

**BETHEL CEMETERY ASSOCIATION
POLICIES AND OPERATING PROCEDURES
FOR COLUMBARIUM**

The Bethel Presbyterian Church, 2445 Highway 557, Clover, SC provides a Columbarium for the inurnment of the cremated human remains of church members of Bethel Presbyterian Church or Redeeming Grace PCA. The following Policies and Operating Procedures are in place to maintain the dignity and sanctity of the Columbarium.

DEFINITIONS....

- BCA.....Bethel Cemetery Association
- BOD.....Board of Directors
- PCA.....Presbyterian Church in America
- Grave Registrar.....Person responsible for maintaining the cemetery ledger.
- Inurnments.....The placement of cremated human remains in their final resting place in a niche, after they are placed in an urn.
- Door.....The door attached to the outside face of the niche that contains the engraving.
- Urn.....Permanent, standardized container to be used to place the cremated human remains of the decedent in a niche.
- Niche.....Space to be used for the placement of the urn which holds the cremated human remains. Size of niche is 12” x 12” x 12”.
- Inscription.....Engraved information on the face of each door that includes only the name (s) of the person (s) whose cremated human remains are placed in the urn(s), date (s) of birth and date (s) of death. Titles, awards, degrees or other information are NOT to be included in the inscription.

PURPOSE AND SUPERVISION

PURPOSE....The Columbarium is for the inurnment of the cremated human remains of church members of Bethel Presbyterian Church or Redeeming Grace PCA.

GENERAL PLANNING....The Columbarium is part of Bethel Presbyterian Church Cemetery, Clover, SC and operates under the direction of the Bethel Cemetery Association BOD and the Session of Bethel Presbyterian Church. The original policies and subsequent changes recommended by the Bethel Cemetery Association BOD shall become effective when approved by the Session of Bethel Presbyterian Church, Clover, SC.

INURNMENTS

SUBJECT TO LAWS.....

In addition to these Policies and Operating Procedures, all inurnments, disinurnments, and removals shall comply with all federal, state, and local laws. Nothing herein shall be construed as a waiver of any exemption the Bethel Cemetery Association has provided pursuant to such laws, policies and regulations.

MEMBERSHIP.....

All members, at least 21 years of age, of Bethel Presbyterian Church or Redeeming Grace PCA and their spouses may reserve a niche by joining the Bethel Cemetery Association. The membership dues for a Lifetime Membership is \$250.00 per person and shall be a one time payment payable at the time the niche is reserved. This fee shall be deposited in the BCA Investment Account. Non members shall be required to pay for a Lifetime Membership of \$250.00 per person.

NICHE COST.....

A fee shall be collected by the Bethel Cemetery Association when the niche is reserved. Each niche has the capacity to hold a maximum of two urns, such as a husband and wife. The cost for a niche shall be \$2,250.00 plus membership fee (s).

This fee includes the right of inurnment, the engraved inscription on the door of the niche and the ongoing care for the Columbarium. The fees are non-refundable and are subject to change.

Non-member fee to reserve a niche shall be \$10,000.00, if this situation should arise, plus membership fee (s).

ARRANGEMENTS FOR INURNMENT.....

The Bethel Cemetery Association BOD shall have complete authority for all religious services of inurnment. Sufficient and proper notices of intended inurnment shall be given to the Grave Registrar or a member of the BOD.

RESPONSIBILITY FOR IDENTITY.....

The Bethel Cemetery Association BOD shall not be liable for ensuring for the identity of the person whose cremated human remains are sought to be inurned. The funeral home director shall be sure that the name of the deceased is properly placed on the urn when the urn is received from the crematory.

PAYMENT REQUIREMENT

No inurnment shall be permitted in any niche nor engraving made upon the door of any niche without payment in full to the Bethel Cemetery Association.

LIMITATIONS OF EACH NICHE....

Size of niche allows cremated human remains of a maximum of two persons to be inurned in each niche. Size of each niche is 12" x12" x 12". The name (s), date (s) of birth and date (s) of death of the person (s) whose cremated human remains are to be engraved on the door of the niche. The cost of the engraving is included in the fee paid to the Bethel Cemetery Association.

URNS.....

Inurnment in the niche shall be made only in urn (s), provided by the family. They shall be a permanent, standardized container.

ENGRAVING....

The name (s) date (s) of birth and date (s) of death of the person (s) whose cremated human remains are to be placed within the niche will be engraved on the door of the niche. The cost of the engraving is included in the fee paid to the Bethel Cemetery Association.

OPENING AND CLOSING OF NICHE....

The Bethel Cemetery Association BOD will arrange for the opening and closing of niches at the time of inurnment. Any subsequent opening and closing of a niche may be subject to a fee.

FLOWERS, PLANTS, ORNAMENTS, DECORATIONS

REGULATIONS.....

Many items may have sentimental value but can become disruptive to the appearance and maintenance of the Columbarium. Absolutely NO flowers, plants, ornaments, or decorations of any kind shall be placed in or around the Columbarium at any time, with the exception of temporary decorations during the Inurnment Service. They shall be removed immediately after the service. Prohibited items may be removed and disposed of by the BCA without notice to the owner of the item.

INSCRIPTIONS

UNIFORMITY OF ENGRAVING.....

The engraving on each niche door shall be of a uniform size and style as determined by the Bethel Cemetery Association BOD.

CONFORMITY OF TEXT.....

The inscription shall consist only of the name (s) of the deceased, date (s) of birth and date (s) of death.

MISCELLANEOUS

CEMETERY HOURS...

Bethel Cemetery is open from Sunrise to Sunset. No visitation is allowed after dark.

APPROVED BY BCA BOARD OF DIRECTORS ON MAY 2, 2021.

APPROVED BY SESSION OF BETHEL PRESBYTERIAN CHURCH ON MAY 16, 2021.