

The Columbarium Committee

While the ultimate management of the Memorial Garden and Columbarium shall be by the Rector, Wardens and Vestry of St. Paul's Episcopal Church a Columbarium Committee has been created by the Vestry to be the immediate body responsible for the oversight of the Columbarium niches, assignment of niches, and monitoring the maintenance of the surrounding Memorial Garden.

Persons eligible for interment in the columbarium must be either members or past members of the congregation of St. Paul's Episcopal Church or their spouses, children or immediate family. Determinations of eligibility shall be made by the Rector and the Senior Warden of St. Paul's Church. On very rare occasions permission may be given to others associated with St. Paul's Church.

Please call the church office at (305) 296-5142 for additional information.

Terms and Conditions Rules and Regulations

1. Complete control and management of the Columbarium shall be vested in the Rector, Wardens, and Vestry (hereinafter "the Vestry") or a Vestry committee so designated. The limited right to use the niche or other space is not intended to be and never shall be construed as granting any legal title to any niche or space in the Columbarium or the Church.
2. Payments made for the purchase of niches may be used for any lawful purpose and do not give the purchasers any property rights to the Columbarium.
3. The Certificate of Use to which these Terms and Conditions—Rules and Regulations are attached provides only for the perpetual right of interment in the Columbarium.
4. The Vestry shall provide perpetual care to the Memorial Garden as it deems necessary and any purchaser of a Certificate of Use waives any right to direct or participate in the care of the Memorial Garden and by the acceptance of the Certificate of Use acknowledges that care provided by St. Paul's Church's Vestry shall not be construed to mean the maintenance, repair or replacement of any permanent plot, niche, structure or structures which shall be destroyed by war, civil insurrection, theft, vandalism, casualty or otherwise not covered by insurance and is not caused by negligence of St. Paul's Vestry or Columbarium Committee. Neither the Vestry nor the Church assumes any liability or responsibility for the preservation or loss of, or damage to, any remains of any person interred in the Columbarium, or for any matter or thing relating to the Columbarium.
5. No interment shall be permitted in, or engraved inscription made upon, the plaque of any niche when the purchase fee has not been fully paid, except by special written consent of the Rector, Wardens and Vestry.

6. The use of the niche shall be limited to cremated human remains. The cremated remains of only one person shall be interred in each single niche and two persons in each double niche.
7. The Vestry may make or modify rules and regulations governing the use and maintenance of the Columbarium. The Vestry may also amend the terms and conditions of this agreement with respect to the use, operation, and maintenance of the Columbarium. If a pricing of niches is modified by the Vestry, these changes shall not be retroactively applied.
8. The purchaser, or a person recognized and accepted by the Vestry or Columbarium Committee as the successor in its sole discretion, may change the Designee, provided the prior written consent of the Vestry or the Columbarium Committee is obtained. If at the time of his or her death the purchaser does not select a successor by appropriate designation in a Last Will and Testament admitted to probate, any rights or responsibilities granted and accepted herein shall pass to purchaser's heirs at law.
9. The marker for each niche, including all lettering and markings thereon, shall conform in all respects to standards approved by the Vestry, or the Committee. The marker must be ordered through the Church.
10. The purchaser shall pay for the actual costs of the marker (including lettering). The purchaser shall also pay for the cost related for opening and closing any niche. The person authorizing the action (purchaser) shall make payment of all charges promptly upon the rendering of the statement or statements.
11. When clergy services are desired at the Columbarium, it is expected that, unless unavailable, a minister of St. Paul's Episcopal Church will officiate. If the deceased, or the family of the deceased, desires to have another clergy person participate in the service, then, upon approval of such participation, the invitation to the other minister may be extended by the Rector of St. Paul's Episcopal Church.
12. The use of any ornamentation on or proximate to any niche by any subscriber is prohibited except as follows:
 - a. Cut flowers, live plants, and (seasonally) wreaths may be displayed on niche(s) covers provided they are tastefully presented, properly cared for, and conform to the natural décor of the Columbarium as a whole.
 - b. Niche ornamentation which, in the judgment of the Church, is not in conformance with the above may be removed by the Church.
 - c. Individual plantings in the Columbarium are not permitted without prior written approval of the Columbarium Committee of the Vestry.
13. If interment has not occurred before the expiration of 50 years, the interment right of the owners of record or his heirs, devisees, executors or administrators, shall terminate.
14. All ashes and human remains interred in the Columbarium niches are interred directly into the earth beneath the square foot niche stone. If the niche is not used within 50 years of the date of the Agreement or within one year of the death of the purchaser, a successor, or the last surviving child of the purchaser, whichever is last, all rights to the niche shall revert to the Church.
15. If the Vestry decides to change the location of or terminate the use of all or any part of the Columbarium, the Vestry may remove the cubic foot of earth from any niche

- or niches affected by the change or termination and have them placed in another niche or in another appropriate place in its sole discretion.
15. Although there is no obligation to carry insurance, the Vestry may carry such insurance for its own benefit upon the Columbarium and contents as the Vestry decides.
 16. The Vestry may refuse to inter the cremated remains of any person, in which event the Vestry shall offer to refund and tender to the purchaser or successor all monies paid for the niche in which interment is refused.
 17. The remains of pets are not allowed to be placed in a niche. Ashes of pets may be scattered in the Memorial Garden close to the Columbarium, subject to the written permission of the Rector.
 18. The Columbarium may be enlarged or remodeled at any time. The Vestry may also move the Columbarium to another location if the Church is moved from its present location, and to substitute a niche of substantially similar size and character. If for any reasons the Church ceases to exist, all remains in the Columbarium shall be removed and dispersed as directed and paid by the Vestry.
 19. Interpretation of these Terms shall be in the exclusive discretion of the Vestry. When it decides that the literal interpretation of the terms may impose unnecessary hardship, the Vestry may make exceptions to the terms.
 20. The Vestry may from time to time adopt new rules or terms, amend the existing ones, or repeal any rule or term, or any part thereof.
 21. Payment for use of the niche shall be in the manner approved by the Vestry or the Committee at the time the Agreement is signed and as provided therein. Niches shall only be assigned after the St. Paul's Church has received payment in full.
 22. The Columbarium is considered part of the Church structure and all persons in the area of the Columbarium are expected to conduct themselves accordingly.
 23. The Vestry may dedicate up to 10% of the niches for indigent people. This dedication is to be reviewed at regular intervals.
 24. It is the responsibility of the purchaser or the purchaser's successor in interest to notify the Church of changes of address or telephone numbers for contact by Church when a need arises. The address on file with the Church shall be the official address of the purchaser or successor in interest and information mailed to that address shall be deemed sufficient delivery and binding on all parties involved.
 25. The current and former Rectors of the Church may reserve a niche for themselves and their spouses without charge providing such reservation is made at a time when at least one niche vacancy exists.
 26. Financial and historical records for the columbarium will be maintained in the business office of the Church.

Note: You should have an attorney review all of your documents.

Internal Guidelines Regarding the Memorial Garden and Columbarium

The Vestry determines the cost of opening and closing each niche. These processes may include labor and special tools or hardware the parish needs. The Vestry will also need to ensure that its staff is trained to provide these services with skill, sensitivity, and efficiency, preserving the integrity of the Columbarium and ensuring that openings and closings are done with dispatch.

The church shall order the marker for the niches. The cost of the marker is incurred by the purchaser of the niche. The name of the person and date of birth and date of death is the only engraving permitted on the marker.

St. Paul's affirms that there are on occasion times when it is appropriate when fees might be reduced or waived. The Rector may reduce or waive the fees with the advice and consent of the Wardens of St. Paul's Episcopal Church. This policy is particularly important in light of a principal purpose of the Columbarium to provide low cost burial places for the poor or homeless.

All maintenance has a cost. Therefore, it is the intent of the Vestry to establish and continually add to a fund for the perpetual maintenance of the Memorial Garden and Columbarium. This Memorial Garden Columbarium Fund shall be funded primarily by the fees received for the purchase of niches. As with other funds of this nature at St. Paul's Church, the principal of the fund shall remain intact and the interest used for the perpetual maintenance. Maintenance of the Memorial Garden and Columbarium includes, but is not limited to, the cost of landscaping, replacement of perennial shrubs, provision of annual flowers and repair of sidewalks and paving.

The Vestry will have an annually scheduled review of its fees for its Columbarium to ensure that inflation does not unacceptably reduce the revenue to the parish or make it impossible to recover actual costs. Any published schedule of fees should contain notice of such periodic revisions and this review should be made an unavoidable part of the administrative maintenance of the Columbarium. This is in keeping with all affairs concerning the buildings and property of St. Paul's Episcopal Church. This is the Vestry seeking to be good stewards of the resources entrusted to it, ensuring that the needs of the community, particularly the poor, are adequately served, the values of the faith taught and exemplified, and the church strengthened for its ministry in the future.

**ST. PAUL'S EPISCOPAL CHURCH
COLUMBARIUM PURCHASE AND PLOT AGREEMENT**

This Agreement is made this _____ day of _____,
20_____, between St. Paul's Episcopal Church, Key West, Florida,
(hereinafter called, "the Church") and (name of individual, hereinafter "the
Purchaser" written on the next line)

whose address is

The Church hereby acknowledges receipt of the sum of _____
from the Purchaser and hereby conveys the right to Purchaser to have placed
in plot number _____ of the Columbarium of the Church the
cremated remains of:

and (if a double niche)

hereinafter called, "the Designee") subject to and upon the terms and
conditions set in the Columbarium By-Laws and the Rules and Regulations
of the Memorial Garden and Columbarium attached to this Agreement.
Purchaser hereby acknowledges reading and understanding the above
Agreement and the attached Columbarium By-Laws and Rules and
Regulations of the Memorial Garden and Columbarium which are made a
part of this Agreement.

St. Paul's Episcopal Church: _____
(its authorized representative)

Purchaser: _____
(printed name) (signature)

*This Agreement should be copied with the original staying at a secure location at St.
Paul's Church and the copy to the Purchaser.*

**Application for Interment Rights to Niche(s) in
The Columbarium of St. Paul's Episcopal Church
Key West, Florida**

Today's Date _____ Niche Assignment _____

Name _____
(No titles) Last First Middle

Date of Birth _____ Date of Death (if applicable) _____

Current Contact Information: Date Updated _____

Address _____

Phone _____ Cell _____ E-mail _____

This niche above is for a single or double niche. (Please circle the word single or double.)

Current Contact Information for Holder of Power of Attorney, if used;

Name _____

Address _____

Phone _____ Cell _____

I designate as my successor in use, to be so entered upon the records of the Church, and authorize to act in my stead in the event of my own prior demise or permanent mental incapacity:

1. _____, if living, otherwise _____
2. _____, if living, otherwise _____

In the event, however, that legal heirs or representatives other than the above named individuals are established by due process of law, to the satisfaction of two-thirds of the Columbarium Committee with the advice and consent of two thirds of the Vestry, or due to events now unforeseen, the two-thirds of the Columbarium Committee with the advice and consent of two-thirds of the Vestry may recognize a person or persons other than the above to be the applicant's successor in use, and it is agreed that no liability or claim by reason thereof shall be asserted against St. Paul's Episcopal Church, its Two-thirds of the Columbarium Committees, Wardens or Vestry.

In making this application, I understand and agree that if it is approved and the reservation of space is consummated, my use of the interment rights to the spaces shall at all times be subject to the operation of St. Paul's Episcopal Church as now existing or which may from time-to-time be promulgated by the Columbarium Committee and the Vestry of St. Paul's Episcopal Church..

Are there pre-paid crematorium arrangements: _____ Funeral Home Arrangements: _____
If so: (Name of Crematorium or Funeral Home to be filled in below)

Name _____

Address _____

Phone _____

I have received and read a copy of the St. Paul's Columbarium Committee By-Laws, Rules and Regulations, this Certificate of Interment, and I or my Power of Attorney, if used, agree to abide by them.

Signature _____

Printed name _____

Date: _____

DO NOT WRITE BELOW

Application received by: _____ Date _____

Application approved by Columbarium Committee: Date _____

Certificate for Niche(s) given to Applicant on (date): _____

By: _____
Authorized Columbarium Committee Member

Amount of Payment Received: _____ on (date) _____

This Agreement should be copied with the original staying at a secure location at St. Paul's Church and the copy to the Purchaser.

COLUMBARIUM COMMITTEE BY-LAWS

St. Paul's Episcopal Church Key West, Florida

SECTION I – ESTABLISHMENT

St. Paul's Church Columbarium Committee is a subordinate activity of St. Paul's Episcopal Church (hereinafter referred to as "Church") and is under the control of the Vestry of the Church (hereinafter referred to as "Vestry"). The Vestry has formulated these rules and regulations for the purchase, use and management of the Columbarium as set forth herein. These rules and regulations contain the terms and conditions of the agreement between the Church and anyone entitled to use any space in or portion of the Columbarium.

SECTION II – COLUMBARIUM COMMITTEE

A. General Powers:

The Columbarium Committee shall manage the use and maintenance of the Columbarium for the Vestry and in accord with the rules and regulations set forth herein. Any question concerning the interpretation of these Columbarium rules and regulations shall be decided by the Vestry, which has the custody and control of the Columbarium.

B. Membership:

The Columbarium Committee (the "Committee") shall consist of four members in good standing of St. Paul's Church (the "Church") and St. Paul's Rector. The elected Junior Warden of the Church shall be a member and serve as Chair of the Committee as long as he/she remains Junior Warden. The THREE (3) remaining members shall be appointed by the Rector in accord with these rules / regulations. In the absence of a Rector, the Senior Warden shall make appointments. The committee will select one of its members to be the Vice-Chair / Clerk of the Committee. All Committee members except the Junior Warden shall serve until replaced by (1) the Rector, or (2) a vote of the Vestry. Upon the resignation, death, disability or transfer from the parish, a member shall be replaced by appointment.

C. Meetings:

The Committee shall meet at least once annually and at such other times as may be required to carry out the functions of the Committee. Meetings will be held at the Church unless a majority of the Committee agrees on an alternative location. Three members shall constitute a quorum.

D. Duties of Committee Officers:

1. The Chair shall:
 - a. Preside at all Committee meetings.
 - b. Be responsible for and manage the affairs of the Columbarium on a day to day basis between meetings of the Committee, subject to the control and approval of the Committee as a whole.
2. The Vice-Chair/Clerk shall:
 - a. Assist the Chair;
 - b. Perform all the duties of the Chair in the Chair's absence;
 - a. Record the minutes of all Committee meetings;
 - b. Maintain files and records of all purchases of the right to use space in the Columbarium;
 - c. Record and maintain data on the identity and specific location of ashes deposited in or removed from the Columbarium.
3. The Committee officers may delegate certain responsibilities to other Committee members, as they deem appropriate.

E. Compensation:

Members of the Committee are not entitled to any compensation, direct or indirect, for matters relating to the use and operation of the Columbarium.

F. Annual Report:

The Chair, with assistance and approval of the Committee as a whole, shall prepare and present an annual report to the membership of the Church at the annual parish meeting. The report will contain a summary of the significant activity and financial status of the Columbarium.

G. Contracts:

One of the Committee members is authorized to sign the Agreement for the purchase of a right to use space in the Columbarium after the Committee has approved the application for purchase. All other authority to approve or sign contracts remains with the Vestry.

SECTION III – TERMS AND CONDITIONS OF PURCHASE

A. Applications:

Every person desiring to use space in the Columbarium shall submit a written application to the Committee on a form provided. The form will request information necessary for

the Committee to act upon the application. The applicant will be given a copy of these by-laws and the rules and regulations of the Columbarium when the form is requested.

B Availability:

The right to use space is available for purchase by members of the Church and their immediate family members. The term “immediate family members” includes the family of a church member who is the spouse, a child, or a parent of the church member. Any other person whose ashes are to be interred in the Columbarium must be specifically approved by a majority vote of the Committee and a majority vote of the Vestry. The Vestry reserves the right to approve or disapprove any application for interment of ashes in the Columbarium regardless of the status of the applicant.

C. Purchase of Space:

1. Once an application has been approved by the Columbarium Committee and the Vestry and after full payment of the fee for interment, a written agreement will be executed on a form approved by the Committee and the Vestry. The Committee will then assign a space to the applicant and the assignment will be noted on the Committee’s records.

2. The written agreement shall be executed in duplicate, with the original for the Church and the copy for the applicant. The Church will retain the original agreement and application as a part of the permanent record of each transaction. The agreements will be numbered and filed serially.

3. All purchasers and their successors in interest shall be subject to these rules and regulations as they exist at the time of purchase and as the Vestry may amend them from time to time in the future. The Vestry shall be the sole body to determine any questions that may arise concerning the Columbarium or the terms and conditions of these rules and regulations or anything not covered herein.

4. Any right accruing to the purchaser under the agreement may not be transferred without the consent of the Vestry, whether such transfer is direct by the owner, by devise, inheritance or otherwise. In the event the Vestry does not approve such transfer, the owner may have the space revert to the church by signing a document so providing. In that event the owner will receive a refund of sixty percent (60%) of the initial purchase price with no accrued interest.

5. If it is determined after the purchase that the space is no longer needed, the purchaser or his/her successor in interest may request a refund of sixty percent (60%) of the initial purchase price with no accrued interest.

6. It is the responsibility of the purchaser or the purchaser’s successor in interest to notify the Church of changes of address or telephone numbers for contact by the Church when a need arises. The address on file with the Church shall be the official address of

the purchaser or successor in interest and information mailed to that address shall be deemed sufficient delivery and binding on all parties involved.

D. Payment:

1. Payment for the use of space in the Columbarium, whether for interment or scattering, shall be in such amount and in such manner as may be determined, from time to time, by the Vestry.

2. No real property right or interest is created in a purchaser or his/her successor in interest by the purchase of a space in the Columbarium. Payment only relates to the use of space.

3. The purchase price includes:

- a. Use of one single or one double niche in the Columbarium.
- b. Maintenance of the Columbarium area as approved by the Vestry.

4. The payment for the use of space must be made in full before the agreement is executed, the space assigned or the space used.

E. Change in Designee:

The purchaser or any person succeeding in interest who is recognized and accepted by the Church as succeeding in interest may change the designee only if a written request to change the designee is presented to and approved by a majority of the members of the Vestry.

F. Limitation of Liability:

The payment by a purchaser for use of a Columbarium space must be made without any reservations, restrictions or conditions and the funds paid may be used by the Vestry for any lawful purpose. Although it is the intent of the Church to exercise reasonable care in the maintenance of the Columbarium, neither the Church nor any person acting for the Church assumes any responsibility for or shall have any legal liability for the preservation, loss of or damage to the Columbarium, or the ashes of any person placed therein, from Acts of God, war, civil insurrection, vandalism, theft or any other casualty or event.

G. Modification of Columbarium Rules and Regulations:

Any modification, amendment or changes in these rules and regulations as hereinafter provided shall be binding on the purchaser, designee, and any person succeeding to the interest of a purchaser or designee as of the date of such modification, amendment or change.

H. Requests:

Any request relating to the Columbarium shall be made in writing to the Columbarium Committee.

I. Termination of Rights under the Agreement:

In the event a request is made and granted by the Vestry for the removal of ashes and soil for a niche or niches, or if the niche(s) are not used within 50 years of the date of the Agreement, or in the event the ashes of an approved designee are not interred in the space identified in the purchase agreement within one (1) year after the death of the original purchaser, the original designee, or the last surviving child of such purchaser or designee, which ever last occurs, then all rights to a space purchased or obtained shall be forfeited and terminated and the space shall revert to the Church.

J. Selection of Niches

The Committee will determine the method for the selection of niches. This selection is based on a “first come, first served” basis to those who have paid. The Church will maintain a Columbarium diagram derived from the issuance of niche certificates. This chart will serve as the official record of the use of the Columbarium niches.

K. Prices of Niches

The Committee, with Vestry approval, shall have the right to set the cost for each individual and double niche. The current cost shall be \$500.00 per single niche and \$800.00 for a double niche. Any amount of money received over and above the actual cost shall be considered a donation to the Church’s Memorial Fund.

L. Changes in By-Laws or Rules and Regulations

The Committee reserves the right to change these policies at any time, without notice, with the approval of the Vestry.

M. Memorial Garden and Columbarium Open to Visitors

The Memorial Garden and Columbarium shall be open to visitors during normal office hours of the church office, and on Saturdays and Sundays during daylight hours. The Committee and Vestry reserve the right to modify these times. Keys to the gate of the Memorial Garden may be changed without notice by the approval of the Vestry.

SECTION IV – TERMS AND CONDITIONS FOR USE

A. Interment:

1. All ashes will be directly interred into the ground.

2. No other object shall be placed in the ground with the ashes.
3. The ashes of pets to be scattered shall be brought to the columbarium in a container appropriate for that purpose.
4. Scattered pet ashes shall be scattered in the area of the Columbarium designated for that purpose that has been approved by the Vestry.

B. Markers:

1. All markers or other designations of spaces in the Columbarium, including the material, design, construction, type, size, shape and character as well as all lettering, legends or other marking(s) thereon shall be subject to the control of the Vestry. The cost of any marker shall be borne by the purchaser, designee or successor in interest and must be coordinated through the Columbarium Committee. The cost of the marker must also include the cost of installation.
2. Inscriptions or letterings on the marker shall be limited to the name(s) of the deceased together with the years of birth and death. The first line of the inscription shall be reserved for the surname, the second line shall be reserved for the deceased person(s) given name, initials, or a combination thereof; and the third line for years of birth and death. If the length of the name(s) exceeds the capacity of the line, the letter size shall be reduced to accommodate the name(s) on the line (the name(s) may not exceed one line as specified above). The letter and number sizes shall also be reduced in proportion to ensure that the size is the same on all lines. The use of any seals, professional designations or similar inscriptions is expressly prohibited.

C. Services:

1. No special service or other appropriate religious observance shall be required upon the interment of ashes.
2. When the services of a member of the clergy are desired in connection with the interment of ashes in the Columbarium, it is expected that the Rector of St. Paul's Episcopal Church will officiate if available. If the deceased or the family of the deceased has made known or makes known to the Rector a desire to have another clergyperson participate in the service, then upon approval of the Rector of such participation, an invitation to the other clergy person may be extended. In the absence of a Rector, the Senior Warden of the Church may extend this invitation.
3. The Rector or his substitute shall supervise the placement of ashes in the designated space in the Columbarium and shall record the interment on a form provided by the Columbarium Committee showing the name of the deceased,

the date and the exact location in the map of the Columbarium. The Vice Chair / Clerk of the committee shall use this information to record as a permanent record along with the application and the agreement.

D. Grounds:

The Committee will preserve and maintain the architectural and landscape design embodied in the Columbarium. Small flowers, plants or other decorations may be placed in the Columbarium for the commemoration of a special day (e.g., the birthday or day of death of the deceased, Veterans' Day, Memorial Day, etc.) All flowers, plants or other decorations will be removed the following day. The Church office should be notified that some flowers, plant or decoration is being placed on a niche in the Columbarium.

SECTION V – COLUMBARIUM FUND

A. Establishment of Fund:

There is an established Memorial Garden/Columbarium Fund that will be administered by the Treasurer of the Church under the direction of the Vestry.

B. Administration of Fund:

All monies received on account of the Memorial Garden or Columbarium shall be deposited in a special account as directed by the Vestry. Withdrawals may be made in a proper case by check signed by persons authorized to do so by the Vestry. The Treasurer of the Church shall maintain separate records of account for the Memorial Garden/Columbarium Fund, which shall be subject to audit and review in the same manner as other financial records of the Church. The Treasurer shall make periodic financial reports to the Vestry, at least annually and whenever requested by the Vestry.

C. Purpose of the Fund:

It is intended that only the income from the Memorial Garden/Columbarium Fund is to be used for the perpetual care, administration and maintenance of the Columbarium and the Memorial Garden at the direction of the Vestry. The principal of the Columbarium Fund shall at all times remain intact unless a two-thirds vote of all members of the Vestry determine that it is necessary to invade the principal for the protection or repair of the Columbarium or its area and facilities.

SECTION VI – REMOVAL OF ASHES

A. Policy:

No ashes shall be removed from a niche except by and with the prior written consent of the Vestry and the Columbarium Committee. No right whatsoever shall exist in the heirs-at-law of the purchaser, designee or successor in interest to have any ashes removed.

B. Temporary Removal:

In the event it is necessary to temporarily remove ashes for any purpose, the Rector, or in the absence of a Rector, the Senior Warden, shall have the sole and exclusive responsibility and control of the safekeeping of the removed ashes (soil with ashes) until the same is replaced in an appropriate space. Any temporary removal shall be recorded in the Columbarium records by the Clerk of the Columbarium Committee.

C. Relocation:

If, in the judgment of the Vestry, it shall be deemed necessary at any time to change the location of the Columbarium or to discontinue its use, or any part thereof, the Vestry shall have the ashes removed from any spaces affected by such change or discontinuance and placed in another suitable space or location in the Memorial Garden or columbarium or to another appropriate place or location as the Vestry, in its sole discretion, may determine. A reasonable attempt will be made to communicate the relocation to any affected family.

SECTION VII - AMENDMENTS

The Vestry has the right to change, modify, amend or repeal these Columbarium Rules and Regulations by a vote of not less than a two-thirds majority of all members of the Vestry. The Columbarium Committee may, upon any majority vote, propose changes in these By-Laws and the Rules and Regulations to the Vestry. Any amendment or proposed change by the Columbarium Committee must be proposed at a Committee meeting at least one month prior to the date it is voted upon by the Committee.

*St. Paul's Episcopal Church
401 Duval Street, P.O. Box 1014
Key West, Florida 33041
(305) 296-5142*

Funeral Gratuities:

Separate checks should be made to the individuals named

Organist: \$150 Mr. Tim Peterson
Sexton: \$100 Ms. Jackie Umbriaco
Service Program: \$200 St. Paul's Episcopal Church
Reception in Parish Hall: \$100 St. Paul's Episcopal Churchwomen

Officiating Clergy: No honorarium is generally offered for the funeral of a member of St. Paul's Church. The family may wish to make a donation to the "Rector's Discretionary Fund." For the funeral of someone who is not a member of St. Paul's Church an honorarium of \$200 should be made out to the officiating clergy, the Rev. Larry D. Hooper

Other Considerations:

A designated or undesignated memorial gift may be made. A list of specific memorial opportunities (such as the Memorial Foundation, St. Paul's Fund, Music Fund, etc.) is available on request.

Guest Book: Provided by the funeral director or by the family.

Altar Flowers: The family may arrange for altar flowers for the service. If there is a reception in the parish hall, flower bouquets may be placed on the buffet table. Flowers delivered by florists for a funeral, apart from the altar flowers, will be placed in one of the chapels for the funeral.

Ushers: The family may ask friends to usher. Ushers hand out programs, assist with seating, direct people at communion if there is Eucharist, and show people to other rooms in the church (bathrooms, reception area, and accessible entrances).

Columbarium: In the Memorial Garden at St. Paul's Church

Single Niches: \$500 per niche

Double Niches: \$800 per niche

(For more information on the Columbarium please call the church office at 305-296-5142.)