

The Cathedral Church of St. Luke
Memorial Garden and Columbarium
GUIDELINES

The Vestry of The Cathedral Church of St. Luke (“St. Luke’s” or “the Cathedral”) has designated an area of the Cathedral property to be known as the St. Luke’s Memorial Garden and Columbarium, which has been set aside for interment and inurnment of the cremated remains (“cremains”) of eligible persons as defined in these Guidelines. The designated area, a place of rest, reflection and prayer, is located at the side of the Cathedral between Loring House and the Emmanuel Chapel.

GENERAL PROVISIONS

1. **TITLE, CONTROL AND MANAGEMENT OF THE MEMORIAL GARDEN AND COLUMBARIUM.** Title, control and management of the Memorial Garden and Columbarium shall remain vested in the legal representative of the Bishop, Dean, Wardens and Vestry of the Cathedral Church of St. Luke.
2. **MEMORIAL GARDEN AND COLUMBARIUM COMMITTEE.** The Memorial Garden and Columbarium Committee will be appointed by the Vestry, consist of from three to five members who may or may not be members of the Vestry, but the majority of the members will not be members of the Vestry, and will perform its functions as outlined in these Guidelines with oversight by the Bishop, Dean and Vestry of St. Luke’s.
3. **DEFINITIONS OF “INURNMENT” AND “INTERMENT”.** When used in these Guidelines, the term “inurnment” shall refer to the placement of cremains in an urn to be placed within a niche in the Columbarium. When used in these Guidelines, the term “interment” shall mean the placement of cremains in the ground in an unmarked site of a designated area of the Memorial Garden.
4. **ELIGIBILITY.** Only the ashes of persons determined to be eligible for inurnment or interment in the Memorial Garden and Columbarium will be inurned or interred there. Parishioners of St. Luke’s and their spouses, parents, children, and grandchildren; former parishioners, and their spouses, parents, children and grandchildren; and members of parishes in the Episcopal Diocese of Maine are eligible for inurnment or interment in the Memorial Garden and Columbarium. Others with connections or ties to the Cathedral may be inurned or interred in the Memorial Garden and Columbarium at the discretion of the Dean or Bishop.
5. **DESIGN, MAINTENANCE, PLANTINGS AND DECORATIONS.** The Memorial Garden and Columbarium Committee, in consultation with the Junior Warden, will have sole discretion with respect to the design, maintenance and execution of any plantings or other features placed in the Memorial Garden and Columbarium. The goal is to provide a sacred space in a natural environment of a garden of plants, trees, and shrubs for quiet meditation, peace and contemplation. The use of permanent flower holders is prohibited. Wreaths, cut flowers or potted plants, boxes, shells, toys, wire screens, arbors, tripods or designs, rustic work and ornaments are not be permitted and will be removed if placed within the Memorial Garden and Columbarium.
6. **RESERVE FUND.** Revenue received by the Memorial Garden and Columbarium shall be kept in a restricted account known as the "Memorial Garden and Columbarium Reserve Fund."The monies in the Reserve Fund will be for the operation (including engraving of names), maintenance, improvements and expansion of the Memorial Garden and Columbarium.
7. **rites.**Rites for inurnment or interment in the Memorial Garden and Columbarium will be prescribed by the Dean or his designee and officiated by a priest of the Episcopal Church, except upon special dispensation by the Dean or the Bishop of Maine.

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Memorial Garden and Columbarium
GUIDELINES

8. **CHANGES TO THESE GUIDELINES OR LOCATION OF MEMORIAL GARDEN AND COLUMBARIUM.** Changes to these Guidelines or a change in the location of the Memorial Garden or Columbarium may be made by the Vestry of the Cathedral Church of St. Luke without further notice to or approval by any other individual.

UNMARKED, IN-GROUND INTERMENT

9. **INTERMENT SITES IN THE MEMORIAL GARDEN.** Each interment site in the Memorial Garden will consist of approximately one cubic foot of space, measuring 12" x 12" x 12". The exact location of each interment site will be determined by the Dean at the time of interment, and there will be no physical identification of any individual interment site.

10. **RESERVATION OF INTERMENT RIGHT.** To make arrangements for an interment, a parishioner or family member should contact the Dean. The right to interment in the Memorial Garden is reserved by executing the prescribed Application and paying the applicable fee. Each Application shall be reviewed by the Dean. Acceptance by the Dean and payment of the applicable fee constitutes a contract to be evidenced by a Purchase Certificate, which reserves the right to be interred in the Memorial Garden. The Purchase Certificate will not specify the exact location where the cremains will be placed.

11. **FEES.** The Memorial Garden and Columbarium Committee, with the approval of the Vestry, shall determine the fee to be paid for reservation of an interment site, and this fee will be adjusted from time to time as necessary. The fee will cover the right to burial of cremains, the opening and closing of the site, the inscription on the Memorial Plaque, a portion of the cost of maintaining the Memorial Garden, and any other pertinent cost relating to the Memorial Garden. At his discretion, the Dean may make suitable arrangements for interment in the Memorial Garden for eligible persons without means to afford a burial space.

12. **TRANSFERS OF INTERMENT SITES.** The reservation of a burial site in the Memorial Garden does not convey any ownership interest in the site; however, transfer from one person to another of a reservation of a site may be made with the express written permission of the Dean.

13. **CANCELLATIONS OF RESERVATIONS; REFUNDS.** If a person desires to cancel a reservation of an interment site in the Memorial Garden, he or she may do so in writing addressed to the Dean. There will be no refund if a cancellation occurs after the Memorial Plaque is inscribed with the Applicant's name. When a cancellation occurs before the Memorial Plaque is inscribed, a 90 percent refund of the reservation fee paid shall be returned to the individual who entered the contract.

14. **LIMITATIONS ON USES OF INTERMENT SITES IN MEMORIAL GARDEN.** Each reservation shall be effective for the interment of the cremains of one eligible individual who is identified in the contract. No other objects or materials may be interred in the burial site. Cremains must be prepared for interment by an individual or organization duly licensed and actively engaged in the Practice of Funeral Service in Maine, or with an equivalent licensure and activity in another jurisdiction; and the cremains must be interred in a biodegradable container.

15. **MEMORIAL PLAQUE.** St. Luke's shall maintain a Memorial Plaque in or near the Memorial Garden in a form and design judged suitable by the Memorial Garden and Columbarium Committee in its sole discretion. St.

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Luke's will be responsible for making arrangements to have the Memorial Plaque inscribed with the name of each person interred in the Memorial Garden. Inscriptions on the Memorial Plaque shall include the full name, and years of birth and death of the deceased. The timing and location of the inscription of names and dates on the Memorial Plaque shall be in the sole discretion of the Dean, in consultation with the Memorial Garden and Columbarium Committee

16. RECORDS. A map showing the location of each interment site shall be kept in the Cathedral office. With it shall be recorded the name, dates of birth and death, and contact information for the next of kin of each person whose cremated remains are buried in the Memorial Garden. It is the responsibility of the next of kin to keep the contact information current with the Church office.

17. REOPENING INTERMENT SITES; RELOCATION. Interment sites will not be reopened after interment, except by judicial order or by an exhumation of the Memorial Garden due to its relocation, or to place the remains of another individual in an occupied interment site as allowed under these Guidelines. In the event the Cathedral ceases to exist as a sacred space, the Memorial Garden may also cease to exist as a Memorial Garden. If in its discretion the Vestry determines at some future date that the contents of the Memorial Garden should be exhumed and relocated, the contents of the Memorial Garden will be excavated to a depth of 12 inches and those contents will be relocated to the new location; provided however, St. Luke's does not covenant that the integrity of individual interment sites can be maintained in the course of a relocation.

INURNMENT IN COLUMBARIUM

18. NICHES IN COLUMBARIUM. Niches for inurnment will be located within the Columbarium. Each niche will be sufficient for the placement of one urn. St. Luke's shall retain title to the niches within the Columbarium and will grant a license to use individual niches in accordance with these Guidelines.

19. RESERVATION OF NICHES. To reserve a niche in the Columbarium, a parishioner or family member should contact the Dean. Niches in the Columbarium are requested by executing the prescribed Application and paying the applicable fee. Each Application shall be reviewed by the Dean. Acceptance by the Dean and payment of the applicable fee constitutes a contract to be evidenced by a Purchase Certificate, which reserves the use of a niche for inurnment.

20. PRIORITY IN SELECTION OF NICHES. No individual may select a niche until he or she has completed an Application and paid the applicable fee. The order of selection of individual niches shall be based upon the date and time individual Applications are accepted.

21. FEES. The Memorial Garden and Columbarium Committee, with the approval of the Vestry, shall determine the fee to be paid for reservation of a Columbarium niche, and this fee will be adjusted from time to time as necessary. The fee will cover the right to inurn remains, the opening and closing of the niche, the inscription on the plaque of the niche, a portion of the cost of perpetual care, and any other pertinent cost relating to the Columbarium. At his or her discretion, the Dean may make suitable arrangements for inurnment in the Columbarium for eligible persons without means to afford a niche.

The Cathedral Church of St. Luke
Memorial Garden and Columbarium
GUIDELINES

22. TRANSFERS OF NICHEs. The reservation of a niche in the Columbarium does not convey any ownership interest in the niche or any part of the Columbarium; however, transfer from one person to another of a reservation of a niche may be made with the express written permission of the Dean.

23. CANCELLATIONS OF RESERVATIONS; REFUNDS. If a person desires to cancel a reservation of a niche in the Columbarium, he or she may do so in writing addressed to the Dean. The Dean, in consultation with the Committee, shall have sole authority to approve such cancellation and to determine whether any refund, and if so, what amount should be returned to the purchaser.

24. LIMITATIONS ON USES OF NICHEs; REVERSION. Each niche shall be used for the inurnment of one urn of human cremains, as identified in the Purchase Certificate. No other objects or materials may be placed in the niche. Cremains must be prepared for inurnment by an individual or organization duly licensed and actively engaged in the Practice of Funeral Service in Maine, or with an equivalent licensure and activity in another jurisdiction. In the event a year passes after the death of the holder of a Purchase Certificate without the holder's cremains being inurned in the Columbarium, the right to such inurnment lapses and control of the niche reverts to St. Luke's.

25. PLAQUES. Each individual niche will be marked by a plaque inscribed with the name and dates of birth and death of the individual inurned. St. Luke's will be responsible for making arrangements to have the plaque inscribed. The selection of materials used for the plaque and the selection of the font and all other aspects, including the format of the inscription shall be at the discretion of the Dean and Columbarium Committee

26. RECORDS. A diagram showing the location of each niche within the Columbarium shall be kept in the Cathedral office. The diagram shall also show if any particular niche is reserved or being used. With the diagram a record of all reservations shall be kept. A record of all individuals inurned shall be kept specifying the name, dates of birth and death, and contact information for the next of kin of each person whose cremains are inurned in the Columbarium. It is the responsibility of the next of kin to keep the contact information current with the Cathedral office.

27. REOPENING NICHEs; RELOCATION. Niches will not be reopened after inurnment, except by judicial order, or in the case of a relocation of the Columbarium, or in order to place the ashes of another individual in an available and unoccupied adjoining niche.

Adopted by the Vestry of the Cathedral Church of St. Luke, _____, 2020
Amended _____

I HAVE RECEIVED AND READ A COPY OF THESE GUIDELINES AND AGREE TO THE TERMS AND CONDITIONS HEREIN, AS CONFIRMED BY MY SIGNATURE BELOW:

_____ DATE: _____