

MMUMC Columbarium Procedure

1. Purchase

- Those interested in purchasing a niche should call chairperson or columbarium administrator.
 - a. Explain process and provide rules.
 - b. Show niche diagram.
- Pay fees and select niche location.
- Complete Forms
 - a. Inurnment Rights Agreement
 - b. Niche Plaque Inscription
- Columbarium Administrator will file documents, update spreadsheets, update niche diagram and provide member copies of all forms.
- Fees turned into church office.

2. At Time of Death

- Columbarium chairperson and administrator are notified.
- Columbarium administrator order niche plaque from International Bronze. Double check form for accuracy. Allow 6-8 weeks for plaque to arrive. The niche plaque will be engraved with persons name, date of birth and date of death and can include special wording up to 2 lines with 24 characters per line.

3. On Day of Funeral

- Family may gather in the columbarium for a committal service before or after the funeral.
- Ashes can be present. Inurnment will take place once the plaque arrives.
- Ashes remain in the possession of the family or funeral home until inurnment. The following funeral homes are willing to hold cremains until interment: McLeans, Greens, Wither and Whisnant. A simple service will not hold cremains. TBD: Carothers
- If committal happens before the funeral, ashes will not be brought to the sanctuary.

- If committal happens after the funeral, ashes will be brought to the columbarium by the funeral home.

4. Inurnment (the technical term for when the cremated remains, or ashes, are placed into the urn and placed into a columbarium.

- Once the niche plaques are returned, the date for inurnment secured with church office and family. Family may choose to be present.
- Opening of niches will be done by Trustees or trained individuals using a special tool.
- Installation of plaque will be epoxied onto the face of the niches by professional installer.

Adopted by Columbarium Committee 3/22/22. Updated on 4/17/2024

Approved by Church Council 1/7/2024