OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH OF
ARLINGTON HEIGHTS, ILLINOIS

****Columbarium Policies and Regulations****

The Memorialization Board:
Our Saviour’s Evangelical Lutheran Church of Arlington Heights, Illinois (hereinafter referred to as “Our Saviour’s”) shall at all times have full control of the Columbarium. This control shall be exercised through a Memorialization Board (hereinafter referred to as the “Board”), appointed and approved by Our Saviour’s Congregational Council (hereinafter referred to as the “Council”). The Board shall be comprised of six (6) voting members (4 lay members, 1 pastor and the Administrator (as described below)). Sixty percent (60%) or more of Board Members shall constitute a quorum and shall meet as necessary to carry out its ministry.

Lay Members of the Board shall serve for three (3) year terms. The number of terms a lay member may serve are two (2) consecutive terms. Lay members are eligible to serve again after one year off the Board. Terms of members leaving the Board are to be staggered. The Board may from time to time recommend the establishment, alteration, amendment, or repeal of administrative and operating rules represented by this document as necessary, by simple majority vote. The Board shall make an annual report to the congregation, and shall additionally report to the Council when the Board deems necessary or when requested by the Council.

An Administrator shall be appointed by Our Saviour's Lead Team. This position has no term limitations. The Administrator is responsible for maintaining executed copies of any Agreements for the Reservation of Niches, as well as the Memorial Book (defined hereinafter) related to the Columbarium.

The Columbarium:
The Columbarium shall consist of niches uniform in size, shape and design, for the inurnment of the cremated human remains of eligible individuals. Each niche shall have a nameplate of uniform size and composition upon which shall be engraved the name of the deceased, year of birth and year of death. The name of the deceased (including spaces between names) shall be limited to a total of 25 spaces due to limitations on the size of the nameplate. An additional symbol of an American flag may be added for a veteran. The Board reserves the right to approve anything other than the legal name, year of birth and year of death as it is to appear on the nameplate.

Eligibility for Purchase of Niches:
Those eligible to enter into an Agreement for the Reservation of a Niche in the Columbarium (hereinafter referred to as the “Niche Agreement”) shall be limited to active members of Our Saviour’s (listed as an active member on the Congregational roll at the time of execution of the Niche Agreement) and their immediate families, as well as pastors, former pastors, and their immediate families. Immediate family shall be interpreted to include spouse, parents, grandparents, step-children and children (both
natural and adopted), and their spouses, as well as grandchildren (both natural and adopted) of a member.

In the event an individual does not qualify under the definitions of “member” or “immediate family” set forth above, he or she (or duly appointed representative on his or her behalf) may submit a special request in writing to the Board, for the Board’s consideration and possible approval.

**Reservation of Niches:**
Niches may be reserved at any time by execution of a Niche Agreement for present use or for future use. A specific niche location shall be held in reservation following execution of such a Niche Agreement, but pursuant to the terms of the Niche Agreement, this reservation may lapse upon the earlier of: 1) expiration of one year following the date of death of the person for whom the niche is held; or 2) the inurnment or interment of the person elsewhere. Once the Niche Agreement has lapsed, absent Board action to extend the period of reservation, the niche shall be forfeited and made available for a new reservation. Our Saviour’s has the right to reclaim a niche space not used according to the foregoing provisions or within the period of 50 years after execution of the Niche Agreement.

Our Saviour’s makes no guarantee of the number of niches available at any given time.

Persons executing a Niche Agreement shall be given a copy of these Columbarium Policies and Regulations.

**Additional Conditions:**
The Columbarium shall be open to visitors at all times when Our Saviour’s is open to the public. Cremated remains will be inurned in a Columbarium niche with a committal service presided over by or approved by a Pastor of Our Saviour’s.

Fresh cut flowers can be placed in the recess of the Columbarium in an approved or designated location at the time of committal and at other significant times in an approved container designated by Our Saviour’s. Fresh cut flowers will be removed when no longer deemed fresh by Our Saviour’s staff. Artificial flower arrangements cannot be used.

The Administrator, on behalf of the Board shall maintain a Columbarium Memorial Book (the "Memorial Book") to record all inurnments, including the niche location, name of the deceased, and the signatures of the pastor presiding at the committal service, and one family member/relative who witnessed the placing of the cremated remains in the specific Niche, or if none, an Our Saviour's staff member. The Memorial Book shall be maintained at Our Saviour’s, by the Memorialization Board Administrator, and a duplicate copy of the Memorial Book shall be kept in Our Saviour’s safe deposit box.

Notification must be made to the Board of any change in address of the person holding a reservation pursuant to a Niche Agreement. It shall be the responsibility of an immediate
family member or the Estate Executor/Administrator to notify the Board of the death of
the designee under the Niche Agreement and the plan for inurnment.

It shall be the responsibility of an immediate family member or the Estate
Executor/Administrator to arrange for coordination between the Crematorium or Funeral
Director and Our Saviour’s for receipt of the human remains in an approved
Columbarium container.

Niches may be opened and closed only upon the approval of the Board. Such opening and
closing shall be performed only by a person or persons designated by the Board.

**Pricing Structure:**
The purchase price for a Columbarium niche covers the costs of the niche and container,
installation and arrangement of the area, reasonable care and maintenance, perpetual care,
opening and closing of niche for inurnment of ashes and engraving of the nameplate. The
Board will initially establish, and may adjust from time to time, the purchase price for
inurnment rights in the Columbarium. The right to select an individual niche or niches
shall be given to purchasers in the order in which applications and payments are received.

**Fund Management:**
All monies received by Our Saviour’s and all expenses incurred or disbursements made
by Our Saviour’s in connection with the Columbarium will be accounted for in a line
item of the Memorial and Special Gifts Fund. These funds are segregated from all other
congregational funds.

The use of these funds will be under the control of the Council, the Board, and the Our
Saviour’s Treasurer, whether the source is from donations, gifts, contributions, fees,
memorials bequests or any other means. The Board may spend such funds, at the Board’s
sole discretion, for any purpose consistent with these Rules for expenditures under
$1000.00. Expenditures over that amount must be approved by the Council.

These Columbarium Policies and Regulations were approved on July 13, 2015 by the
Congregational Council of Our Saviour’s Evangelical Lutheran Church at Arlington
Heights, Illinois.