular La. R. S. 8:659 (Permission to remove remains), and La R. S. 8:803 (Descent of title to cemetery space).

- b. Eligibility:** Inurnment in the Columbarium is available to any member or former member of the Church, any member or former member of other United Methodist Churches, United Methodist clergy or former United Methodist clergy, employee or former employee of the Church, and spouses and family of the foregoing persons. In addition, special allowance is made for inurnment for stillborn babies and parents even with no connection to Asbury United Methodist Church.
  - c. Obtaining the Right of Inurnment:** A Subscriber may obtain the right of inurnment for one or two eligible Decedent(s) in a Columbarium niche, from those niches that are available at the time, by paying the Subscription fee, whereupon the Certificate of Inurnment Rights is executed by the Subscriber and the Church. Each niche has space for two urns. When the Subscriber pays the subscription fee, he or she obtains the rights for the niche space for two urns and thus two inurnments. This is true whether one or two urn spaces are reserved. Should only one space be used, the subscription fee is the same as if two spaces are used. The subscription fee is for the total niche space. This right of inurnment in a niche does not create ownership or title to the Columbarium physical space to the Subscriber or to the Decedent's heirs.
  - d. Subscription Fee:** Subscription of a niche requires a one-time fee of \$3000.00 paid when the Certificate of Inurnment Rights is executed by the Subscriber. This \$3000 fee provides for inurnment, includes one urn for \$85 for each of two decedents, inscription of the niche faceplate for \$215, and perpetual care of the Columbarium by the Church. The fee does not provide for off-church-premises expenses, such as mortuary, cremation, and transportation. Also, the \$3000 fee consists of an amount of \$500 for value obtained through niche usage and the remaining balance for a non-refundable, tax-advantaged donation of \$2200, supporting construction and maintenance. There is no charge for the opening and closing of the niche.
- Capacity:** A niche can accommodate two urns of a maximum size specified by the Church. Niches in the Church's Columbarium are 8"x 8"x12". No additional cost is incurred upon placement of a second urn in a niche. If a Certificate of Inurnment Rights is originally issued in the name of only one Decedent, the Subscriber (or representative thereof) may, on a later date, request the Church to issue a supplemental Certificate identifying a second eligible decedent.

- e. **Permits:** The Church is never responsible for acquiring any permits for cremation and/or inurnment required by applicable federal, state, or local laws. Such permits must be obtained by the niche Subscriber, the Decedent's representative, or the attending mortuary.
- f. **Committal Service:** A United Methodist religious committal service is required for inurnment. The Church clergy shall have complete authority for the committal service.
- g. **Floral and Memorials Policy:** Flowers are permitted adjacent to the Columbarium during a committal service and on special holidays only such as Veteran's Day etc. Otherwise, no flowers, plants, or memorials shall be placed at the Columbarium. The Church will provide appropriate landscaping for the entire Memorial Columbarium area. No movable or non-movable memorials (such as plaques, monuments, or benches other than those put there by the Church) shall be placed in the Columbarium area.
- h. **Inscription:** The Church hereby specifies the standard inscription of the niche faceplate – consisting only of name, date of birth, and date of death. Each Decedent is restricted to a total of three lines. Name format for both male and female is as follows: three or four names spelled fully {plus generational suffix such as Jr. or III}; or first name or middle/maiden name and last name spelled fully and initial of either first name or middle/maiden name {plus generational suffix}. Alternative – first line: two names spelled fully plus initial of either first name or middle/maiden name, and second line: last name {plus generational suffix}. Title (such as Rev or Dr with no period) are permitted so long as the letters of names, spaces, and punctuation marks do not exceed twenty-seven letters and spaces per line. Academic degrees (such as RN), not to exceed 3 letters and with no period, can be included so long as the line does not exceed the 27 spaces per line. The Certificate of Inurnment Rights is the source of name, date of birth, and date of death of the Decedent(s). The Church shall specify the inscription font and size.
- i. **Identification of Cremains:** The Church and its employees shall not be responsible for the identification of the cremains of any person at the time of inurnment or at any subsequent time. The Church acts in good faith that the cremains are those of the person on record to be inurned in the specific niche. The attending mortuary is responsible for identification of the deceased and statement of the date of death. The mortuary shall deliver the sealed urn containing cremains to the Church or the immediate family for inurnment, in coordination with clergy and the Trustees.
- j. **Removal:** No inurned remains may be removed from the Columbarium without specific written legal authorization **in accordance with title 8** (if necessary, order by a court of appropriate jurisdiction).

- k. **Succession:** Louisiana law provides that Rights of Interment, or in this case, Rights of Inurnment, are subject to the Succession laws and are inheritable.

#### **ADMINISTRATION:**

- a. **Accounting:** The Church receives all Columbarium-related payments and disburses all expenditures in an account known as the “Columbarium Fund” which is separate from other Church funds or accounts. Appropriate annual audits and reviews shall be performed in accordance with the Church’s regular accounting procedures. Surplus funds generated after all construction-related payments and loans and ongoing operational expenditures have been satisfied will remain in the Columbarium Fund.
- b. **Continuance:** If the Columbarium is destroyed or the Church should cease to be used by a congregation of the United Methodist Church, the Church at its legally consistent discretion but only by complying with Louisiana law shall arrange for cremains inurned in the Columbarium to be moved to another columbarium, cemetery, or place of burial by a legally consistent authority. The Church shall notify the legal heirs of the decedent(s) so that the laws of Succession are adhered to. To be clear, no inurned remains may be removed from the Columbarium without specific written legal authorization in compliance with Louisiana law. If necessary to comply with this, an order by a court of appropriate jurisdiction should be obtained. The Church shall notify a representative of decedents and Subscribers of unused niches of the necessity of such removal and relocation.
- c. **Security of Cremains:** The Church shall not willfully take any action or willfully fail to do any act that would result in the loss, destruction, or desecration of any cremains in niches. The Subscriber assumes the risk of the loss, destruction, or desecration of cremains from any or all other causes.
- d. **Prohibited Transfer of Rights:** All rights obtained by subscription of a niche shall be specific to that Subscriber only, as identified in the Certificate of Inurnment Rights for the named Decedent(s) and shall not be assignable or transferable by unilateral act of the Subscriber. In the case of the death of the Subscriber, these rights are transferable in accordance with the Succession laws of the state of Louisiana and are inheritable.

- e. Termination and Cancellation of Niche Usage:** Prior to inurnment, the Subscriber (or legal representative thereof) may notify the Church to terminate obtained usage of the niche. The Church then may offer the relinquished niche for subscription. The Church will refund the Subscriber's niche usage fee, the urn fee plus the inscription fee (\$800) all without interest – but not the donation of \$2200– and will cancel the Certificate of Inurnment Rights. After inurnment, any subsequent legal removal of decedent's ashes, in accordance with Louisiana law, will not result in any refund of donation previously made or the niche usage fee.
- f. Subscriber Address:** The Subscriber (or representative thereof) of a niche is responsible for advising the Church in writing of a change in address and of changes or additions in other methods of contact.
- g. Amendment of Policies:** Policies may be amended at any time by the Church Council so far as such policies are consistent with applicable law.

# MEMORIAL COLUMBARIUM

## ASBURY UNITED METHODIST CHURCH

### PERSONAL ESTATE PLAN

Make estate decisions in conjunction with family, heirs, and professional advisors  
Make pre-need arrangements for end-of-life necessities

### ADDITIONAL MINISTRY

Enhance sacredness of Prayer Garden area with Columbarium (101 niches)  
Cremation approved within United Methodism and many other Christian traditions  
Acknowledge increasingly prevalent personal decisions for cremation

### U. S. CREMATION PERCENTAGE

2010 40.8%  
2018 53.1%  
2023 60.5%  
2025 63.3% (projected)

(Source: Cremation Association of North America)

### GOVERNANCE

Compliance with Louisiana statutes/regulations  
Columbarium is a component of the Church  
Policy by Trustees, Clergy, Church Council, and Charge Conference  
Policy Implementation by Business Office

### ELIGIBILITY

Association (past or present) United Methodist Church  
Not competing with commercial cemeteries

### RIGHT OF INURNMENT

No property ownership by Subscriber  
Permanent right of inurnment  
Louisiana R. S. 8 \*1(13) and 8 \*306B

### SUBSCRIPTION

One-time Subscription fee: \$3000.00  
Niche usage fee is \$500.00  
urn is \$85.00/inscription is \$215.00  
Rest is a donation of \$2200.00 for construction & maintenance (Federal tax-advantaged)

### CERTIFICATE OF RIGHTS

Issued by Church as confirmation of subscription of niche usage rights  
Subscriber's documentation of inurnment rights in the Columbarium

### TERMINATION OF RIGHTS

Subscriber notifies Church of desire to relinquish usage rights (pre-use)  
Church regains niche and offers for new subscription (Refunds niche usage fee)

### DECISION FACTORS

Consider Columbarium availability  
Pre-need Plan  
Current Death

### SOURCES OF INFORMATION

Church Internet site  
[asburybossier.org/columbarium](http://asburybossier.org/columbarium)  
Policies and Certificate documents  
Manufacturer Internet site  
[eickhofcolumbaria.com](http://eickhofcolumbaria.com)  
Brochure  
Clergy  
Trustees

**Columbarium Contact: Miles Holladay**

[mileskaren@bellsouth.net](mailto:mileskaren@bellsouth.net) 318-572-4745

208 Jacquelyn St. Bossier City, Louisiana 71112

Contract No. \_\_\_\_\_

# CERTIFICATE OF INURNMENT RIGHTS

## THE MEMORIAL COLUMBARIUM ASBURY UNITED METHODIST CHURCH

The right of inurnment in Niche No. \_\_\_\_\_ is hereby acquired for the following Decedents:

1- \_\_\_\_\_

Name to be inscribed on the niche faceplate (print for legibility)

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date of Death (if occurred)

2- \_\_\_\_\_

Name to be inscribed on the niche faceplate (print for legibility)

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Date of Death (if occurred)

Number of inurnments purchased \_\_\_\_\_ (One or two inurnments per niche are available)

**Subscriber's Name:** \_\_\_\_\_

Postal Mail Address: \_\_\_\_\_

And single

E-mail Address: \_\_\_\_\_

Telephone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Subscriber's relationship to Decedent 1: \_\_\_\_\_

Eligibility of Decedent 1 for inurnment: \_\_\_\_\_

Subscriber's relationship to Decedent 2: \_\_\_\_\_

Eligibility of Decedent 2 for inurnment: \_\_\_\_\_

**Received from** \_\_\_\_\_ the sum of \$3000.00.

(Printed name of subscriber)

Thereby acquiring rights of inurnment for Decedent 1 and Decedent 2.

The \$3000 fee includes the following:

- (a) 1 or 2 Polished Bronze 5 1/2" X 5 1/2" Urn(s) - \$85 each
- (b) Niche Name Inscription - \$215
- © Opening and Closing of Niche – No charge
- (d) Granite Niche Usage - \$500
- (e) Donation supporting maintenance, construction - \$2200

Regarding Cancellation: (a) Prior to inurnment, the Subscriber or legal representative may notify the Church to terminate obtained usage of the niche. The Church may then offer the relinquished niche for subscription. The Church will refund the Subscriber's niche usage fee of \$800 which includes the urn cost and niche inscription cost, without interest but not the donation of \$2200 which includes maintenance, upkeep, and future construction. This completed, will cancel the Certificate of Inurnment Rights.

(b) After inurnment and usage of the niche space, any subsequent removal of the niche contents that complies with Louisiana law will cancel the Certificate of Inurnment Rights but will not result in any of the funds originally made as part of the donation or the niche usage fee being refunded.

Regarding Succession: Louisiana law provides that Rights of Inurnment are subject to the Succession laws and are inheritable.

\_\_\_\_\_  
Signature of Subscriber  
By this signature, Subscriber acknowledges receiving a copy of the Policies for the Memorial Columbarium of Asbury United Methodist Church, Bossier City, Louisiana that ia attached hereto and made a part hereof.

\_\_\_\_\_  
Date

**Received by** \_\_\_\_\_ representing Asbury United Methodist Church, Bossier City, La.  
(Printed name of Church representative)

\_\_\_\_\_  
Signature of Asbury United Methodist Church Representative

\_\_\_\_\_  
Date

# MEMORIAL COLUMBARIUM

## ASBURY UNITED METHODIST CHURCH

### Guidelines for Preparation of Certificate of Inurnment Rights

The Certificate form, available on the Columbarium website, enables the Subscriber to have immediate access to the form. See: [asburybossier.org/columbarium](http://asburybossier.org/columbarium)

The Subscriber prints the online blank Certificate form and handwrites data, sends by postal mail to the Asbury Church office (Church address.) **OR** the Subscriber can hand deliver the form to the Asbury Church office.

**Niche Designation.** The Subscriber selects a niche (page 18) from those available when committing to acquire inurnment rights. See [asburybossier.org/columbarium](http://asburybossier.org/columbarium) for availability.

- Row A (highest) to Row G (lowest) in each section.
- Column 1 (viewer's left edge) through Column 17 (viewer's right edge) would be niches 1-17.
- In the middle section with the cross: The three niches are in Row A, numbered 8, 9, and 10 left to right.
- Example: Top row, far left niche would be, "A1".  
Bottom row, far right niche would be, "G17".
- This first Columbarium is designated Base 1. Subsequent columbaria will be Base 2, Base 3, Base 4. Until we add a second Columbarium, we will not use Base 1 in designating niche selection.

**Decedent Name & Date:** The subscriber enters the name, date of birth, and date of death (if occurred) of one or two Decedents to be inurned in the niche. Entries are sources for subsequent inscription of the niche faceplate.

**Name:** For both male and female:

- Each Decedent is restricted to three lines.
- Three or four names spelled fully (plus generational suffix [Jr. III]); maximum of 27 letters, spaces, comma, and periods.
- First name, middle/maiden name, and last name spelled fully **or** initial of either first name or middle/maiden name (plus generational suffix); maximum of 27 letters, spaces, commas, and periods.
- Title (Rev, Dr) or academic degree abbreviation (PhD, RN) is not to exceed 3 letters with no period, are permitted if the line does not exceed 27 letters.
- No other wording including nicknames are permitted.



**DATE:** Month - Three letter abbreviation without a period; Day - one or two digits, comma; year- 4 digits. Example: Dec 25, 1944

Regardless of death sequence, the names/dates entered as Decedent 1 is assumed to be inscribed in the upper portion of the faceplate, with names/dates of Decedent 2 in the lower portion unless otherwise specified in the Inurnment Rights Certificate. If only one decedent is specified in the Certificate of Inurnment Rights, the inscription is centered.

**Subscriber:** The Subscriber is the person who acquires inurnment rights on behalf of the named Decedent(s). The Subscriber enters his/her name and contact data. The Subscriber acknowledges obligation to provide current and updated contact data to the church. The Church uses the postal mail address as provided for contacting the Subscriber.

**Subscriber's Relationship to Decedent:** The Subscriber specifies his/her relationship to each Decedent. Examples: self, spouse, daughter, power-of-attorney, succession representative.

**Decedent's Eligibility for Inurnment:** The Subscriber specifies each Decedent's eligibility for inurnment. Examples: Church member, former Church member, United Methodist clergy.

**Payment:** The Subscriber prints his/her name and notes the total subscription fee of \$3000. From the Subscriber's Certificate of Inurnment Rights form, the Trustees issue duplicate forms: one for the Subscriber and one for the Church. Upon receiving the duplicate original Certificate, the Subscriber signs, and dates each, retains one and gives or sends one to the Church.

**Acknowledgment:** On each duplicate original Certificate, an authorized representative of the Church prints his/her name, signs, and dates. The completed originals confirm the Subscriber's obtaining of the rights of inurnment of the named Decedent(s) in the specified niche.

# Columbarium Niche Depiction, Asbury United Methodist Church *As of 5/12/2024*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
A	■	■	■	□	■	■	■	■	■	■	■	■	□	□	□	□	■	
B	□	□	■	■	□	□	■	■			■	■	□	□	□	□	■	□
C	□	□	□	□	□	□	■	■			□	□	□	□	□	□	□	□
D	□	□	■	□	□	□	■	■			■	□	□	□	□	□	□	□
E	□	□	□	□	□	□	□	■			□	□	□	□	□	□	□	□
F	□	□	□	□	□	□	□	■			□	□	□	□	□	□	□	□
G	□	□	□	□	□	□	□	■			□	□	□	□	□	□	□	□



-Filled



-Available