

St. Luke Lutheran Church Memorial Garden and Columbarium Policies and Procedures

The Memorial Garden and Columbarium of the St. Luke Lutheran Church in Albuquerque, New Mexico, is a place for reflection and remembrance. It is also a sacred resting place for the cremated remains of loved ones.

OVERSIGHT: The Memorial Garden and Columbarium will be under the oversight of the Pastor, Council and Memorial Garden Member Volunteer(s).

ELIGIBILITY:

- St Luke Lutheran members and their immediate families
- Current or former ministers of the church, their spouses and children

PURCHASE OF NICHE(S): Fill out an Application to Purchase a Right of Inurnment along with payment, one application per niche. Niche with single urn is \$ 1000.00 , niche with two urns \$ 1500.00 . Write the check to St. Luke Lutheran Church and on the memo line put Memorial Garden niche. Give the application(s) and check to the Church Office. Price includes niche, cost of urn, and cost of engraving. (It does not include cost of cremation.)

TITLE TO NICHE(S): The paid right to use a niche does not grant the purchaser ownership of the niche. The Memorial Garden and Columbarium is the sole property of the church.

URN(S) & INSCRIPTION: Purchased by St. Luke at the time of death & inurnment. Inscription will include name, date of birth and date of death. No other inscription due to lack of space on plaque. (Cost is part of initial purchase price.)

INURNMENT DATE: Must be arranged through and approved by the Pastor.

CONTENT: Only ashes are to be put in the urn, no valuables. The content of the urn(s) are limited to cremated human remains.

MANAGEMENT: The Church Administrative Staff (CAS) is responsible for the maintenance of the Memorial Garden with oversight from the Property Chairman and for the assignment of niches. The CAS will also be responsible for keeping the records of purchased niches. Other records will include name(s) of the deceased in each inurnment, dates of birth and death and any other pertinent information.

MEMBER VOLUNTEER(s) – Will work in conjunction with the Church Administrative Staff in managing and maintaining the Memorial Garden. The Member Volunteer will be the representatives at church services to answer questions and or make announcements.

ACCESS and RESTRICTIONS: The Memorial Garden and Columbarium will be open to visitors when the church is open and during Church Office hours. Visitors must check in with the church office. Nothing of either a permanent or temporary nature shall be affixed to or on the Columbarium wall surfaces.

LIABILITY: St. Luke Lutheran Church shall not be liable for damage or destruction resulting from vandalism, terrorism, or natural disaster to the Columbarium facilities, niches, containers or inurned remains.

REMOVAL OF CREMATED REMAINS: The cremated remains inurned in the St. Luke Columbarium may be removed by request through the church office. No fees will be refunded.

REFUNDS: Will be managed on an individual basis.

RESALE/TRANSFER OF NICHE(S): The purchaser of a niche may resell it to a family member (immediate families as outlined above), or to another eligible person. If the niche has not been used a purchaser can sell his/her rights back to the church for 50% of original purchase price.

CHANGE OF LOCATION OR TERMINATION OF COLUMBARIUM: The purchaser (contact person on application) will be notified of intent to move or terminate columbarium. If the church moves to another location the purchaser (contact person on application) can move the urn(s) with the church or move them somewhere else. If the church disbands the niche contents will be placed in another church columbarium.