**OFFICE PROCEDURES FOR MAINTAINING COLUMBARIUM RECORDS**

Complete sequentially where possible. **Initial** and **Date** each step as complete.

1. When someone expresses an interest in procuring a columbarium niche, give or mail them a copy of the document entitled “Columbarium Rules and Regulations” and “Certificate of Inurnment Rights” so they can read it at their convenience.
2. The subscriber selects the niche(s) with the assistance of one of the clergy or office staff. The subscriber's name is entered on the master record.
3. The office fills out the Certificate of Inurnment Rights and has the subscriber sign it. The form is given to the Rector for approval and is then photocopied.
4. The subscriber pays (fee set by Vestry and previously reviewed/discussed with Rector and/or Vestry) for the niche(s). The new owner is given a receipt for his/her payment. A copy of the receipt is attached to the original signed Certificate of Inurnment Rights and returned to the Rector.
5. The Rector certifies the eligibility of the subscriber (see C-2 of Columbarium Rules and Regulations).
6. The office notifies the subscriber of approval by sending him/her a copy of the approved Certificate of Inurnment Rights.

At the time of burial:

1. With the survivor present, a person with authority to act on behalf of the deceased completes the Inurnment Request Form providing the information necessary for preparing the niche for use, including the request for inurnment of the deceased and the exact spelling of the name and dates of birth and death to be used on the name plate.
2. The form is signed by the family member or the one assuming responsibility and submitted to the Rector or other responsible person for review and approval (if appropriate) of the request. In case of no survivors, the Rector will assume the responsibility.
3. When approved, the office will use the Inurnment Request Form, that contains the information for the name plate, and send to the engraver with Good Shepherd’s standard instructions (including standard finish details and line placement).
4. The approved lnurnment Request Form (along with copy of completed name plate order form from the engraver is attached to the original Columbarium Certificate of Inurnment Rights in the file, and all these documents are kept for safe keeping in that file.