

THE CATHOLIC DIOCESE OF CHARLESTON

COLUMBARIUM RULES AND REGULATIONS

1. The Bishop of the Catholic Diocese of Charleston (the "Bishop") has adopted the following Columbarium Rules and Regulations and has delegated to the Pastor or Parish Administrator (referred to for convenience herein as the "Pastor") of _____ (Print Name of Parish) (the "Parish") certain responsibility and authority with respect to the construction and administration of a Columbarium within the Parish.

(a) The Finance Committee of the Parish shall advise and assist the Pastor in the performance of these responsibilities and duties with respect to the Columbarium.

(b) All funds received and expenses associated with respect to the Columbarium shall be disbursed and accounted for in accordance with the policies and procedures of the Catholic Diocese of Charleston (the "Diocese"), unless otherwise authorized in writing by the Bishop, or in his absence, the Diocesan Administrator (referred to for convenience herein as the "Competent Authority").

2. The Pastor may, with the authority and permission of the Competent Authority, from time to time amend these Rules and Regulations (the "Rules"), without notice to third parties, when reasonable, uniform and appropriate, for the operation, control, use and preservation of the Columbarium and the preservation of remains interred therein. Special cases may arise in which the strict enforcement of a Rule may impose unnecessary hardship. The Pastor may, with the authority and permission of the Bishop, without notice to others, make exceptions, suspensions or modifications of any of the Rules when it appears advisable to the Pastor. Such temporary exception, suspension or modification shall not be construed as affecting the general application of the Rules.

3. Registered members of the Parish and of other Catholic parishes in the Diocese of Charleston, together with their Immediate Family Members (as defined below), (including non-Catholic Immediate Family Members), are eligible persons for the privilege of licensing niches and having their cremated remains interred therein. The Columbarium is intended for the interment of the cremated remains of Catholics who are entitled to Christian burial according to the rules and disciplines of the Roman Catholic Church and the regulations of the Bishop of Charleston. For purposes of this document, "Immediately Family Members" are defined to mean the spouse, children and parents of the registered Catholic parish member licensee.

4. Arrangement for the interment of cremated remains must be made through the Pastor or his duly appointed representative. Arrangements should be made sufficiently in advance of interment of ashes to permit the verification of such records as the Pastor may deem appropriate. No interment of cremated remains may take place without the permission of the Pastor. Interment of cremated remains shall be made only in urns approved by the Pastor as a receptacle for such remains. Only the cremated remains of one human may be placed in a single urn, and cremated remains of animals are not permitted to be interred in the Columbarium. The Pastor

reserves the right to disapprove or restrict any ceremonial acts not in accordance with Catholic liturgical norms.

5. The removal of cremated remains shall be allowed only for reasons satisfactory to and with the prior written consent of the Competent Authority, and upon recommendation of the Pastor.

(a) Removals shall also have the written consent of the surviving spouse or the specified next of kin of the deceased, and any other applicable requirements of local or South Carolina Department of Environmental Control or other applicable laws or regulations.

(b) If, in the discretion of the Bishop, it becomes necessary or desirable to change the location of the Columbarium or to discontinue use of all or part of it, the urns and cremated remains may be removed and placed in another suitable place as determined by the Bishop. The expense of such removal shall be borne by the Parish.

6. Prior to interment, a License may be surrendered. If the Parish is successful in reissuing the License, the Parish will refund the initial license fee paid, less any reasonable expense of transfer. The privilege of interment of Eligible Person(s) pursuant to the license is personal to them and can be transferred only to other Eligible Person(s). Transfers will be recognized only upon written consent of the Pastor, which approval may be refused without cause. Should a transfer be refused, the license may be surrendered and the Parish will make reasonable attempts to reissue said License.

7. Following interment of cremated remains in a niche, there will be provided, as part of the original license fee, a standard memorial cover, which will be placed over the niche. This cover is the only covering permitted for the niche. For a single niche or a large double niche, the cover will permit only the last name, first name and middle initial of the deceased, together with date of birth and date of death. The small double cover will permit only the last and first names of the deceased with the year of birth and the year of death.

8. The right is reserved by the Parish to add, move or remove flowers in the Columbarium. Flowers are permitted to be placed in the Columbarium subject to such additional Columbarium policies as may be established by the Pastor from time to time, which policies may be in addition to but not inconsistent with these Columbarium Rules and Regulations.

9. The above Rules and Regulations supersede and replace all prior rule and regulations dealing with columbaria.



The Most Reverend Robert E. Guglielmo,
Bishop of Charleston

Approved June 28, 2012