



St. John's Cemetery, Inc.

Columbarium Ordinary

June 2020

St. John's Cemetery Columbarium offers inurnment for cremated human remains and is open to everyone. This document describes the rules that govern the sale and operation of the columbarium and niches. St. John's Cemetery reserves the right to modify these rules when necessary. Owners of the columbarium niches will be sent a copy of the new Ordinary document when it is revised.

Proper Handling for Cremains (Ashes)

The Board of Directors of St. John's Cemetery policy directs that cremated human remains be treated as deferentially as a full body. After the remains are placed in an urn, the urn is to be respectfully buried or placed in a columbarium (inurnment).

Some families work with a funeral director to arrange for cremation. The funeral home staff then works with the family to arrange the funeral service, if desired, and the inurnment. Those choosing cremation may opt to work directly with a crematory. Those families then contact the cemetery directly to arrange inurnment. If they desire, the family or their representatives would then make arrangements for the presence of clergy at the inurnment.

Urn or Container Criteria

First, the container should be made of durable material, for example: metal or stone or ceramic. If a wooden container is used, it must include a sealed heavy plastic liner or bag to contain the ashes.

Second, containers must be watertight. Many urn styles with screw-on tops satisfy this requirement. It is preferred that some type of waterproof sealant be placed around the opening of containers that do not have screw-on tops.

Third, each niche is a cube of 12 inches by 12 inches by 12 inches and will hold 2 sets of cremated remains. There are many different styles, sizes and shapes of urns and containers. Please consult your funeral director or the crematory for more information.

- If only one urn or container will occupy a niche, it should be no larger than 11 inches by 11 inches by 11 inches.
- If two sets of remains are to be interred in one niche, the size and shape of each urn or container must be considered.
 - Rectangular shaped (including cube shaped) containers may be no larger than 5 $\frac{3}{4}$ inches wide by 11 inches long by 10 $\frac{1}{2}$ inches tall.
 - Round or cylindrical vase-style urns should be no larger than 6 $\frac{3}{4}$ inches in diameter at the widest point. Due to the fact that a taller vase-style urn may need to be turned slightly to one side to place it inside the niche, it should be less than 11 inches tall.

Fourth, in the event that one urn cannot contain all the ashes, most funeral homes or crematories offer a cloth bag which can be placed in the niche with the urn. The ashes must be contained inside a sealed plastic bag inside the cloth bag.

Fifth, to discourage vandalism and theft, items such as jewelry, photographs, or keepsakes are not to be placed in the niches or urns.

The Inurnment

Inurnment, when the remains are placed in a columbarium niche, may take place immediately following the funeral service or at another time agreed upon by the family, cemetery, and clergy, if desired. We recommend that families wait until the first inurnment occurs before arranging for engraving.

Conditions for Inurnment

In rare cases of extremely severe inclement weather, inurnment might not take place as scheduled. If a funeral service has already been planned at a church on such a day, the family should proceed with the service but realize the committal of the ashes might not take place that day. The cemetery will work with the family to reschedule the inurnment.

Niche Engraving Standards

Engraving and its cost are the family's responsibility. The deceased's representative is responsible for arranging and paying for the engraving of the deceased's name and dates of birth and death on the niche facing. The deceased's representative will work directly with the approved engraver, Lough Memorials, Inc., Frederick, MD. To maintain a clean and uniform appearance, engraving is limited to letters, numerals, dashes and slashes. See the sample page included in this packet. *The cemetery must review and approve the niche front design before engraving.*

Fees

The latest Fee Schedule, dated February 2019, is attached. The purchaser may select any available niche. Full payment is required at the time of selection.

The columns in the columbarium are numbered 1-85; the rows are identified as A-E. Once a niche is selected, it will be identified as Column ___ Row ___. Note that Columns 58-77 do not have a Row A.

Opening the niche for the first inurnment is included in the fee but there will be a charge of \$100 (subject to increase) to open the niche for placement of the second set of remains.

Certificate of Right to Inurnment

This is the document by which St. John's Cemetery, Inc., Frederick, Maryland conveys a right of inurnment for a burial space. It is in effect a receipt for full payment and the description of the designated niche for inurnment. A Certificate of Right to Inurnment will be issued to the purchaser upon payment in full.

Additional Conditions

There are no provisions in the columbarium for loose flowers, flower pots, or wreaths. The cemetery also forbids attaching embellishments or projections such as flower vases, photographs, wreaths to the columbarium.

Perpetual Care

St. John's Cemetery, Inc. has established a trust providing for the perpetual care of the cemetery and the columbarium. This trust has been endowed through the sale of graves/niches and generous donations.

Buy-Back and Sale of Columbarium Niche

If a Purchaser decides that they no longer need a niche, St. John's Cemetery, Inc. will buy-back the niche for 75% of the purchase price.

If a Purchaser wishes to donate the cost of the niche back to the Cemetery, they will be sent a letter recognizing the donation for tax purposes.

A Purchaser may sell or transfer their niche to another party, subject to approval by St. John's Cemetery, Inc. A new Certificate of Right to Inurnment will be issued to the new owner and they will be subject to the in-effect Ordinary.



Agreement with St. John's Cemetery, Inc., Frederick, Maryland for purchase of right to inurnment in the cemetery columbarium

I/we have read the Columbarium Ordinary document and understand the requirements set forth regarding urns and engraving.

I/we understand that full payment is required at the time of purchase. **Checks should be made payable to: St. John's Cemetery, Inc.**

I/we understand that the cemetery does not provide either urns or engraving services.

I/we wish to purchase rights to niche Column ____, Row ____ for \$ _____

Person(s) to be inurned (print name/s)

Signatures:

Purchaser/Representative of Deceased

Second Purchaser

Print Name

Date

Print Name

Date

St. John's Cemetery Representative

Date

Purchaser Contact Information:

Address:

Phone: _____ Email: _____

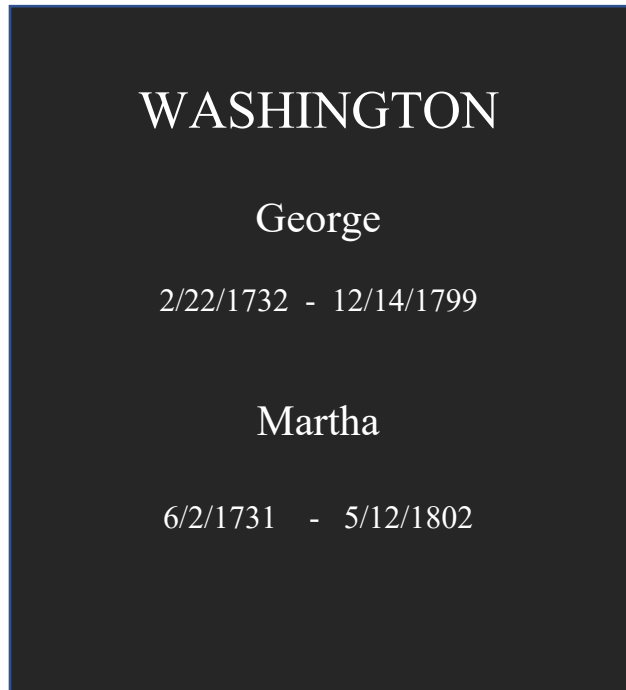
Alternate Contact:

Name _____

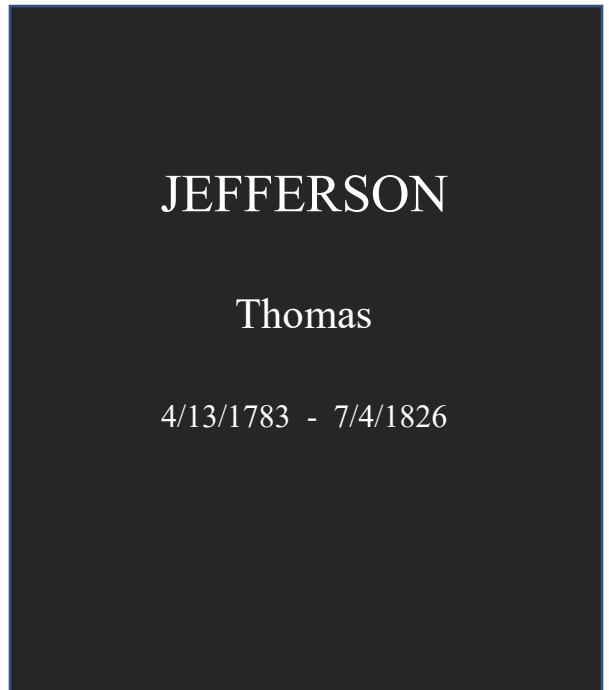
Phone: _____ Email: _____

Address:

Sample Niche Faceplates



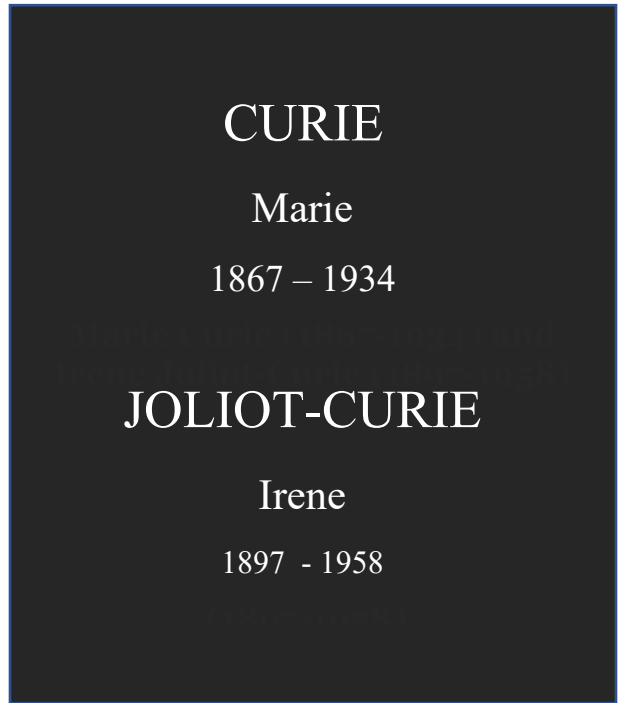
2 Urns – One Surname



1 Urn – One Person



2 Urns – 2 Surnames



2 Urns – 2 Surnames

St. John's Cemetery, Inc.
Cemetery Main Entrance: E Fourth St, Frederick, MD 21701
Contact: Ms. Paula Hoffman, phone 301-418-1787

Planning Sheet for Niche Face Inscription

Each niche has a granite face suitable for engraving which will be completed at the engraver, Lough Memorials, Inc., 500 S. Market St, Frederick, MD. Please refer to the Work Process Document between Lough Memorials, Inc. and St. John's Cemetery, Inc.

The cemetery recommends that the niche owner(s) plan the engraving design and keep a copy of that design with their cemetery paperwork to allow easy access for the deceased's representative at time of need.

All engraving costs are the responsibility of the niche owner and/or deceased's representative and should be arranged directly with Lough Memorials.

All engraving designs must be approved by a Board of Directors officer or designee. Designs are limited to the names, date of birth, and date of death. Refer to the sample page included in the sale contract documents.

Niche: Column _____ Row _____ Approved by St. John's Cemetery _____

This inscription was planned by:

NAME: _____

ADDRESS: _____

CITY, STATE,

ZIP: _____ PHONE: _____

EMAIL: _____

I affirm that the inscription is correct and acceptable and that all spelling is accurate.

PREPARER'S

SIGNATURE _____ DATE _____

St. John's Cemetery
Columbarium Fees
February 2019

Price is for a companion niche for 2 sets of human remains and provides for the perpetual care of the columbarium. The only additional charge is \$100 to open the niche for the second inurnment.

Engraving must be arranged and paid for by the family or deceased's representative.

All Niches (except sections noted below)

Rows A and B	\$4,000
Rows C and D	\$3,800
Row E	\$3,500

Wall with the Cross (Columns 43-49)

Note: the gray cross niches in columns 45-46-47 are not for sale.

Rows A and B	\$5,000
Rows C and D	\$4,800
Row E	\$4,400

Under the Dome (Columns 16-19)

Rows A and B	\$6,000
Rows C and D	\$5,700
Row E	\$5,300