

Apex UMC Memorial Garden Columbarium Guidelines & Sales Agreement (12/19/23)

The Memorial Garden and Columbarium at Apex United Methodist Church, located at 100 South Hughes Street, Apex, North Carolina, is created for the inurnment of the cremated remains of eligible deceased persons. The engravings on the Memorial Wall are dedicated to the memory of eligible persons whose remains are located elsewhere.

This agreement is established to assure that the procedures for inurnment and memorialization are carried out in an orderly and reverent manner, to describe and explain the services provided by Apex United Methodist Church in connection with these activities, and to describe the responsibilities of the purchasers.

DESCRIPTION:

The Columbarium shall consist of niches for the inurnment of ashes of cremated human remains only. Each niche shall be covered with a granite faceplate, uniform in size (12" x 12") and shall be engraved for an additional fee that is NOT included with the purchase of a niche. All engraving requests must be approved by the Memorial Garden Committee and will include the full name(s), professional title if desired, and dates of birth and death of up to two individuals inurned within the niche.

The Memorial Wall will be comprised of a series of granite faceplates, uniform in size (12" x 12"). Each faceplate will honor six individuals on a single plate and will be engraved with the full name only of memorialized deceased persons. All engraving requests must be approved by the Memorial Garden Committee; engraving IS included in the purchase price.

ELIGIBILITY:

The purchase of Columbarium niches shall be restricted to (a) members of the Apex UMC Family, (b) spouses of members, (c) children of members and their spouses, (d) parents of members, (e) current and past ministers of Apex UMC and their spouses, (f) former members of the Apex UMC Family, and (g) persons determined to have strong ties to the Apex UMC Family upon approval by the Memorial Garden Committee and the Lead Pastor. Any person identified as eligible to purchase a niche may purchase the name of a member or non-member on the Memorial Wall. In addition, a non-member who does not meet one of those eligibility requirements may purchase a space for the name of a current or former member of the Apex UMC Family.

PURCHASE OF NICHES:

Niches within the Columbarium may be purchased only by eligible persons as outlined above. The right to a niche may not be sold or transferred other than as outlined below. Designation of the person(s) to be inurned may be changed to another eligible person by the original niche owner or their legal representative by request in writing to the Memorial Garden Committee.

A niche may be surrendered by the niche owner or their legal representative through written request to the Memorial Garden Committee and is subject to approval. A niche may be surrendered only after the construction of the entire Memorial Garden is complete and only if a resale of the niche has been confirmed. The surrender reimbursement amount will be the

(rev. 12/19/23)

original purchase price or the current reservation price, whichever is lower. The surrender reimbursement amount will be reduced by a 10 percent administrative fee.

The legal title to all niches and faceplates shall remain solely with Apex UMC. The signed sales contract must be completed to purchase a Columbarium niche. Payment in full is required to choose a niche location and complete the purchase. Exact niche location will be chosen by the purchaser in order of sale. If two or more niches are purchased by the same person at the same time, every effort will be made to ensure that adjoining niches can be chosen. Adjoining niches may be located beside, below, or above the first niche.

PURCHASE OF MEMORIAL WALL FACEPLATES:

Engravings on the Memorial Wall will be inscribed as outlined above. Every effort will be made to complete the engraving process within six months of the purchase of a faceplate, but not until the person is deceased.

REMOVAL AND TRANSFER OF ASHES:

If ashes are removed there shall be no refund of any portion of the sales price. Niches will only be opened for inurnment and transfer. Ashes may be transferred to the Columbarium from another location. Any such transfer is subject to the restrictions outlined herein regarding eligibility and must follow the prescribed purchase process.

ABANDONMENT:

A niche shall be deemed abandoned only after both of the following have been satisfied:

- 1) The niche has not been used or intentions stated within eighteen (18) months of the date of death of the niche designee, AND
- 2) There is no response to certified mail sent to current mailing address on file in the contract within ninety (90) days from the date of the certified letter

OR

after three years without any communication or response from purchaser, designee or legal representative have passed and certified mail communication has been attempted by the Memorial Garden Committee.

If either of the above situations are satisfied, the reservation of the niche shall revert to the control of the Memorial Garden Committee and can be made available for purchase by another person. All amounts paid shall be forfeited.

ADDRESSES:

It shall be the responsibility of the purchaser to keep Apex UMC advised at all times of the current contact information for themselves, the designee of the niche and the legal representative of the designee. The purchaser will normally be the individual contacted if need arises.

(rev. 12/19/23)

INURNMENT:

Memorial services for the inurnment of cremated remains will be conducted by one of the pastors of Apex UMC or another pastor invited by the Lead Pastor. Memorial services will be offered in compliance with the Church's approved policy for funerals and memorial services.

URNS:

Urns to hold the cremated remains in the Columbarium niches may be purchased from local funeral homes or elsewhere, provided they are appropriately sized. A standard urn measures 5 ½ x 5 ½ x 7 inches externally. The cost of the urn is NOT included in the price of the niche. The niches are designed to accommodate one or two urns. The interior dimensions of each niche are 10 ¾" high x 11 ¼ inches wide x 11 ⅛ inches deep.

FACEPLATE ENGRAVING:

Engraving of niche and memorial wall faceplates will be of uniform size and type style as prescribed by the Memorial Garden Committee. Engraving requests will be submitted for review and approved by the Committee. Each niche faceplate will be inscribed only with the title (if desired), name, and dates of birth and death of the deceased. Niches containing the cremains of two persons will be inscribed with such information for both persons. No other inscriptions will be permitted. The designee or legal representative will determine the order in which two names are engraved.

NICHE DECORATIONS:

No flowers, flags, decorations, or other memorabilia will be permitted on the walls or walkways inside the Memorial Garden. One fresh flower arrangement in an unbreakable container may be placed next to the niche wall or Memorial Wall on the day of inurnment and shall be removed after five days. Any flower arrangement that is placed on any other date must be placed next to the wall only, must be a fresh flower arrangement, and shall be removed after five days.

HISTORICAL RECORD:

Apex UMC will maintain an online memorial page as part of its website to honor those inurned in the Columbarium and those memorialized within the Garden on the Memorial Wall as a historic record. A brief biographical statement (obituary or funeral bulletin statement) may be submitted if desired.

COLUMBARIUM RELOCATION:

If, for any reason, it should be determined that the entire Columbarium site should be relocated, it is within the exclusive authority of the Trustees to prescribe the movement of all niches and Memorial Wall and support construction. It is not contemplated that such a movement would ever be made, but should local ordinances, Church location, or other major events require it, the Trustees will have authority to satisfy the requirements of the Church.

The Memorial Garden Committee asks that you include this decision in your will and share it with your family for ease of future execution.