

COLUMBARIUM PROCEDURES

WOODLAWN UNITED METHODIST CHURCH (WUMC)

PANAMA CITY BEACH, FL

For centuries, Christians have honored their loved ones with dignified final resting places in churchyards on their grounds. In this tradition, WUMC provides a place of repose and remembrance where one can peacefully meditate upon the lives of those who have died.

The columbarium is an integral part of WUMC'S ministry at the end of life. It provides a beautiful, meaningful place where members and their families can proceed directly from a memorial service to inurn a loved one near their church home. In celebration of God's everlasting promise, the columbarium provides spiritual comfort and a permanent place to contemplate life eternal.

Columbarium

The word columbarium comes from the Latin word "Columba," meaning dove. It formerly referred to a dovecote, and in Roman times came to mean compartments for keeping cinerary urns. The first phase of the Woodlawn UMC (WUMC) Columbarium has 176 niches, where urns containing cremated remains are inurned. Each niche has the capacity to hold two urns. The niches are sealed with engraved stone fronts showing the name and life dates of those inurned.

Terms of Sale

Because the columbarium is located on the church grounds it is available for visits anytime. Pricing for the columbarium is listed separately ([see page 7 for introductory pricing](#)) and includes niche, choice of niche location, opening and closing of the inurnment space, record-keeping and maintenance in perpetuity. It does not include engravings, urns, and the cost of cremation, the memorial service, and honoraria for pastor and musicians. We encourage WUMC members to make arrangements as a part of end-of-life planning in conjunction with pastoral consultation. For more information, details, or to arrange for purchase of a niche, contact the church office at 850-234-3196 or visit the church website at woodlawnpcb.org/columbarium.

Frequently Asked Questions and Definitions

- 1. What is the columbarium?** The columbarium was conceived as an extension of WUMC's end of life ministry program, in the tradition of an old-fashioned churchyard. It consists of the landscaped area and walkway, a columbarium, and a memorial wall. The columbarium is owned by the church, and is operated and maintained subject to the rules adopted by the church.
- 2. What is its purpose?** The columbarium is intended to provide opportunities for WUMC members to inurn or remember their loved ones in the Christian tradition, near their church home. It is a reminder of preceding generations, and a sacred place for contemplation on the meaning of faith and eternal life.

- 3. What is Interment of Crematory Urns?** Interment of crematory urns is the act of burying the crematory urn below ground. This can be done at a family burial plot on a cemetery or in a memorial garden. In both instances, memorial plaques may be purchased as a permanent marker for buried crematory urns, or in the case of interment of crematory urns in a cemetery a grave marker or headstone may be more appropriate.
- 4. What is Inurnment of Crematory Urns?** Inurnment of crematory urns is the process of placing the crematory urn in a permanent or semi-permanent resting place, usually above ground. Woodlawn United Methodist Church will soon offer an option to the bereaved for inurnment of crematory urns in a niche at the Woodlawn Columbarium.
- 5. Who maintains records and operates the columbarium?** The church maintains all files and records for the columbarium, including the identity and the location of those inurned in or removed. The church maintains the columbarium, including the architecture and landscaping, and supervises all service providers, such as water irrigation system, tree care, gardening, and lawn service.
- 6. Who is on the WUMC Columbarium Oversight committee?** The committee is made up of the WUMC Columbarium Director, the Church Administrator, a current Board of Trustees member, and a staff pastor.
- 7. How do I get more information?** Contact the church office at 850-234-3196 or visit the church website at woodlawnpcb.org/columbarium.
- 8. Is the Cost of the Niche and other Inurnment cost tax deductible?** No. In an exchange where a contribution is made and value is received the contribution does not qualify as a tax deduction. In the case of the Niche, you are acquiring the right to use a niche in the columbarium for the inurnment of ashes of yourself or another person.
- 9. What are ashes?** Ashes are the cremated remains of a human body. The formal name for this is cremains.
- 10. What is the columbarium?** The structure comprised of individual niches or compartments in which urns are placed. The first phase of the columbarium contains 176 niches; each can hold two urns. Each niche is enclosed by a stone front containing the names and birth and death dates of the cremains of the person(s) inurned within.
- 11. Who may be inurned in the columbarium?** Members, pastors and staff of the church, their current or prior spouses, their children (natural and adopted) and step-children, their parents, and ordained Methodist pastors and their current or prior spouses. Other persons may be inurned in the columbarium only if authorized by the church.
- 12. What is an inscription?** An inscription is the engraving in stone of a person's name.
- 13. What is the inscription process?** For the niches, the stone front is removed and sent to a special engraver which may take up to two weeks before it is ready to be reinstalled. In the meantime, a temporary front is placed on the niches. Each niche has an interior closure panel to ensure security.
- 14. What is inurnment?** This term refers to placing of ashes, in an urn, into a niche, with a short service conducted by a WUMC pastor.

- 15. What is the Application for Inurnment (The application agreement)?** The application is an agreement between you and the church by which you acquire the right to use a niche in the columbarium for the inurnment of the ashes of yourself and/or another person. The right to use a niche is granted subject to the conditions and limitations as specified in these procedures and after all fees are paid.
- 16. What is a Certificate of Inurnment?** It is a formal document issued by the Columbarium Director that identifies whose remains have been placed in a specific niche and will be issued when the cremated remains (cremains) have been placed in the niche.
- 17. How big is the niche?** There are two sizes. The fronts of the niches are either 8" x 8" or 12" x 12". The interior measurements of the niches are slightly smaller.
- 18. What is an urn?** Urns are the receptacles into which ashes are placed. The urns are then placed in the niche. The urns are made of sheet bronze with a satin finish. Each urn is 5 1/2" high, 5 1/2" wide, and 7" long.
- 19. May I use my own urn?** WUMC recommends using the sheet bronze urn offered by WUMC, however, another urn that may have special meaning may be used if it fits within the niche, at the discretion of WUMC

Policies and Procedures

A. How are the rules set up?

The church has adopted a set of rules as a statement of its intent and policy. The rules are designed to protect the current interests of both you and the church, and to preserve the decorum and appearance of the columbarium over time. From time to time, the rules may be amended as the church deems necessary. Exemptions to the rules must be approved by the Board of Trustees Columbarium Oversight committee or any two church pastors.

B. What are the policies about conducting a service at the time of inurnment?

WUMC will provide a brief religious service at the time of each inurnment. A member of the clergy shall conduct the service and be present at the inurnment.

C. When is the inurnment usually done?

Inurnments and other service arrangements will be conducted within a reasonable time after the church has received adequate notice from you, your heirs, or personal representative. Often, inurnment will take place immediately before or after a memorial service. In the event of inclement weather, inurnment may be delayed until practical. If so, the church may suggest an alternative time or day.

D. May other items be inurned with the cremains?

No. No valuables shall be placed in the urn or niche. The niche may be used only for the inurnment of ashes in an urn.

E. When may family members visit the columbarium?

The columbarium is located on the church grounds and can be visited at any time.

F. May I place decorations?

Yes, flowers may be placed next to a niche at the time of inurnment and for up to three days thereafter. The church will remove those flowers after three days.

Application Process and Ownership of Property

A. How do I apply? You will need to complete the written Application for Inurnment (The Inurnment Agreement) and submit it to the church. These applications are available in the church office. Cremains can't be inurned until all fees have been paid in full.

B. Do I actually own the niche?

No, the Inurnment Agreement is only a license to use the niche. No real property right or interest is created.

C. May I change the list of people who may be inurned in my niche in the columbarium?

Yes, during your lifetime, you may change the list of designated persons by a written amendment to the Application for Inurnment signed by the Columbarium Director and yourself.

D. What if I decide later not to use the niche?

If there has been no inurnment and you decide that the niche is no longer needed, the church may, at its discretion, repurchase the niche. If the niche stone front has not been inscribed, the church will pay 80 percent of the sum paid for the niche at the time of purchase. The remaining 20 percent of the original payment shall be retained by the church for its administrative cost. The church will not pay accrued interest.

E. May I sell the niche to another person?

Yes, but only if you obtain prior permission. The sale, transfer, or assignment of the niche without the prior written consent of the Columbarium Director is not allowed. If the front face of the Niche has already been engraved, extra fees for a new face will be incurred.

F. May I remove ashes from the columbarium for any reason?

Yes, in the event there has been an inurnment in a niche and the personal representative or immediate family of the person whose cremains have been inurned wish to permanently remove the cremains from the niche, they may do so. However, there will not be any reimbursement in this case.

Columbarium Niches

A. Price

The purchase price can be found in the price list, which is updated from time to time. A price list may be obtained from the church office or on the church website.

B. What is included in the price?

The purchase price for a niche includes, for each person inurned, the cost of initial inurnment of the cremains, urn label, opening and closing of the niche officiated by a WUMC pastor, choice of niche location, maintenance of the inurnment site, and the cost of maintaining records of use and administration of the columbarium in perpetuity.

- The cost of engraving, urns, the memorial service, additional inurnment of cremains, honoraria for pastor, musician, etc. are priced separately.

C. How many niches may I buy?

You may buy as many as needed. For example, families may opt to purchase a group of adjacent niches, with two urns per niche.

D. May I choose the location of the niche?

Yes, a map of the columbarium will be provided at the time of purchase and you may choose the location based on availability.

E. May I use my own urn?

WUMC recommends using the sheet bronze urn designed specifically for the niches. However, another urn that may have special meaning may be used if it fits within the niche, at the discretion of the church.

F. What if services have to be postponed due to inclement weather?

The cremains will be kept in a safe place until weather permits them to be inurned. Family members can request to be present at that time if desired.

G. Will a church Pastor perform a service at the time of inurnment?

Yes.

H. How will the church and funeral home interact?

At the time of death, the family, funeral home, and the church are in communication with each other. The funeral home will arrange for cremation and deliver the ashes to the family or the church, as directed by the family. When the ashes are delivered to the church they will be put into an urn and kept in a safe place until the time of inurnment.

I. What will be on the front of the niche?

The faceplate of the niche will accommodate a maximum of two names and life dates of the person(s) inurned in a niche. The cost of the inscription plus shipping and handling is priced separately from the purchase price of the niche. No other inscriptions, such as fraternal associations, are permitted.

J. May valuables or trinkets be placed in the urn?

No valuables, trinkets, or medals of any kind are allowed.

Miscellaneous

A. Is scattering of ashes available?

No.

B. May I inurn my pet?

A pet's ashes may be mixed with human ashes. The church does not allow, however, a separate inscription for the pet.

C. May I have my niche inscribed before I die?

Yes, however, there will be an additional inscription free plus shipping and handling for dates at the time of inurnment, as the stone front must be removed to accommodate this choice.

D. What about cremains I already have?

You may have them inurned in the columbarium after completing the Application for Inurnment, arranging for a memorial service, and paying all fees. Contact the WUMC Columbarium Director to arrange for a service and to obtain the information to purchase a niche.

E. May ashes of two people be co-mingled in a single urn?

Yes, please discuss this with the funeral home or make arrangements separately.

Price and Payment Options

Cremaains can't be inurned until all fees have been paid in full.

A. Are there any payment options?

Columbarium:

Option 1: Pay in full

Option 2: Pay in up to three installments (for WUMC members only)

- 50% due with the Application for Inurnment
- 25% due 90 days from the application date
- 25% due 180 days from the application date
 - Payment can be made with cash, checks, and credit cards.
 - There will be a 4% non-refundable fee added to all credit card payments
 - Refunds will be given for any niche not paid in full within 180 days

B. Must I pay for an entire niche if I'm single?

WUMC does not offer a discount for single people who wish to have their urn occupy the entire niche. You may opt to share a niche with another person; if so, please make arrangements separately while jointly completing an Application for Inurnment.

C. What other costs are involved in being inurned at the WUMC Columbarium?

The memorial service, honoraria for pastor, musicians, etc. are separate and subject to the church's policies and fee schedules.

D. Does the price include cremation?

No, the price does not include cremation. Arrangements for cremation should be made directly with a funeral home or crematorium.

E. What if affordability is an issue?

Please speak with one of the pastors.

F. How does the price of a columbarium niche compare to being buried in a traditional cemetery?

There may be significant savings, depending on a variety of factors. The cost of a niche in the WUMC columbarium along with two urns, two engravings, and two openings is substantially less than the estimated cost in a traditional cemetery of two gravesites, two openings, two burial vaults, and two markers.

G. Are there other advantages of inurnment at a columbarium?

Some may feel that a columbarium interment is more environmentally responsible than burial in a cemetery.

Pricing Information

Columbarium Niches (WUMC members)

One niche (**8X8 holds two urns**): \$1,000.00

One name and date inscribed \$150 per niche front + \$50 shipping

Two names and dates inscribed at one time \$250 per niche front + \$50 shipping

Each additional inscription \$150 + \$50 shipping

Basic Urn \$75.00 each

Columbarium Niches (Non WUMC members)

One niche (8X8 holds two urns): \$1,499.00

One name and date inscribed \$175 per niche front + \$50 shipping

Two names and dates inscribed at one time \$275 per niche front + \$50 shipping

Each additional inscription \$175 + \$50 shipping

Basic Urn \$85.00 each

The price of the niche Includes stone front, urn labels, two (or one) openings and closings of the niche officiated by a WUMC pastor, choice of niche location, record-keeping, and maintenance in perpetuity. It does not include the cost of cremation.

A Certificate of Inurnment will be issued when the cremated remains (cremains) have been inurned in the niche as specified in the Application for Inurnment.

*****INTRODUCTORY NICHE PRICE OFFER*****

The above Niche prices are introductory prices and are available to the first 100 WUMC church members and their extended families only per the pricing information above. After the first 100 Niches have been sold there will be a 20% price increase.

In the future, should WUMC offer the columbarium to non-members and the general public, the WUMC Columbarium committee will publish a separate price list.

Woodlawn United Methodist Church Columbarium
The Application for Inurnment

I hereby apply to the Woodlawn United Methodist Church of Panama City Beach, FL for a certificate of Right of Inurnment in the Columbarium:

1. Name of Applicant _____

2. Residence Address: _____

3. Business Address: _____

4. Telephone (H) _____ (Cell) _____

5. Email address _____

5. Church Affiliation: _____

6. Date and Place of Birth _____

7. Date of execution of Last Will and Testament and name of attorney who prepared it:

8. Name, address, phone number and relationship of next of kin or legal representative:

9. Name, address, and phone number of Executor: _____

10. Upon approval of this application, the Niches(s) in the Columbarium that I will be entitled to use are designated for the cremated remains of the following:

*Use full name (**without initials**), date of birth, and where applicable, date of death*

Applicant Signature: _____

Print Name: _____

Date _____

To be completed by the Columbarium
Director and/or church administrator

8X8 Niche

WUMC
Members

WUMC Columbarium Niche INURNMENT
Price schedule and payment
receipt

Certificate holder Name: _____

Certificate Number: _____

Niche Location Number: _____

8X8 Niche	Price per unit	Amount Paid	Date Paid
One niche (8X8 holds two urns): \$1,000.00			
First installment	\$ 500.00		
Second Installment due in 90 days	\$ 250.00		
Third Installment due in 180 days	\$ 250.00		
One name and date inscribed \$150.00 per niche front + \$50 shipping	\$ 200.00		
Two names and dates inscribed at one time \$250.00 per niche front + \$50 shipping	\$ 300.00		
Each additional inscription will be charged at \$150.00 + \$50 shipping	\$ 200.00		
First Basic Urn	\$ 75.00		
Second Basic Urn	\$ 75.00		
First Memorial Service	\$ 50.00		
Second Memorial Service	\$ 50.00		
Pastor Honoraria per service	\$ 50.00		
Musicians each per service	\$ 50.00		
Sub-Total =		\$ -	
4% Credit Card Fee			
Total Due		\$ -	

To be completed by the Columbarium
Director and/or church administrator

8X8 Niche

**for non WUMC
member**

WUMC Columbarium Niche INURNMENT

**Price schedule and payment
receipt**

Certificate holder Name: _____

Certificate Number: _____

Niche Location Number: _____

8X8 Niche	Price per unit	Amount Paid	Date Paid
One niche (8X8 holds two urns):	\$1,499.00		
One name and date inscribed \$150.00 per niche front + \$50 shipping	\$225.00		
Two names and dates inscribed at one time \$250.00 per niche front + \$50 shipping	\$325.00		
Each additional inscription will be charged at \$150.00 + \$50 shipping	\$225.00		
First Basic Urn	\$85.00		
Second Basic Urn	\$85.00		
First Memorial Service	\$75.00		
Second Memorial Service	\$75.00		
Pastor Honoraria per service	\$100.00		
Musicians each per service	\$75.00		
Sub-Total =		\$ -	
4% Credit Card Fee			
Total Due		\$ -	

Certificate of Inurnment

A Certificate of Inurnment will be presented to the family when ashes of a loved one are inurned in the Woodlawn United Methodist Church Columbarium.