

# Sacred Heart of Jesus Catholic Church Cemetery Ministry



## Columbarium Guidelines

# **Intent, Procedures, & General Conditions**

295 Balearic Road  
Hot Springs Village, AR 71909  
501-922-2062

## **1. INTENT**

- a. It is the intention of the Sacred Heart of Jesus Catholic Church to establish one or more columbarium for the inurnment of cremated remains of deceased Church members and their authorized family members, which will include parents, spouses, children and their spouses, and grandchildren. Others will be excluded unless there are extraordinary circumstances, which the Cemetery Committee feels should be considered to allow inurnment of others outside the above described family members.
- b. All funding required for the construction and maintenance of this facility, which will be located on Church Property, shall be raised by the Sacred Heart of Jesus Catholic Church Cemetery Committee, from interested participants. Funds received shall be earmarked for construction and perpetual maintenance. Funds received shall be kept in a Sacred Heart Cemetery Committee account and shall not be used by Sacred Heart of Jesus Catholic Church for other purposes. The Cemetery Treasurer, in consultation with the Cemetery Committee, and the Pastor of Sacred Heart of Jesus Catholic Church, shall invest these funds to benefit the project and insure its perpetual maintenance upon completion.

## **2. PROCEDURES**

- a. The columbarium are available for the inurnment of cremated remains of any member or former member of Sacred Heart of Jesus Catholic Church or authorized members of the immediate family (see 1 a. above).
- b. No cremated remains will be inurned without Christian services. The scattering of cremated remains will not be permitted.

- c. A bronze nameplate, supplied by the Cemetery Committee, of uniform size and design, with a uniform style of letters, will identify the location of the cremated remains in the columbarium. Each nameplate will give the name, date of birth, and date of death.
- d. Urns used to contain the cremated remains shall be an “approved vessel”, as determined by the Cemetery Committee, and shall be of a size and a shape designed to be placed in the columbarium niche. Such urns shall be purchased through the funeral home handling the funeral.
- e. Any cremated remains inurned shall only be those of a human being.
- f. No flowers or wreaths will be permitted in, on, or around the niches in the columbarium area. The columbarium area will have suitable natural flowers, plants, and other objects as considered appropriate by the Cemetery Committee.
- g. A Columbarium Certificate of Title will be issued to the purchaser of each niche. Certificates can, but need not, specify for whom the niche will be used.
- h. A current Columbarium Guidelines document will be issued to the purchaser at the time the certificate of title is issued.
- i. When the rights to a niche are assigned, the Cemetery Committee will record the name of the owner and the niche number in the Columbarium Record File maintained by the Cemetery Committee at the Church.
- j. The Cemetery Committee will be under no obligation to buy back a niche once it has been purchased but will attempt to assist in the sale to other eligible parties, should the owner so request. The owner may elect to gift an unwanted niche to the Church, and the Church will issue a letter acknowledging the gift at the price for which it was originally purchased. There shall be no sale made by any owner of a niche to any party not eligible to be inurned in the niche as defined in Section 2 a. above.
- k. No cremated remains may be removed from a columbarium without the permission of the Cemetery Committee, and its authorized representative shall be present at the removal. A receipt shall be issued and signed acknowledging the removal of the cremated remains.

- l. Reservation of a columbarium niche shall be made with the payment of the current fee at the time of purchase.
- m. The assignment and location of a Columbarium niche shall be made only through the Cemetery Committee. Niches may be purchased to hold the cremated remains of either one or two individuals.
- n. The location of a niche will be specified at the time of purchase. Also, information as to the location of a particular niche will be provided by the Church office during their hours of operation.
- o. A Memorial Garden will be available for prayer and reflection.

### 3. GENERAL CONDITIONS

- a. While Sacred Heart of Jesus Catholic Church endeavors to protect cremated remains deposited in a columbarium, it assumes no responsibility with respect to such cremated remains other than to afford them such protection as it affords other church property at this location. Neither Sacred Heart of Jesus Catholic Church nor any of its officials or members will be liable for the destruction from vandalism or causes beyond their control. Restoration will be made to the extent covered by insurance. The Church will, however, assume the responsibility to provide the necessary space to ensure that the cremated remains will stay on church property.
- b. Use of the columbarium is subject to the determination and control of the Cemetery Committee. The Committee reserves the right, without notice, to make, amend, and repeal such terms, conditions, costs and regulations, from time to time, whether now in effect or hereafter made and established.
- c. Perpetual maintenance of the columbarium will encompass the columbarium structure and Memorial Garden.
- d. Any of these conditions found to conflict with local, county, state, or federal regulations and/or laws will be considered to be superseded by such regulation and/or law.