

MEMORIAL COLUMBARIUM

FIRST UNITED METHODIST CHURCH, SHREVEPORT, LOUISIANA

Guidelines for Preparation of Certificate of Inurnment Rights

JULY 2018

The Certificate form—available on the Columbarium website—enables the Subscriber to create a draft, from which duplicate final Certificates are produced. See: <https://firstshreveport.com/columbarium/certificate>

- In the online Certificate form, the Subscriber types data into each relevant shaded blank and prints (without saving); sends by postal mail to the Columbarium Committee (Church or Committee member's personal mailing address).

OR

- The Subscriber prints the online blank Certificate form and handwrites data; sends by postal mail to the Columbarium Committee (Church or Committee member's personal mailing address).

1. **Niche Designation.** The Subscriber selects a niche (example: **2-F-17**) from those available when committing to acquire inurnment rights. See: https://firstshreveport.com/columbarium/selected_niches for availability.

- Section 1 (viewer's left of fountain) or Section 2 (viewer's right of fountain)
- Row A (highest) to Row G (lowest)
- In Section 1: Column 1 (viewer's left edge of each section) through Column 24
In Section 2: Column 1 through Column 18.

Reference: *Policies for The Memorial Columbarium of First United Methodist Church*, Paragraph 4c.

2. **Decedent Name and Date.** The Subscriber enters the name, date of birth, and date of death (if occurred) of one or two Decedents to be inurned in the niche. Entries are sources for subsequent inscription of the niche faceplate.

- **Name:** For both men and women—
 - three or four names spelled fully (plus generational suffix [Jr., III]); maximum of 23 letters, spaces, periods.
 - first name, middle/maiden name, and last name spelled fully **or** initial of either first name or middle/maiden name (plus generational suffix) maximum of 23 letters, spaces, periods.
 - if one-line maximum is exceeded: (a) **first line:** two or three names spelled fully (or initial of either first name or middle/maiden name); maximum of 23 letters, spaces, periods, and (b) **second line:** last name (plus generational suffix).
 - **no** title, academic degree abbreviation, or other wording (nickname) is permitted.
- **Date:** month—three-letter abbreviation without a period, day—one or two digits, comma, year—four digits. Example: Dec 18, 1940

Regardless of death sequence, the name/dates entered as Decedent 1 is assumed to be inscribed in the upper portion of the faceplate, with name/dates of Decedent 2 in the lower portion. If only one Decedent is specified in the Certificate of Inurnment Rights, the inscription is centered vertically. Reference: *Policies*, Paragraph 4i.

3. **Subscriber.** The Subscriber is the person who acquires inurnment rights in behalf of named Decedent(s). The Subscriber enters his/her name and contact data. Reference: *Policies*, Paragraph 5f. The Subscriber acknowledges obligation to provide current and updated contact data to the Church. The Church uses the postal mail address as provided for contacting the Subscriber.

4. **Subscriber's Relationship to Decedent.** The Subscriber specifies his/her relationship to each Decedent. Examples: self, spouse, daughter, power-of-attorney, succession representative. Reference: *Policies*, Paragraph 2g.

5. **Decedent's Eligibility for Inurnment.** The Subscriber specifies each Decedent's eligibility for inurnment. Examples: Church member, parent of Church member, former Church member, United Methodist clergy. Reference: *Policies*, Paragraph 4b.

6. **Payment.** The Subscriber prints his/her name and notes the total subscription fee (\$2,500) with two components (\$1,000 and \$1,500). From the Subscriber's draft, the Columbarium Committee issues duplicate original Certificates: one for the Subscriber and one for the Church. Upon receiving the duplicate original Certificates, the Subscriber signs and dates each; retains one and sends one to the Church. Reference: *Policies*, Paragraph 4d.

7. **Acknowledgment.** On each duplicate original Certificate, an authorized representative of the Church prints his/her name, signs, and dates. The completed originals confirm the Subscriber's obtaining of the right of inurnment of the named Decedent(s) in the specified niche. Reference: *Policies*, Paragraph 2h.