

**POLICIES AND PROCEDURES**  
**FOR THE**  
**GARDEN OF THE SAINTS COLUMBARIUM**  
**AT**  
**GLORIA DEI LUTHERAN CHURCH**  
**HAMPTON, VIRGINIA**



**September 2011**

## **Section 1. General**

1.1 The congregation of Gloria Dei Lutheran Church (hereafter referred to as Gloria Dei) has constructed the Garden of the Saints Columbarium (hereafter referred to as the Columbarium) as a memorial structure to hold the cremated remains (cremains) of Gloria Dei members and their families, and other persons determined to be eligible.

1.2 The Columbarium is a granite wall structure containing 88 niches. Fifty-six (56) niches can accommodate the cremains of one person; 32 niches can accommodate the cremains of one or two persons in suitable containers.

## **Section 2. The Columbarium Management Committee**

2.1 The Parish Council will appoint a permanent Columbarium Management Committee (CMC) to act as the manager and administrator of the Columbarium. The CMC will consist of at least three voting members of the congregation. The Parish Council will fill vacancies as they occur.

2.2. The functions of the CMC are to:

2.2.1 Develop and maintain regulations and procedures for operations of the columbarium, to include policies, costs, and fees.

2.2.2 Approve applications for purchase of niche(s), and issue Certificates of Right of Use for such approved applications as described in this document.

2.2.3 Maintain appropriate administrative records as described in this document.

2.2.4 Ensure proper maintenance of the columbarium and the niches to reflect an appearance of respect, dignity, and loving memory of the deceased persons whose cremated remains have been placed there.

2.2.5 Provide for an ongoing publicity program regarding the availability of niches in the Columbarium.

2.2.6 Ensure that the designated niche is opened and available at the date and time specified in the funeral arrangements for a deceased person for placement of the cremains.

2.2.7. Report to the Gloria Dei Parish Council and the congregation on CMC activities and status.

## **Section 3. Eligibility Requirements for Placement of Cremains in the Columbarium.**

3.1 It is the intent of Gloria Dei that the columbarium be reserved as a desirable and affordable memorial for the cremains of its members and their families or other persons to whom eligibility has been granted. At the present time, the number of wall niches is limited to the 88 that are installed. Should, the number of niches available for purchase become limited, priority for purchase shall be on a first applied basis. Notwithstanding the foregoing, Gloria Dei members and their immediate families will always be given priority over any existing applications that are awaiting approval.

3.2 A niche must have been purchased prior to placement of the cremains in the Columbarium. The following persons are eligible to have their cremains placed in the Columbarium and a niche space may be purchased on their behalf:

3.2.1 Persons who are current Gloria Dei members, and members of their families. The CMC may determine what constitutes a family member.

3.2.2 Other persons, as approved by the Parish Council. This category may include persons who have had a significant, positive relationship or impact on Gloria Dei, such as former members of Gloria Dei or esteemed members of the community.

3.2.3 Pet remains shall not be allowed in the Columbarium.

3.3 If a person who otherwise would have been eligible under the preceding eligibility provisions dies without having purchased a niche, a niche may be purchased on that deceased person's behalf by a family member, a person who has been legally designated as the executor or administrator of the deceased estate, or in the absence of such person, a person who the Parish Council determines has a bona fide interest in the affairs of the deceased.

#### **Section 4. Columbarium Niche Application and Recording Process.**

4.1 Applying for a Columbarium Niche Wall Space.

4.1.1 Eligible persons (as defined in Section 3), hereafter referred to as subscribers, may apply for the purchase and reservation of a Columbarium wall niche or niches using the application form at Appendix A.

4.1.2 The subscriber must designate for each niche to be purchased whether a niche space for one or two persons is desired. The subscriber must designate the name or names of the person or persons for each niche to be purchased. Further, the subscriber must certify that the purchase is for the use of the eligible designated person(s); or should such designation(s) be subsequently changed, only eligible persons as defined in Section 3 may be substituted.

4.1.3 It shall be the responsibility of the subscriber to keep Gloria Dei and the CMC advised of his/her mailing address, the address of the person for whom the niche is reserved and the mailing address of the person designated as next of kin or contact person. This designated person will be the individual the Church will contact for any reason related to the Columbarium.

4.1.4 The niche application must be accompanied by payment in full or in accordance with the current cost schedule prescribed in Appendix B.

4.1.5 A receipt will be given to the subscriber that indicates the date and time of the application and method of payment.

4.1.6 Final approval will not have been conferred until eligibility of the subscriber (or the person for whom a niche space is being designated by the subscriber) has been confirmed, full payment for the niche or niches has been tendered and accepted, and the application has been approved by the CMC. Proof of approval shall be the dated signature of the CMC Chairman affixed to the application.

4.2 Recording Subscriber Data.

4.2.1 Upon approval, the applicant shall become a Columbarium subscriber. The CMC will issue a Certificate of Right of Use (sample at Appendix C) to the subscriber. The certificate shall include the subscriber's name, the number of niches purchased, the location of the niche, the designated person or

persons for whom a niche space has been purchased, the specific rights that are being conferred, and any conditions that apply or limit such rights. Specifically, the certificate shall show the conditions that apply to the right of use as listed in Section 5 and conditions that limit the subscriber's right to use as listed in Section 6. In addition to this requirement, the CMC may elect to provide a copy of this document to each subscriber.

4.2.2 A permanent record of the transaction and issuance of a Certificate of Right of Use shall be maintained by the CMC in a Columbarium Directory. The Columbarium Directory shall be maintained in duplicate with one set to be available in the congregational office. The recording data shall include the following:

4.2.2.1 A completed, signed and approved form of each application.

4.2.2.2 A duplicate copy of the Certificate of Right of Use issued to each subscriber.

4.2.2.3 A mapping of the location of the Columbarium wall niche assigned to each subscriber.

4.2.2.4 The name, address, and telephone number of each subscriber and other person or persons designated by the subscriber to have cremains placed in the Columbarium shall be recorded in the Columbarium Directory. The subscriber, or appropriate person as indicated in 4.2, shall be responsible to provide, and maintain current, such information.

## **Section 5. Rights of Use Conferred on a Subscriber.**

5.1 Only a right of use is conferred to the subscriber. Such right of use is for the placement of the cremains in the purchased niche wall space. No interest in property, real, personal, mixed, or otherwise is conveyed by Gloria Dei. There are no rights of ownership, nor any rights to take actions independent of the CMC, conferred upon a subscriber through the purchase of a Columbarium niche wall space. All ownership, management, administration, and maintenance functions of the Columbarium are the sole responsibility of the Gloria Dei and the CMC.

5.2 Only the cremains of eligible persons, as defined in Section 3 may be placed in purchased niche space. The cremains of no more than one person in one suitable container may be placed in the 8"x8" single niches. The cremains of one, but no more than two persons in two suitable containers may be placed in the 12"x12" double niches.

5.3 The use of a specific urn is not required; however, the CMC may refuse to accept any container that, in its judgment, is not an appropriate container, or will not permit the use of a wall niche to its stated capacity. For single niches, the container may not exceed 7 1/2" wide x 6 1/2" high x 11 1/2" deep. For double niches, the container(s) cannot exceed the total dimensions of 11 1/2" wide x 10 1/2" high x 11 1/2" deep. All urns must be professionally sealed.

5.4 Only the person named in the Certificate of Right of Use shall be inurned in the Columbarium. A designated niche is non-transferable and cannot be sold, donated, or in any way transferred, without Parish Council approval. Designation of a person to be placed in a niche space may be changed by written request to the CMC during the subscriber's lifetime. The CMC shall verify the eligibility of such changed designations and issue a revised Certificate of Right of Use to the subscriber. A change in the designation also may be made in a last will and testament, or trust document or other equivalent document but cannot abrogate the requirements pertaining to eligibility for placement of the cremains of person as specified in the Certificate of Right of Use. Such change in designation shall not pass by any residuary or other general

clause unless specific reference is made to changing the Right of Use and naming of a specific designated person.

5.5 In the event that a subscriber or the subscriber's surviving spouse, or their successors in interest, shall decide not to use a niche for inurnment, notice shall be given to the CMC in writing and the Certificate and all rights to inurnment in the niche shall be surrendered and shall revert to Gloria Dei. In this event, 10% of the purchase price will be forfeited to Gloria Dei as an administrative fee.

5.6 If a designated person, who is not a subscriber, informs the CMC in writing that placement of cremains in the Columbarium is not desired, then the CMC will make every effort to contact the original subscriber to seek guidance on use of the niche, to include possible refund (minus 10% of the purchase price). If the original subscriber cannot be located after a reasonable search, then the niche will revert to the Church.

5.7 Cremains of a person placed in the Columbarium shall not be removed without the written consent of the surviving spouse or the next of kin of such person, except under the conditions specified in Section 10, or to satisfy an appropriate court order.

5.8 A sealed niche may be opened and the contents removed only for good cause as determined by the CMC, and approved by Gloria Dei Parish Council.

5.9 The Certificate of Right of Use that is provided to a subscriber upon purchase of a niche shall incorporate the preceding provisions of Section 5.

## **Section 6. Conditions that Limit the Subscribers Right to Use.**

6.1 The subscriber may not assign, transfer, or otherwise dispose of the right of use conferred by the purchase of a niche without the express approval of the Gloria Dei CMC, except through a will or trust document as specified in the preceding Section 5, paragraph 5.4.

6.2 If a wall niche is not used within a period of 50 years, the CMC shall attempt to contact the subscriber or person designated for placement of cremains. If after diligent efforts, as determined by the CMC, such contacts cannot be made and the families are not known, the Right to Use shall terminate and all rights will revert to Gloria Dei.

6.3 No flowers, plants, decorations, or other individual memorabilia will be permitted by the Columbarium. The only exception will be for a two-week period immediately following an inurnment or memorial service.

6.4 Gloria Dei, through the CMC shall exercise reasonable care in the maintenance of the Columbarium, but shall have no other liability of any kind whatsoever for the preservation of the cremains of any person in the Columbarium or for any loss or damage to the urns or containers or the cremated remains of deceased persons, and no liability of any kind whatsoever is assumed by Gloria Dei relating to the Columbarium. There will be no perpetual care fund in respect to the Columbarium.

6.5 The Congregation of Gloria Dei shall have full authority to increase or reduce the number of niches in the Columbarium and to change its location on the property of Gloria Dei, including additional sites on such property.

6.6 The Certificate of Right of Use that is provided to a subscriber upon purchase of a niche shall

incorporate the preceding provisions of Section 6.

## **Section 7. Placement of Cremated Remains in the Columbarium.**

7.1 The CMC should be notified of the death of an eligible person for whom a Columbarium wall niche space has been purchased. Notification may be made by the subscriber, or if the subscriber is the deceased, by the subscriber's family or other representative. Notification may be made through the church office, who will contact the Senior Pastor and a CMC member.

7.2 Neither the CMC nor Gloria Dei has any responsibility for cremation or funeral arrangements of the deceased.

7.3 The CMC is responsible to determine that the deceased person is eligible to have the cremains placed in the Columbarium, and to make necessary arrangements for the opening and closing of a wall niche at the time of placement of the cremains in the Columbarium. Costs for the opening and closing must be borne by the subscriber or the family of the deceased person.

7.4 A certificate-of-cremation must be provided to the CMC prior to placement of the cremains. Such certificate will be noted in the Columbarium Directory and retained in the records of the CMC.

7.5 Committal or memorial services may be held in the Columbarium either under the direction of one of the Pastors or, with prior approval, an outside pastor. Only an ordained Christian minister shall be authorized to place the cremains of any person in the niche spaces. The CMC or its designate is responsible for the opening and closing of niches or areas in the Garden for inurnment of cremains.

7.6 The CMC may, for needy and charitable circumstances, authorize the placement of an eligible person's cremated remains in the Columbarium. In such a situation, the CMC will prepare, and retain in its files, documentation of such authorization.

## **Section 8. Engraving of Columbarium Wall Niches.**

8.1 Engraving on the granite face of the niche wall is required for placement of cremains. To ensure consistency in the standard of lettering, engraving services shall be arranged through the CMC; however, engraving costs shall be borne by the subscriber or the family of the deceased person.

8.2 Engraving space on the face of the wall niche is limited. Each niche may be engraved with the family surname, the given name and the dates of birth and death as illustrated in Appendix D.

## **Section 9. Costs, Fees, and Disposition of Funds**

9.1 Costs and Fees

9.1.1 The current cost and fee schedule is prescribed in Appendix B.

9.1.2 The Parish Council retains the right to change the reservation fees and fees for inurnment at any time except there can be no retroactive charge to those who have already subscribed and paid (the administrative fee for the surrender of a niche may be changed retroactively). The cost of a Funeral Director, of the actual cremation, and all other such costs associated with a person's Funeral shall be the responsibility of the subscriber or the subscriber's designated representative.

9.1.3 Gloria Dei, through its Parish Council and CMC, shall provide for the perpetual care and maintenance of the Columbarium with no assessments or future charges to the applicant or the applicant's family after the total amount for the niche has been paid.

9.2 Disposition of Funds received by the CMC.

9.2.1 All monies, in any form, received by Gloria Dei or the CMC, either through sales of wall niches, gifts, donations, or other sources; that are notated for allocation to the Columbarium, shall be used for the operation and debt reduction incurred on behalf of the Columbarium.

9.2.2 When such debts have been eliminated and monies received exceed costs of operations, such excesses shall be deposited in Church operating fund to be used at the discretion of the congregation as voted during the annual meetings.

## **Section 10. Disposition of the Columbarium.**

10.1 In the event that the Columbarium should cease to exist under the condition listed below, its disposition will be resolved in accordance with the following procedures:

10.1.1 If, due to unforeseen circumstances, the Columbarium should be destroyed, or damaged beyond repair and Gloria Dei elects to discontinue the Columbarium, it shall be the responsibility of the CMC, acting in concert with the Parish Council, to provide facilities equal to those now existing for the disposition of the Columbarium wall niche containers of cremated remains.

10.1.2 If the existing Gloria Dei Church structure is to be vacated as the result of merger, it shall be the responsibility of the CMC, acting in concert with the Parish Council, to provide facilities equal to those now existing for the disposition of the Columbarium wall niche containers of cremains.

10.1.3 In the event of dissolution of Gloria Dei through other than merger, and without a surviving entity, the Right of Use for the placement of cremains, and other associated rights, as described in this document shall terminate without refund to existing subscribers.

10.2 Should any of the situations described in the preceding paragraphs of this section occur, the CMC and the Parish Council shall consult with the Bishop of the Virginia Synod of the Evangelical Lutheran Church in America, or to a superseding Synod or other Synod to which Gloria Dei may have been assigned, to determine how to proceed. Additionally, the CMC, in concert with the Parish Council, shall attempt to locate and notify surviving subscribers, designated persons, heirs or other parties with an official interest, as to the new location and of any rights to which they may be entitled.

## **Section 11. Effective Date of, and Changes to the Policies and Procedures**

11.1 This document is effective upon approval by the Gloria Dei Parish Council.

11.2 This document may be altered, amended, or repealed by the Gloria Dei Parish Council. The CMC shall review the contents of this document on an annual basis to determine whether changes are required. The CMC shall submit all proposed changes to the Parish Council for review and approval. Upon such approval, the CMC shall ensure that the changes are incorporated into this document.

## **Certification**

The policies, procedures, costs and fees established in this document for the Garden of the Saints Columbarium at Gloria Dei Lutheran Church, Hampton, Virginia, have been reviewed by the Parish Council and have been approved.

Certified

A handwritten signature in black ink, appearing to read "J. Martin", with a long horizontal flourish extending to the right.

Joseph L. Martin  
Parish Council President  
Gloria Dei Lutheran Church

January 11, 2011

## **Enclosures**

- Appendix A. Columbarium Application Form
- Appendix B. Columbarium Costs and Fees
- Appendix C. Sample Certificate of Right of Use
- Appendix D. Sample Engraving



Appendix A - Columbarium Application Form



**The Columbarium**

*at the Garden of the Saints,*

*Gloria Dei Lutheran Church*

**Niche Application Form**

Rev 8/2011

**Date** \_\_\_\_\_

**Subscriber Information**

Name (Last, First, MI): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

**Niche 1 Information**

Type: Single\_\_\_\_ Double\_\_\_\_ Cost \_\_\_\_\_ Location \_\_\_\_\_

Name(s) of Designee \_\_\_\_\_

**Niche 2 Information**

Type: Single\_\_\_\_ Double\_\_\_\_ Cost \_\_\_\_\_ Location \_\_\_\_\_

Name(s) of Designee \_\_\_\_\_

**Niche 3 Information**

Type: Single\_\_\_\_ Double\_\_\_\_ Cost \_\_\_\_\_ Location \_\_\_\_\_

Name(s) of Designee \_\_\_\_\_

Niche Application Form (rev 1/2011)

**Schedule of Charges**

**Single-urn niche (8" x 8")**

Gloria Dei members \$700  
Non-members \$1,000

**Engraving (paid at time of inurnment)**

One name \$180  
Two names \$275  
Final year for second name \$100

**One double-urn niche (12" x 12")**

Gloria Dei members \$1,200  
Non-members \$2,000

**Re-open Niche**

\$25 each opening

Note: Niche payments may be made in equal, monthly, no-interest payments over a maximum of 12 months after an initial, non-refundable down payment of 10% of the purchase price. If full payment is not received prior to the final due date, the niche(s) shall revert back to the church with refund of payments to the subscriber, minus the initial down payment.

**Payment Information**

Order Total \_\_\_\_\_ Amt Paid \_\_\_\_\_ Balance \_\_\_\_\_

If paying with installments (0% interest, 12 months maximum)

Monthly Installments (Balance/12) \_\_\_\_\_ Final Due \_\_\_\_\_

**Terms and Conditions**

I understand that use of the Garden of the Saints Columbarium shall be subject to the attached "Policies and Procedures," and I agree to be bound by this document. Upon completion of this reservation, and after payment in full, I understand that a Certificate of Right of Use will be presented for signature to finalize the reservation and allow use of the niche(s).

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Columbarium Management Committee  
Signature

## Appendix B - Columbarium Costs and Fees

### Presale (through March 15<sup>th</sup>, 2011)

#### Single-urn niche (8" x 8")

Gloria Dei members and family \$600

#### One double-urn niche (12" x 12")

Gloria Dei members and family \$1,000

### Main Sale (after March 15<sup>th</sup>, 2011)

#### Single-urn niche (8" x 8")

Gloria Dei members and family \$700  
Non-members (Council approved) \$1,000

#### One double-urn niche (12" x 12")

Gloria Dei members and family \$1,200  
Non-members (Council approved) \$2,000

Note: Subscribers will be offered the option of a no-interest repayment over a specified period of months after an initial, non-refundable down payment of 10% of the total purchase price (repayment period depends on the total cost for the order – either 12 or 24 months).

### Engraving (paid at the time of inurnment)

One name (with up to 2 dates): \$180

Two names\*, if engraved at the same time (with up to 4 dates): \$275

Final year for second name: \$100

\*Note that double niches with two names engraved at different times will be charged at the single name engraving rate for each order. This is due to the base order charge set by the engraver, which must be paid each time a niche cover is sent.

### Re-open Niche

\$25 each time

**Appendix C – Sample Certificate of Right of Use**

***GARDEN OF THE SAINTS COLUMBARIUM  
CERTIFICATE OF RIGHT OF USE***

Gloria Dei Lutheran Church  
250 Fox Hill Road  
Hampton, VA 23669  
(757) 851-2838

This Certificate of Right of Use ("Certificate") is issued on this \_\_\_\_\_ day of \_\_\_\_\_, 2011,

by and between GLORIA DEI LUTHERAN CHURCH (the "Church"), and

\_\_\_\_\_, the "Certificate Holder," whose present mailing address is:

\_\_\_\_\_, and whose present telephone number is \_\_\_\_\_.

**WITNESSETH:**

That the Church, for and in consideration of the payment of the Reservation Fee (defined below) has granted to the Certificate Holder the right to a niche in the Garden of the Saints Columbarium of the Church located on the Church property at 250 Fox Hill Road, Hampton, VA, subject to the Agreement provided herein and to the *Policies and Procedures for the Garden of the Saints*, as revised from time-to-time by the Church.

**The parties hereto agree as follows:**

**1. Reservation.** The Certificate Holder has delivered a Niche Application and \$\_\_\_\_\_ to the Columbarium Management Committee (CMC) to reserve the following:

12"x12" \_\_\_\_\_ 8"x8" \_\_\_\_\_ niche(s) to house urn(s) for the cremated remains of person(s) named below:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

## Appendix C – Sample Certificate of Right of Use

Relationship \_\_\_\_\_

**2. Nature of Rights.** Only a right of use is conferred to the subscriber. Such right of use is for the placement of the remains in the purchased niche wall space. No interest in property, real, personal, mixed, or otherwise is conveyed by Gloria Dei. There are no rights of ownership, nor any rights to take actions independent of the CMC, conferred upon a subscriber through the purchase of a Columbarium niche wall space. All ownership, management, administration, and maintenance functions of the Columbarium are the sole responsibility of the Gloria Dei and the CMC. This Certificate is not alienable, transferable, or descendible except as provided for in the *Policies and Procedures for the Garden of the Saints* as the same are promulgated from time-to-time by the Church.

**3. Limitation of Obligation.** The Church shall have no obligation to dispose of any remains, and any undertaking in connection therewith must be by arrangement of and at the expense of Certificate Holder or someone other than the Church.

**4. Inscriptions.** The Church shall have engraved on the face of the niche the name and years of birth and death of each person whose remains are there inurned. Such names and dates shall be provided by the Certificate Holder. No other inscriptions will be permitted. All lettering will be managed by the Church in order to assure uniformity.

**5. Maintenance.** The Church shall exercise reasonable care in maintaining the Columbarium. No flowers, plants, decorations, or other individual memorabilia will be permitted inside the Garden once an inurnment or memorial service is completed. The Church assumes no liability arising out of its maintenance or operation of the Columbarium.

**6. Limitation of Liability.** No liability shall lie against the Church, and none is assumed for any loss of, or damage to, ashes of any deceased person.

**7. Relocation.** The Church reserves the right to move the location of the Columbarium in the future if remodeling, renovation, or expansion is desirable.

**8. Duration.** The Certificate herein granted to the use of the Columbarium shall continue only so long as the present Gloria Dei Lutheran Church edifice stands and is owned by the Church. In the event of the demolition of said edifice, or of its sale by the Church, such rights shall cease and the Church, having attempted to locate and notify any next of kin, shall have the right to remove and dispose of all cremated remains in such manner as it shall deem proper.

**9. Authority.** The Columbarium and all undertakings and rights with respect to its maintenance and conduct are under the sole jurisdiction of the Church. The Church may designate Church officers or employees or others as its agents to carry out its undertakings and to act for it in respect of all pertinent matters, including those herein specified. Only persons so designated in writing are authorized to act. Certificate Holder designates \_\_\_\_\_ to have the right and authority to change the designations set forth in Section 1 upon the death or disability of Certificate Holder.

**10. Enforcement.** The Church reserves the right, in its sole judgment, to bring or cause to be brought any action for trespass or otherwise, civil or criminal, against any person or persons who disturb the common grounds, who act without proper authority, or fail or refuse to leave the premises after being so requested by the Church, its agents, employees or authorized representatives.

## Appendix C – Sample Certificate of Right of Use

**11. Policies and Procedures.** The Certificate Holder agrees to abide and be bound by the *Policies and Procedures for the Garden of the Saints* as the same are promulgated from time- to-time by the Church and which are incorporated herein by reference and a copy of which is attached.

**12. Governing Law.** This Certificate shall be governed by the laws of the Commonwealth of Virginia without regard to its conflict of laws provisions.

**13. Headings and Exhibits.** Headings used in this Certificate are for convenience only and shall not be construed to affect the substantive meaning of the document. All exhibits and schedules are incorporated herein and fully made a part hereof.

**14. Entire Agreement and Amendments.** This Certificate, together with the *Policies and Procedures for the Garden of the Saints*, constitutes the entire agreement between the Church and the Certificate Holder with respect to the subject matter hereof and supersedes all prior understandings written or oral. Amendments to this Agreement may be made only in a writing signed by both parties; provided, the *Policies and Procedures for the Garden of the Saints* may be revised by the Church as specified therein.

**15. Change of Address.** It is the sole responsibility of Certificate Holder to notify the Church of any change of address of Certificate Holder.

**IN WITNESS WHEREOF**, the parties affix their signatures the day and year written below:

GLORIA DEI LUTHERAN CHURCH

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CERTIFICATE HOLDER

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The original Certificate will be retained by Gloria Dei Lutheran Church, a copy will be provided to the Certificate Holder noted above.

**Appendix D – Sample Engraving**

All lettering will  
be sand-blasted,  
½ inch, block type

**JONATHAN JAMES JOHNSON  
DECEMBER 21, 1927  
MARCH 27, 2011**

**8" x 8" Niches**

**JOHNATHAN JAMES JOHNSON  
JANUARY 14, 1923  
SEPTEMBER 30, 2010**

**MARY BETH JOHNSON  
MARCH 25, 1935  
FEBRUARY 22, 2011**

**12" x 12" Niches**

**Appendix E – Engraving Specification**

**Gloria Dei Garden of the Saints Columbarium**  
**Engraving Specification Form**

**Single Niche**

Subscriber Name \_\_\_\_\_ Niche Location \_\_\_\_\_

Name as engraved: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of death: \_\_\_\_\_

\_\_\_\_\_

**Double Niche**

Subscriber Name \_\_\_\_\_ Niche Location \_\_\_\_\_

Name as engraved: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of death: \_\_\_\_\_

(Second name for niches holding 2 urns)

Name as engraved: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of death: \_\_\_\_\_