

## THE COLUMBARIUM AT ST. JAMES

We are pleased you have an interest in the columbarium at St. James. This packet provides the necessary forms for purchasing a columbarium niche. Please make an appointment to (1) select an available niche, (2) execute a Certificate of Purchase, and (3) acknowledge receipt of the applicable Rules and Regulations. The payment (4) to “St. James Episcopal Church” in the amount of \$1,100 may note the niche number selected.

The St. James Columbarium is located adjacent to the Chapel of the Twelve Apostles exterior wall within the quiet meditation garden (in between Bishops Hall and the Parish Hall). It provides 251 recessed compartments (niches) for the placement of earthly remains after cremation. Two internments are possible for each niche. Each niche is enclosed with a protective granite face plate engraved with the appropriate name and the dates of birth and death.

The columbarium is not intended to compete with commercial cemeteries. It is solely for use by those who worship at St. James as parishioners, or former parishioners, and their immediate families.

The \$1,100 per niche is a one-time charge. There will be no additional charge for the polished brass inurnment urns with name identification plate, or the memorialized granite face plate(s). A portion of the purchase price will be reserved for future care and maintenance of the columbarium.

A certificate of purchase will be issued granting the exclusive right to use the niche. Rights to a niche may not be sold or otherwise transferred, but may be returned to the parish. No cremated remains may be interred in a columbarium niche without an appropriate burial service approved by the rector.

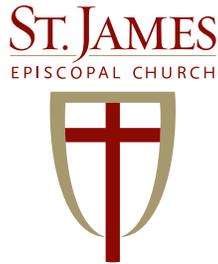
For more information about the columbarium, or to select a niche, please contact:

Sylvia Rabalais  
Parish Administrative Secretary  
225-387-5141  
[srabalais@stjamesbr.org](mailto:srabalais@stjamesbr.org)

Rev. 11/2015

*We proclaim Christ crucified and risen, and invite you to join with us in ministry together in his name.*

208 No. Fourth Street • PO Box 126 • Baton Rouge, Louisiana 70821 • 225-387-5141 • [www.stjamesbr.org](http://www.stjamesbr.org)



## THE COLUMBARIUM AT ST. JAMES RULES AND REGULATIONS

1. **The Committee:** The church shall at all times have full control of the columbarium. Such control shall be exercised through a Columbarium Committee appointed by the rector and confirmed by the vestry. The Columbarium Committee shall be composed of three to five parishioners; at least one shall be a member of the vestry. The Committee shall meet as often as appropriate, including at least one meeting in the month of January. A majority of The Committee present shall constitute a quorum.
2. **The Columbarium:** The columbarium shall consist of 251 burial niches for the interment of the ashes of cremated remains. Each niche purchased shall have a blank granite face plate. At the time of purchase the niche owner may order a face plate stating only the family name. At the time of each interment a new granite face plate shall be provided by the committee with the name of the deceased, date of birth and date of death. Nothing except the name plate, described above, can be affixed to the columbarium units or the walls around or above them. Nothing shall be placed on the ground, under, or around the columbarium without approval of The Committee. Floral offerings may be placed on the altar of the Chapel of the Twelve Apostles, which shall be arranged through the church secretary. No more than the ashes of two (2) persons may be interred in any one niche. The polished, sheet bronze urn with urn identification plate, and the memorialized facing plate, will be ordered from the supplier by the committee.
3. **Eligibility:** Sale of a niche is limited to the following (collectively referred to as “Qualified Individuals”):
  - A. Parishioners of record
  - B. Immediate family members of parishioners
  - C. Former parishioners and their immediate families
  - D. Clergy who have served on staff of the parish.

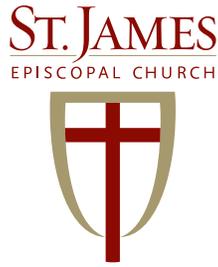
“Parishioners” means a parishioner of record, who need not be a confirmed parishioner. “Immediate family members” shall mean the spouse, siblings, lineal ascendants and lineal descendants of a parishioner. Any Qualified Individual may acquire a niche which has space for the remains of two individuals. The remains interred must be the human remains of Qualified Individuals.

Any rule or requirement may be waived upon the recommendation of the rector of the church and the approval of the vestry.

4. **Price:** The exclusive right to one (1) niche shall be \$1,100.00 and is non-refundable unless a waiver is obtained from The Committee. This fee is a one-time charge that covers the cost of construction of the columbarium, plus the polished brass inurnment urn(s) with name identification plate, and each memorialized granite face plate. A portion of the fee will be set aside in a Columbarium Fund for future care and maintenance of The Columbarium.

*The right to select an available individual niche may be given to the purchaser upon acceptance of an application. Niches will be reserved on a "first come-first served" basis upon payment in full.* Wherever possible, family members will be allowed to select adjoining niches. Once selected, no changes can be made without the approval of The Columbarium Committee.

5. **Exclusive Rights:** The exclusive rights to use a reserved niche may not be sold or otherwise transferred without permission of The Committee, and such transfer is limited as in Rule 3. The rights may be surrendered to St. James Episcopal Church. The Committee may waive the non-refund ability rule to all or part of the original purchase price. St. James Episcopal Church reserves the right to move the columbarium to another part of the properties of the church at its sole expense.
6. **Committal Service:** No cremated remains may be interred in a columbarium niche without an appropriate burial service approved by the rector.
7. **Removal:** No interred remains may be removed from the columbarium without an appropriate court order, if necessary.
8. **Change of Address:** Should any purchaser fail to inform The Committee, in writing, of a change of address and The Committee is unable to locate the purchaser through reasonable diligence, after three (3) months' search The Committee reserves the right to cancel the right of Purchaser to use of the niche.
9. **Louisiana Law:** The Columbarium is maintained in strict accordance with Louisiana Law related to columbarium facilities owned and operated by churches. Nothing herein, or which may be established in the future, shall derogate, or vary from Louisiana law.
10. **General:** The policies and regulations set forth herein may be altered, amended or appealed at any time by action of the Vestry of St. James Episcopal Church in so far as said rules and regulations, with amendments, are consistent with Louisiana law.



**CERTIFICATE OF PURCHASE  
THE COLUMBARIUM AT ST. JAMES**

Received from \_\_\_\_\_, the sum  
of \_\_\_\_\_ (\$\_\_\_\_\_ .00/100) dollars  
for the purchase of a niche numbered \_\_\_\_\_ in the columbarium located on the grounds of  
St. James Episcopal Church, Baton Rouge, LA.

The right to use said niche is granted subject to all conditions and limitations specified in the Rules and Regulations promulgated by the Vestry of St. James Episcopal Church and all future amendments and changes thereto, and with other applicable rules and regulations of the parish.

The Purchaser hereby agrees to save and hold harmless St. James Episcopal Church, its clergy, officers, and vestry for damages of any nature which may occur to the container or remains as a result of fire, theft, vandalism, flood, or any act of event beyond the control of St. James.

Purchaser acknowledges receiving a copy of the current Rules and Regulations for the columbarium.

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

(Please print name) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Purchaser agrees to inform the church in writing should purchaser change mailing address.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, AD \_\_\_\_\_

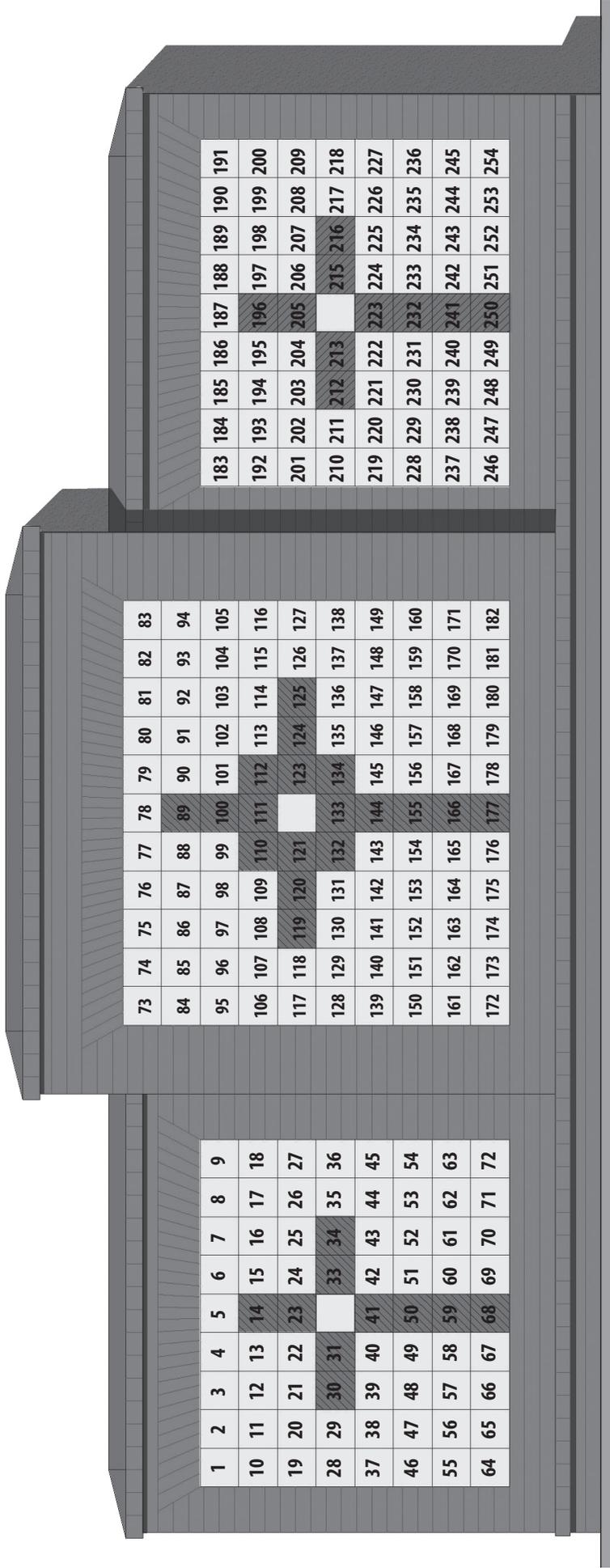
by: \_\_\_\_\_

St. James Episcopal Church Columbarium Committee Member

***We proclaim Christ crucified and risen, and invite you to join with us in ministry together in his name.***

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THE COLUMBARIUM AT ST. JAMES EPISCOPAL CHURCH  
BATON ROUGE, LOUISIANA

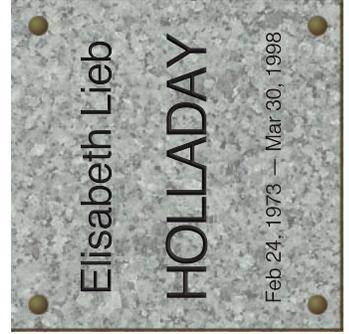


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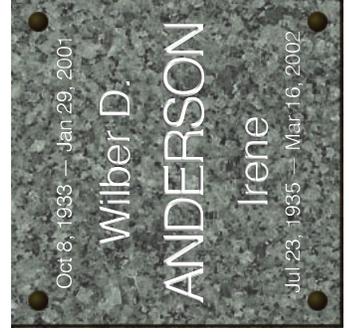
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64	65	66	67	68	69	70	71	72

For layout information only. Specific niche availability should be confirmed with the church office and may change without notice.



Colors are not intended to be accurate representations.





### ACKNOWLEDGEMENT

THE UNDERSIGNED purchaser hereby acknowledges reading and understanding the Certificate of Purchase, and The Columbarium at St. James Rules and Regulations, and hereby agrees to same, and to any further changes or amendments.

THUS DONE AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESSES:

PURCHASER:

\_\_\_\_\_

\_\_\_\_\_

Printed name: \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_\_

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

Printed name: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

COLUMBARIUM COMMITTEE MEMBER:

\_\_\_\_\_

Printed name: \_\_\_\_\_

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