

**St. Peter's Episcopal Church  
115 West Seventh Street  
Charlotte, North Carolina 28202  
(704) 332-7746**

**Columbarium Information Packet  
St. Peter's Episcopal Church**

If you or your family is interested in making an Application for a Right of Interment of Cremains in the Columbarium located on the premises of St. Peter's Episcopal Church, Charlotte, North Carolina, the procedure is as follows:

1. Read the Columbarium Rules and Regulations. (attached, page 2)
2. Complete the Columbarium Right of Interment Application. (attached, page 4)
3. Mail or hand-deliver the completed Right of Interment Application with a check (payable to St. Peter's Episcopal Church, memo "Columbarium Right of Interment") to:  
St. Peter's Episcopal Church  
ATTN: Parish Administrator  
115 West Seventh Street  
Charlotte, NC 28202

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**Columbarium**  
**Rules and Regulations**

History

In 1993 the Rector and Vestry of St. Peter's Parish authorized the construction of a Columbarium within the chapel of the Church to be a secure resting place for the cremated remains of the Parish's faithful departed. The vision and determination of the Rector and Vestry were to provide a place for burial of cremated remains on the premises of the Parish Church where one has been nurtured during one's temporal life. The Columbarium enhances the beauty of the Chapel. We are indebted to architect Andrew Steever for his design and supervision of the niches.

Rules and Regulations

There are thirty (30) niches in the Chapel; each niche accommodates two (2) urns. Effective August 1, 1993, the cost per niche is \$800.00 (eight hundred dollars) for each application received by the Rector or Vestry. The price is subject to change by the Rector and Vestry. This charge does include engraving. Cremation would be charged by the respective funeral service.

These niches will be allocated as follows:

1. Parish members and their families on a first come, first served basis.
2. Such Parish-related families as may be agreed upon by the Rector and Senior Warden.
3. Exceptions may be agreed upon by the Rector and Vestry among non-members or non-communicants.

Ownership

Application for a niche space will be made by the person or persons desiring same by completing the Application Form provided. Upon full payment of the \$800.00 fee, the Church will issue a License to the applicant(s). Niches will be assigned in the order in which full payment is made.

The applicant may elect to pay the cost of \$800 over a period of up to three (3) years, payable as follows:

\$100 at application  
 \$300 at the end of the first year after application made  
 \$300 at the end of the second year after application made  
 \$100 at the end of the third year after application made

In the event full payment has not been made at the time of death, the unpaid balance shall be due within ninety (90) days of death. The personal representative of the decedent's estate shall give assurance that the estate has sufficient assets to complete payment.

*Revised January 2016*

If assets are insufficient to do so, the prepaid portion will be refunded and the application will be deemed to have been denied. Ownership will not be guaranteed in the case of partial payment until full payment is made. If there is no available space at the time of death or when full payment is tendered, that which has been prepaid will be refunded.

### Transfer of Ownership

An owner may transfer the niche to another person(s) upon application to and with the approval of the Rector and Senior Warden.

Should the family of the owner of a niche not wish to use the niche, application can be made to the Vestry for repurchase of the niche. The Vestry may, at its discretion, repurchase the niche for the amount paid, with no interest.

### Name Plate

The engraving of the plaque shall be of uniform size and appearance. It shall bear only the name of the person or persons whose remains are there interred, along with the month, day and year of his or her birth and death. The fees of engraving are included in the initial license fee.

### Size of Niches

The niches measure  $7\frac{3}{4}$ " high,  $7\frac{1}{2}$ " wide, and  $16\frac{3}{4}$ " deep. Each niche will accommodate up to two urns, as long as the cremains are not placed in containers other than the standard size box provided by the crematorium.

### Interior

No object separate from an urn and its contents may be placed in the standard niche space.

### Access

Access to the Columbarium shall be gained by arrangement with the Rector, Vestry, or Parish Administrator, and upon the giving of reasonable notice. The standard niche space shall be opened only in the event of interment of an additional urn or urns therein. A niche shall not be opened after the initial sealing. An urn may only be removed with permission of the Rector or Vestry and the surviving spouse or heirs-in-law of the decedent. No refund shall be made in case of permanent removal. Those persons seeking permanent removal shall bear financial responsibility for the opening, removal and replacement of the nameplate. Financial arrangements shall be completed prior to the Vestry's giving such permission.

### Flowers for Columbarium

Every week after the Sunday liturgies in the Nave, flowers from the High Altar will be put on the Columbarium to honor the dead. Gifts contributed for altar flowers will be placed in the overall Altar Flower Fund. No special or separate floral arrangements will be allowed in the Columbarium.

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**Columbarium  
Right of Interment Application**

Application Date (mm/dd/yyyy): \_\_\_\_\_

Full Name of person whose cremains are to be interred in St. Peter's Columbarium:  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Church Affiliation (Member or Former Member/When?): \_\_\_\_\_

Church or Location Where Baptized (include address and phone number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next of Kin (include address and phone number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Applicant is someone other than the above named person, complete the following:  
Full Name: \_\_\_\_\_  
Address, Phone, and Email: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to deceased person listed above whose cremains are to be interred in St. Peter's Columbarium: \_\_\_\_\_

I/We do hereby issue payment of \$\_\_\_\_\_ to reserve the Right of Interment in the Columbarium at St. Peter's Episcopal Church, 115 West Seventh Street, Charlotte, North Carolina, 28202.

I have received a copy of the Columbarium Rules and Regulations regarding this right as agreed upon by the Vestry of this Church. I agree to abide by said rules and regulations as they exist now and as they may be amended from time to time.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant