

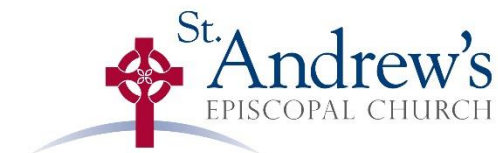
Guidelines

1. **Administration:** Administration of the Columbarium and Memorial Garden is entrusted to the Rector, Officers, and Vestry of St. Andrew's Church, who may delegate that authority to a duly appointed Columbarium Committee.
2. **Applications:** All applications must be submitted to the Parish Office accompanied by payment of at least 10% of the appropriate fee. The remainder of the fee must be paid before, or at interment from the estate of the deceased shortly thereafter.
3. **Internment Agreement:** Upon approval of the application, an Internment Agreement shall be executed. One copy of the certificate shall be delivered to the applicant. A second copy will be retained as part of the official records of St. Andrew's Church.
4. **Designation of User:** Individuals who have reserved and paid for occupancy of a niche, may designate in writing to the Parish Office the person whose ashes may be placed in the niche. Such designations may be changed or revoked at any time. In the absence of a designation, it will be presumed that the individual who paid the fee intended only for his or her ashes to occupy the niche.
5. **Transfers:** The right to occupy a niche may be transferred at any time, but only with the consent of the Rector and Officers. Transferees must submit the application and fees as stated above.
6. **Internment:** The Vestry does not assume any responsibility to any user of the Columbarium concerning his or her Internment other than that of interring the cremated remains, when presented for Internment, in the manner that has been contracted for and agreed upon.
7. **Access:** Access to the niches in the Columbarium may be obtained by permission of the Rector and Officers. The committee reserves the right to enter a niche when it judges necessary to do so for the purpose of protecting or preserving the niche or its contents. Otherwise, the niche will only be opened in the event of placing additional urns.
8. **Changes:** The parish leadership may add, delete or amend guidelines for the Memorial Garden and Columbarium at any time provided that the change is applied uniformly to all users. When a change is adopted, a copy will be sent to each individual still living who has reserved a space and paid all appropriate fees.

Memorial Garden and Columbarium



General Information



335 Longmeadow Street, Longmeadow, MA 01106

413.567.5901

www.st-andrews-longmeadow.org



One of the traditional uses of a churchyard is as a place for burial. With the current day limitation of space, the church memorial garden with walls containing burial niches for cremation remains offers a peaceful, reverent place for the use of our parish. Such a place is called a columbarium, a place of peace.

There are six walls with bronze-faced panels of 72 niches set in our garden. The panels contain both single and double niches for two cremains. Each niche has a container for cremains closed off by the brass cover with an affixed inscription plate.

The Columbarium is available to current and former parishioners, family members, persons closely associated with our families and others at the

discretion of the Rector.

In-ground burial of ashes is available within the memorial garden. These burials are noted on a memorial plaque in the church.

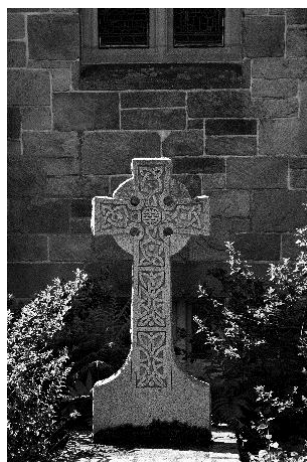
Definitions and Questions

What is Cremation? Cremation is an ancient and reverent manner of disposing of the body of a deceased person by reducing the body to ashes in a flaming fire. This is the same way we, as Christians, dispose of sacred objects that have been blessed for religious purposes, and is in full accord with the beliefs and practices of the Episcopal Church.

What is a niche? A niche is a compartment designed to hold cremains. Our columbarium has 72 niche units measures 6 1/2" x 6 1/2" x 11". The face of each numbered niche has a bronze plaque with identification plates including name, and dates of birth and death.

What records are kept? Each Columbarium niche has a certificate issued to the owner and is subject to the pertinent regulations of the Vestry. In addition, a specific file will be maintained at the church for each unit, with names, dates, pertinent papers, special instructions and a copy of the ownership certificate.

What does a Columbarium niche cost? Specific costs are listed on the application form. In general, the cost of cremation and use of a Columbarium niche are considerably less than ground burial. Part of the cost of the niche includes maintenance of the Columbarium wall and garden. There is a separate charge for identification plaque. Funeral director's charges



are in addition to the above. The Rector has the authority to waive fees in whole or in part when judged appropriate.

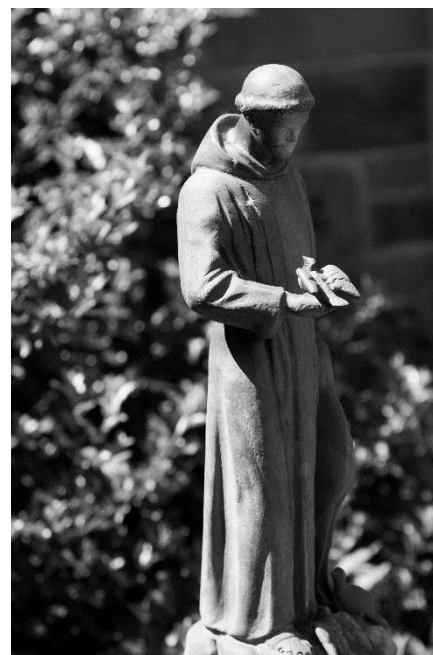
Who is responsible for the Columbarium? The overall responsibility of the Columbarium rests with the Rector, Officers, and Vestry of St. Andrew's Church, who may delegate that authority to a duly appointed Columbarium Committee.

Application Process and Fees

1. Return form and at least 10% of the total fee to St. Andrews.
2. Balance due can be made at any time, but must be paid at internment or from the estate of the deceased shortly after.
3. Cost Breakdown as of 2018:

Single Niche: \$600 Double Niche: \$1,200 Garden: \$250

Plaque: \$225 (single) \$450 (double)



*Photos Credited to Jerry Houle, 2016

**Memorial Garden and Columbarium
Application**

St. Andrew's Episcopal Church
335 Longmeadow Street
Longmeadow, MA 01106
413.567. 5901
www.st-andrews-longmeadow.org

Date:

Applicant #1 Full Name:

_____ Date of Birth: _____

Address:

Applicant #2 Full Name:

_____ Date of Birth: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Next of Kin, Phone Number and Relationship:

#1 Applicant's Signature: _____

#2 Applicant's Signature: _____

Fees (plaque required for each niche):

- Single Niche \$600 Double Niche \$1200 Niche Plaque (s) \$225/\$450
- Garden Burial of Ashes \$250

Total Due :

Total Enclosed (10% required):