

**INSTRUCTIONS FOR COMPLETING THE COLUMBARIUM LICENSE  
FOR A MEMORIAL PLAQUE**

**Saint Paul the Apostle Catholic Church**

**General**

Please complete a separate agreement for each memorial plaque. This assures that all records will be accurate, since the engraving information is contained with each license. Note that the Licensee may change the engraving information at any time prior to the time the specific engraving is made.

**Page 1** - Please print the full name of the Licensee. The Parish Office will fill in the Parish Name and City at the top of the page and the memorial plaque number at the bottom of the page.

**Page 2** – Section 2 – The Parish Office will fill in the amount received from the Licensee and how much is the fair market value of the goods or services being provided to the Licensee and the fee for the License.

**Page 3** - Section 7 – Please print clearly. The Engraving Instructions are the information that will be engraved on the memorial plaques (see examples on back of these instructions).

Fill in **one** next of kin. “Next of kin” is not limited to blood relatives, and may include assigns and successors, including a friend, attorney, etc. Please be certain to enter the relationship. Provide the mailing address (street address, city, state, zip) of your next of kin. Select a style option (see examples on the back of these instructions).

Your engraving instructions must conform to Regulation 1.4 of the “Rules and Regulations.” This will permit tasteful memorials for deceased persons or families. Additional guidelines are as follows:

- ❖ A single first or last name is permitted, but nicknames or names with inappropriate dual meanings are not, i.e. “Grace” as a first name is permitted (despite dual meaning), while “Bones” is not.
- ❖ Space permitting, “The John Smith Family” or “John Smith Family” or “Family of John Smith” or “Smith Family” are all permitted forms of inscription, after John is deceased.
- ❖ Names of two individuals may be full names one above the other or, in the case of a common family name, first names above and family name below, i.e. ‘William L. Smith’ above ‘Jane P. Smith’, or ‘William and Jane’ above “Smith”. In the case of two full names, the Licensee may choose which is on top; when “and” is used, the Licensee may choose which given name is first. Names will be inscribed in a timely manner, after both persons are deceased.
- ❖ Names of businesses, organizations, animals, or anything other than persons are not permitted.

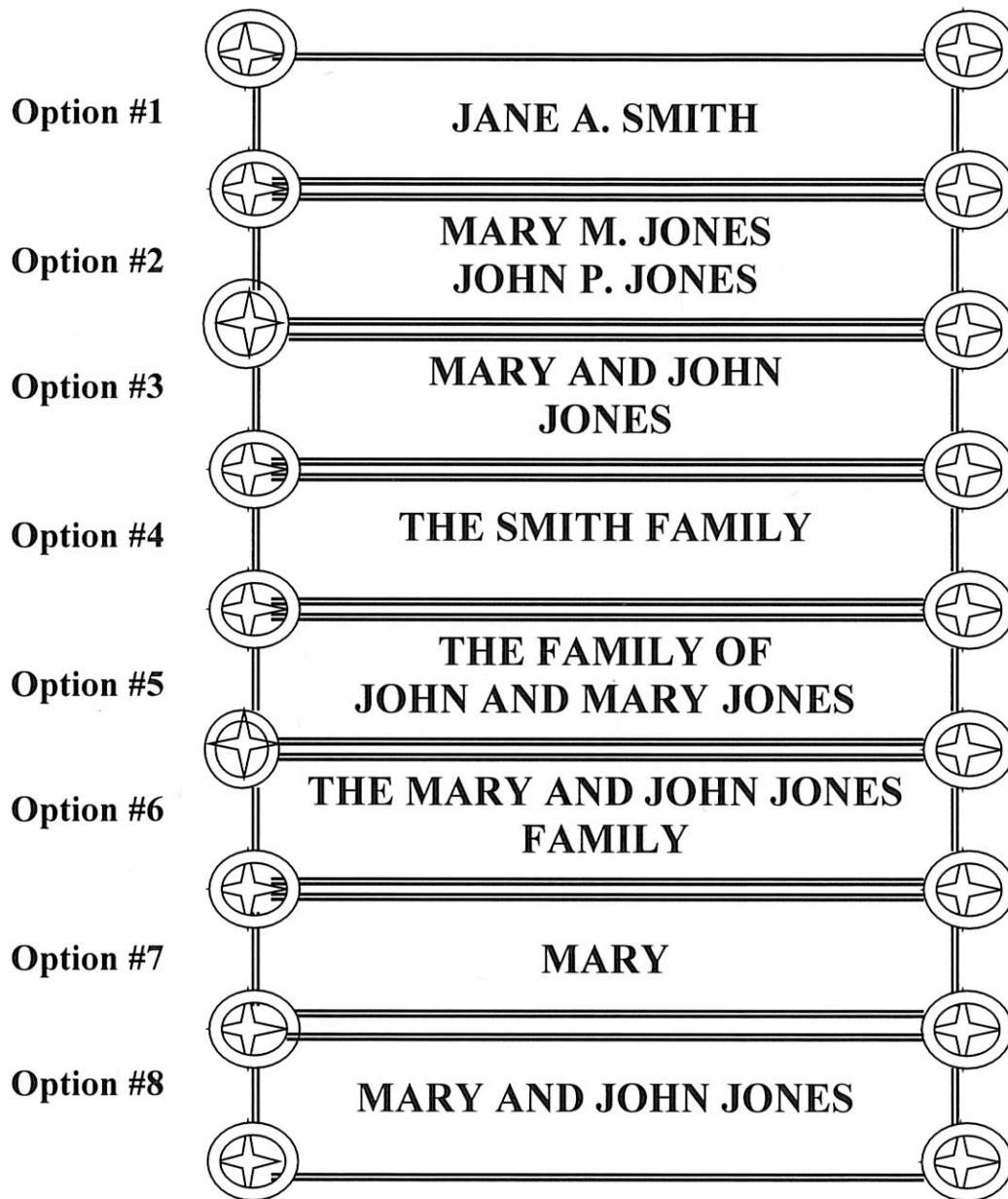
Additional information regarding the persons or families commemorated may be placed in the “Remembrance of the Deceased” files in the Church Office.

The Pastor and Columbarium Advisory Board will make the final determination regarding any questions on permitted inscriptions, and may refuse any proposed inscription for any reason.

At the bottom of Page 3, all the Licensee specified on Page 1 must sign the Agreement and enter address information..

# Memorial Plaque Options

FOR ILLUSTRATION ONLY – ACTUAL FONT AND SPACING MAY BE VIEWED AT THE COLUMBARIUM



**COLUMBARIUM MEMORIAL PLAQUE LICENSE**  
**Saint Paul the Apostle Catholic Church**

This COLUMBARIUM LICENSE (“License”) is issued as of the date set forth on the signature page hereof, by Bishop of Charleston, a Corporation Sole, by the Pastor or Administrator (referred to for convenience herein as the “Pastor”) of Saint Paul the Apostle Catholic Church, Seneca, SC (*Parish Name and City*) (the “Parish”), acting with authority of the Bishop of the Catholic Diocese of Charleston, in his official capacity, to

\_\_\_\_\_ (*Print Name of Licensee*) (“Licensee”).

WHEREAS, with the authority of the then-acting Bishop of the Catholic Diocese of Charleston, or in his absence, the Diocesan Administrator (referred to for convenience herein as the “Competent Authority”), the Parish has undertaken the construction of a Columbarium to provide a reverential place to remember an Eligible Person(s) [as defined in the Columbarium Rules and Regulations, as amended from time to time (the “Columbarium Rules and Regulations”)] in perpetuity, in a memorial garden setting; and

WHEREAS, the Columbarium will be constructed in phases as demand dictates; and

WHEREAS, the Competent Authority, through the Pastor, has agreed to issue this License; and

WHEREAS, the Licensee desires to acquire the privilege of commemorating a loved one(s) on a Memorial Plaque in the Columbarium; and

WHEREAS, the Licensee has designated such persons and agrees to the terms and conditions of the following License and the Columbarium Rules and Regulations, as amended from time to time, which are to be binding upon and shall insure to the benefit of the Licensee and all Eligible Person(s).

NOW THEREFORE, it is mutually agreed as follows:

1. The Competent Authority licenses one Memorial Plaque \_\_\_\_\_ (*plaque number & style*) in the Columbarium to the Licensee, subject to the Columbarium Rules and Regulations and the following terms, limitations and conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(a) No property right of any kind in the Columbarium or any part inures to the benefit of the Licensee or Eligible Person(s). This License extends solely to the privilege of commemorating a loved one(s) on a Memorial Plaque for the Eligible Person(s) designated below in the Columbarium, subject always to the attached Columbarium Rules and Regulations and to all future reasonable and uniform amendments that may be hereafter adopted by the Diocese without notice.

(b) This License is subject to any applicable usage, rules and discipline of the Roman Catholic Church now or hereafter in effect, as well as any requirements of the Competent Authority.

(c) The Licensee understands that the plans for the Columbarium exhibited to the members of the Parish are conceptual only, and that the Columbarium will be constructed in phases over a period of years depending upon the funds that become available and the extent of demand for niches. Neither the Competent Authority nor the Parish makes any representations as to the nature and extent of future construction.

2. The Parish acknowledges the receipt of \$\_\_\_\_\_ from the Licensee. Of such amount, \$\_\_\_\_\_, which is the fair market value of the goods or services being provided to Licensee, represents the fee for the License, and the balance of \$0.00 is a charitable donation by the Licensee to the Diocese, for the benefit of the Parish (The Diocese is a qualified 501(c)(3) tax-exempt organization, and donations to it are tax-deductible to the full extent permitted by law. Please consult your tax advisor regarding specific questions about your donation). At the time of the interment of cremated remains in the Columbarium, no additional fees will be assessed for opening the niche and for the manufacture and installation of a standard memorial cover.

3. This License is issued to the Licensee personally and is only for the benefit of the Eligible Person(s) designated below. The undersigned acknowledges that the Columbarium Rules and Regulations limit the privilege of transferring a License, and that any purported transfer in violation of the Columbarium Rules and Regulations is void and of no effect.

4. This License may be terminated by voluntary surrender by the Licensee prior to engraving as provided in the Columbarium Rules and Regulations, or as otherwise provided in the Columbarium Rules and Regulations.

5. The Parish intends to exercise reasonable care in the routine maintenance of the Columbarium in perpetuity. In the event of injury, loss or damage to the Columbarium or its constituent parts, the liability of the Diocese, the Competent Authority and the Parish is limited to the cost of repair or replacement of the Columbarium. The Diocese, the Competent Authority, the Parish and their officers and agents are not responsible for the loss of cremated remains deposited in the Columbarium.

6. The following terms shall have the following meanings when used in this License:

(a) Eligible Person(s): those persons eligible for the privilege of having their name(s) displayed on a Memorial Plaque in the Columbarium as defined by the Columbarium Rules and Regulations, the names of whom are designated below for purposes of this License.

7. The Licensee designates the following Eligible Person(s) or family names. Please print the name of the Eligible Person(s) or family names to be engraved, selecting the format from the back of the "Instructions" sheet, and following the rules specified in the "Rules and Regulations," section 1.4.

I understand that once engraving is completed, the Memorial Plaque is permanent, and cannot be removed or altered.

<u>Engraving Option #:</u>
Name of Eligible Person(s) or family names:
Licensee Next of Kin: Name and Relationship
Next of Kin Street Address:
Next of Kin City, State, Zip

The above Memorial Plaque License is hereby executed to be effective upon the date of approval and execution by the undersigned Pastor.

Agreed and Accepted by:

\_\_\_\_\_  
Licensee

Address: \_\_\_\_\_

Bishop of Charleston, a Corporation Sole

City, State, Zip: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_ Rev. William Hearne \_\_\_

Telephone: \_\_\_\_\_

Title: Pastor

Email address: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

<b>OFFICE USE ONLY – DO NOT WRITE IN THESE SPACES</b>		
Memorial Plaque Location	Amount paid	Date payment received

# Saint Paul the Apostle Catholic Church

## COLUMBARIUM RULES AND REGULATIONS

Our garden columbarium is a fitting place for our loved one's cremated remains. It is a beautiful reminder that those who have gone before us are not forgotten and have found peace and rest with God. This hospitable, tranquil and inviting garden is a place for both individual prayer and for the community of the faithful to assemble on the day of interment and other days of remembrance.

The Columbarium Advisory Board with the approval of the Pastor adopted the following Rules and Regulations for the guidance of all.

### **MAINTAINING RELIGIOUS AND AESTHETIC INTEGRITY**

- 1.0. In order to retain the religious and aesthetic unity of the garden columbarium, the individual placing of flowers and other decorations is not permitted.
- 1.1. Only sealed urns containing the cremated remains of the eligible deceased will be placed in the niche. No other objects or memorabilia will be permitted.
- 1.2. Following interment of cremated remains in a niche there will be provided, as part of the original License fee, a standard memorial cover, which will be placed over the niche. This cover is the only covering permitted for the niche and will be inscribed in compliance with columbarium lettering standards.
- 1.3. Inscriptions on the Columbarium niche covers shall consist of first, middle and last names per interred individual, as defined in the Columbarium Agreement by the Licensee, and the month, day and year of birth and death. Inscriptions will be uniform in font, size and spacing. The only punctuation used for names will be period. In the case of a double niche, top name will be that of the first person interred.
- 1.4. Inscriptions on Memorial Plaques may consist of names of individual persons or families. Single or full names of individuals are permitted, i.e. either "Grace" or "Grace Smith". Each Memorial Plaque inscription will be defined by the Licensee in the Columbarium License agreement. The inscription is limited to a maximum of two lines. The only punctuation used will be period.

Title and affiliation abbreviations are permitted for military, religious, and certain professionals. See "Supplemental Memorial Inscription Guidelines 1.4" for additional details.

Names on plaques purchased for living persons will be engraved after their death, in a timely manner. In the case of families, any specific person referenced must be deceased, i.e. John Jones must be deceased for "Family of John Jones" to be inscribed. Additional guidelines are available to all Licensees regarding names and permitted forms.

- 1.5. Space permitting, niche cover inscriptions may contain either the middle initial or complete middle name, as indicated in the License Agreement. Total number of letters permitted will vary due to differences in the width of letters.

Title and affiliation abbreviations are permitted for military, religious, and certain professionals. See "Supplemental Niche Inscription Guidelines 1.5" for additional details.

### **ELIGIBILITY**

- 2.0. The Columbarium is intended for the interment of the cremated remains of present or former registered members of the Parish of the churches of Saint Paul the Apostle in Seneca and Saint Francis of Assisi in Walhalla and the Parish of Saint Andrew in Clemson, their immediate family members and current or prior Clergy of those churches. Included in this accessibility are spouses, siblings, parents, and the natural,

adopted, step or foster children of eligible members.

- 2.1. Niche or Memorial Plaque location may be selected by the Licensee from the unlicensed inventory at the time full payment is received by the Saint Paul Parish Office.
- 2.2. Eligibility for Memorial Plaques is broader than Niches. Any relative, however distant, of a present or former registered parishioner may be remembered. The Pastor and Columbarium Advisory Board may deny any License application that is found not in compliance with the goals of the Columbarium and Parish. See "Supplemental Eligibility Guidelines 2.2" for additional details.

### **INTERMENT**

- 3.0. Arrangement for the interment of cremated remains must be made through the Pastor or his duly appointed representative by contacting the Saint Paul Parish Office. Arrangements should be made sufficiently in advance of interment of ashes to permit the verification of records. No interment of cremated remains may take place without the permission of the Pastor. The Parish will not take possession of or store cremated remains prior to the interment.
- 3.1. Only human cremated remains are to be interred in the columbarium. Single or Companion Urns are permitted, with the maximum of one Companion or two Single Urns in each double niche. See "Supplemental Urn Guidelines 3.1" for pertinent details. All remains (ashes) must remain intact / together.
- 3.2. Maximum dimensions for each of two urns in a double niche are 10 inches high by 9 inches wide by 8 inches deep. Maximum Companion Urn dimensions are 10 inches high by 9 inches wide by 16 inches deep. Double urns are not permitted. See "Supplemental Urn Guidelines 3.2" for pertinent details. These dimensions are critical to proper urn selection.
- 3.3. The Pastor reserves the right to disapprove or restrict any ceremonial acts not in accordance with Catholic liturgical norms.

### **SURRENDERING OR TRANSFERRING LICENSE PRIOR TO INTERMENT**

- 4.0. Prior to interment, a License may be surrendered. 50% of the original lease price will be refunded within one year of surrender.
- 4.1. The privilege of interment licensed to Eligible Person(s) is personal to them and can be transferred only to members of their immediate family as defined in "Eligibility" above.
- 4.2. Transfers will be recognized only upon written consent of the Pastor. Transfers may be refused without cause. Should a transfer be refused the License may be surrendered.
- 4.3. The Licensee's authority passes upon his/her incapacity or death to the "Next of Kin" or "Contingents" named in the "License Agreement."
- 4.4. All notices and other communications will be mailed to the Licensee's address, as shown on the Columbarium License form. In order to change this address, the Licensee or Next of Kin must send written notification to the Saint Paul Parish Office.
- 4.5. A License will be said to have lapsed, if the Parish Office cannot contact either the Licensee or any listed next of kin of an unoccupied niche for a period of three (3) years. Such contact will be attempted by registered letter to the persons and addresses of record. The niche location for a lapsed License will be made available for licensing to others. A lapsed License is eligible for a surrender refund should the Licensee or next of kin contact the Parish Office at a later date.
- 4.6. Exchange of a Licensed niche location for another niche location is discouraged. A request for exchange will be accepted only if the Licensee surrenders the current License under 4.1 above, and licenses a new



location for the license fee current at the time of surrender.

### **REMOVAL AFTER INTERMENT**

- 5.0. The removal of cremated remains shall be allowed only for reasons satisfactory to, and with the prior approval of the Bishop, the Pastor and the Columbarium Advisory Board.
- 5.1. Removal of cremated remains shall have the written consent of the surviving spouse or the specified next of kin of the deceased, and any other applicable requirements of local or South Carolina Department of Environmental Control or other applicable laws or regulations.
- 5.2. Following the removal of the cremated remains, 50% of the original fee, less expenses and reconditioning costs will be refunded within one year of the approved request. All expenses related to reconditioning the niche following removal of the cremated remains are the responsibility of the Next of Kin. The inscribed niche cover will become the property of the Next of Kin.
- 5.3. If, in the discretion of the Bishop, it becomes necessary or desirable to change the location of the Columbarium or to discontinue use of all or part, the urns and cremated remains may be removed and placed in another suitable place. The expense of such removal shall be borne as the Bishop determines with Licensees and their successors not being liable for additional costs.

### **ADMINISTRATION**

- 6.0. The construction and all operations shall be administered by the Pastor or Administrator (“the Pastor”) of Saint the Apostle Catholic Church, South Carolina (“the Parish”) under the authority of the Bishop of Charleston, a Corporation Sole (“the Bishop”). The Columbarium Advisory Board of the Parish shall advise and assist the Pastor in the performance of these responsibilities and duties.
- 6.1. A Columbarium Advisory Board consisting of the Pastor and 4 lay members will be responsible for managing and maintaining the Columbarium. The four (4) lay members will serve two (2) year terms with a maximum of two (2) consecutive terms. Two (2) lay members will rotate off each year after the first two (2) years.
- 6.2. All funds received with respect to the Columbarium shall be disbursed and accounted for in accordance with the policies and procedures of the Bishop and only for expenses associated with the Columbarium, unless otherwise directed by the Bishop of Charleston.
- 6.3. The Columbarium will be self-sufficient. All costs for construction, maintenance and engraving of the niche covers or memorial plaques are ordinary expenses that are included in the one-time fee. It is not envisioned that the Parish will be called upon to pay for any present, future or additional construction and maintenance costs of the columbarium. All monies collected for the use of the columbarium will be kept separate from other church monies as recommended in the Diocesan Financial Guidelines.

### **CHANGES and AMENDMENTS**

- 7.0. With the authority and permission of the Bishop, the Pastor may amend from time to time, these Rules and Regulations, without notice, when reasonable, uniform and appropriate for the operation, control, use and preservation of the Columbarium and the preservation of remains interred therein.
- 7.1. Special Cases may arise in which the strict enforcement of a rule may impose unnecessary hardship. The Pastor may, with the authority and permission of the Bishop, without notice make exceptions, suspensions or modifications of any of these rules, when, it appears advisable. Such temporary exemptions, suspensions, or modifications shall not be construed as affecting the general application of these Rules and Regulation.



## **RELEASE**

- 8.0. The Columbarium Advisory Board intends to exercise care in the routine maintenance of the Columbarium in perpetuity. In the event of injury, loss or damage to the Columbarium, its constituent parts, or cremated remains, the liability of the Bishop and/or the Parish is limited to the cost of repair or replacement.

## **BOOKS and RECORDS**

- 9.0. License forms including next of kin, and records of niche openings will be maintained at the Parish Office of Saint Paul the Apostle. In addition, Licensees and next of kin are offered the opportunity to submit appropriate electronic records such as stories, documents, and photographs to be maintained in a Remembrance file for access by descendants and other interested parties seeking family information.

**Supplement to Rules and Regulation 1.4**  
**Saint Paul the Apostle Catholic Church**  
**COLUMBARIUM RULES AND REGULATIONS**

**Columbarium Memorial Plaque Inscription Guidelines**

**Inscriptions**

**Intent:** the intent of Regulation 1.4 is to permit tasteful memorials for deceased persons or families. The following administrative guidelines are used for inscriptions.

**Guidelines:**

A single first or last name is permitted, but nicknames or names with inappropriate dual meanings are not, i.e. "Grace" as a first name is permitted (despite dual meaning), while "Bones" is not.

Space permitting, "The John Smith Family" or "John Smith Family" or "Family of John Smith" or "Smith Family" are all permitted forms of inscription, after John is deceased.

Names of two individuals may be full names one above the other or, in the case of a common family name, first names above and family name below, i.e. 'William L. Smith' above 'Jane P. Smith', or 'William and Jane' above "Smith". In the case of two full names, the Licensee may choose which is on top; when "and" is used, the Licensee may choose which given name is first. Names will be inscribed in a timely manner, after both persons are deceased.

Names of businesses, organizations, animals, or anything other than persons are not permitted.

Additional information regarding the persons or families commemorated may be placed in the "Remembrance of the Deceased" files in the Church Office.

The Pastor and Columbarium Advisory Board will make the final determination regarding any questions on permitted inscriptions, and may refuse any proposed inscription for any reason.

All inscriptions on Memorial Plaques must fit in the specified space using the specified font. Technical limitations of granite engraving limit small fonts and characters. Lengthy inscriptions will be sent to the engraver to determine the exact engraved length before approval or return for decreasing length.

**TITLES**

In addition to a person's name, certain titles, ranks, and affiliations are permitted.

Titles of military rank, religious and profession titles are permitted. The form of all titles (combinations of capital and small letters) is not possible in all cases, and superscripts (1<sup>st</sup>, 2<sup>nd</sup>, etc.) are not possible. In such cases, a form that the available font permits will be allowed. The Licensee will determine whether to use the modified form or omit the title.

Salutary titles such as Mr., Mrs., Ms., etc. are not permitted.

**AFFILIATIONS**

Military, professional, and religious affiliations are permitted. All affiliations will be abbreviated without punctuation using the generally accepted form of such abbreviations, i.e.: USA (Army), USAF (Air Force), USCG (Coast Guard), USMC (Marines), USN (Navy), MD (doctor of medicine), SJ (Jesuits), etc.

Titles or affiliations from organizations or clubs are not permitted. A business or club rank (corporate president, Grand Knight, etc.), or business or club affiliation (GE, K of C, etc.) is not permitted. The Remembrance file is a good place to record these experiences and achievements.

## **Supplement to Rules and Regulation 1.4**

### **APPROVALS**

The Pastor and Columbarium Advisory Board may deny use of any title or affiliation that is found not in compliance with the goals of the Columbarium and Parish.

### **FORM OF TITLE AND AFFILIATION - MEMORIAL**

Memorial inscriptions with titles and/or affiliations will be in the following format:

Title abbreviation(period) - First Name - Middle Initial/Name - Last Name – Affiliation

All Memorial letters are the same height. Therefore, lettering of two different sizes is not permitted for titles or affiliations, i.e. COL is the only abbreviation used, regardless of branch.

Titles will be all the same height lettering.

Affiliation Abbreviations will be in the form generally used by the affiliated organization, except that all letters will be the same height. A comma will not be used between the Last Name and the Affiliation and no punctuation will be used in or after the Affiliation. Space permitting, an extra space will be inserted between the last name and the Affiliation.

**Supplement to Rules and Regulation 2.2**  
**Saint Paul the Apostle Catholic Church**  
**COLUMBARIUM RULES AND REGULATIONS**

**Columbarium Memorial Eligibility Guidelines**

**Intent:** Regulation 2.2 permits distant family members to be remembered. In time, only Columbarium records will connect distant relatives with Parish members.

**Guidelines:**

Eligibility for Memorials includes distant relatives of a present or former registered parishioner. Or at the Pastor discretion.

Providing appropriate information for the Remembrance file is especially important for non-parish relatives, since their connection with Parish members may not otherwise be readily determined.

If information is not supplied by the Licensee, the Parish Secretary will enter basic information regarding the relationship to the Licensee in the Remembrance file.

**COLUMBARIUM LICENSE PRICE LIST**  
**Saint Paul the Apostle Catholic Church**  
**Effective January 7, 2022**

The Catholic Church has sanctioned cremation as an approved form of burial since 1963. To assure appropriate respect for and treatment of the cremated remains, the Church procedures require interment of the cremated remains either in a columbarium or by burial.

Our Parish Garden Columbarium is a fitting place for our loved one's cremated remains. It is a hospitable, beautiful and inviting place for the community of the Faithful to assemble on the day of interment and other days of remembrance, and also for individual prayer. It is a beautiful reminder that those who have gone before us are not forgotten and have found peace and rest with God.

The prices below include the engraving of the niche cover and perpetual care of the Columbarium garden and niches. There are no additional fees or later charges. Please see the current Columbarium *Rules and Regulations* for more information.

**WALL ONE and WALL TWO PRICE LIST**

Memorial Plaque	\$ 750.00
Single Niche*	\$ 4,500.00 (one (1) urn per niche, for only one person)(+ any fees)
Double Niche**	\$ 5,300.00 (two (2) urns OR one (1) companion urn per niche, for up to two people) (+ any fees)

**Please make check payable to "Saint Paul."**

\* Note: a single niche may be changed to a double niche by payment of the difference between the price originally paid and the then-current double niche price.

\*\* In Wall #1, there are 8 Niches in the bottom row that are slightly smaller than the other Niches, and in Wall #2, there are 12 Niches in the bottom row that are slightly smaller than the other Niches, so one of two urns must be smaller. The back half of the niche is not as high (tall) as the other niches. Two (2) urns OR one (1) companion urn can still be accommodated. The cost for these smaller Niches is: \$ 4,100.00, single or double.

If paying by credit card, the credit card fees will be added to the cost of the niche.

Other costs that are not included in the License are any mortuary or funeral home costs, the cost of cremation, and the cost of the urn. Total cost associated with cremation is about 1/3 the cost of conventional burial in a vault and grave, depending on choices for burial plot, casket, headstone, etc.

More information and the Niche License Form is available from the Parish Office in Seneca, or by calling (864) 882 8551.

Columbarium Advisory Board