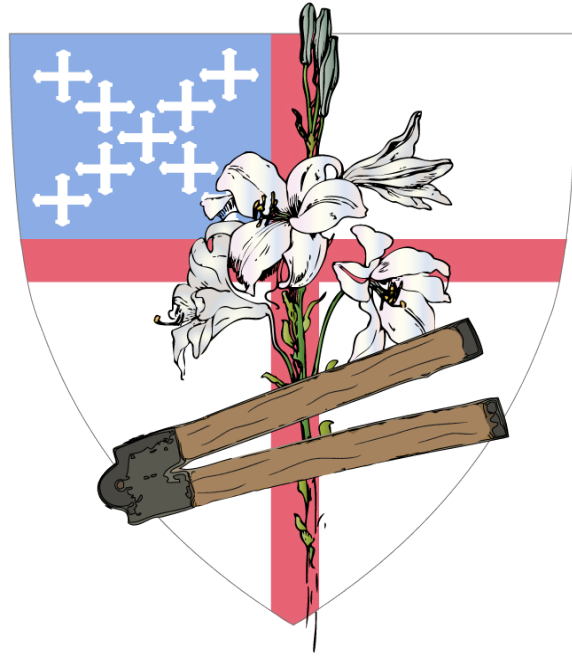


ST. JOSEPH THE CARPENTER



Columbarium and Memorial Garden
Sevierville, Tennessee



Purpose

The purpose of the Charles Neal Fuller Columbarium and Grover Ciotti Memorial Garden is to provide an appropriate, consecrated, and maintained place for the interment of ash remains. The Garden is located in a landscaped area along the Southeast face of the St. Joseph Sanctuary. This document is intended to provide a general columbarium overview; however, the "Regulations Governing the Columbarium" are to be considered the final authority.

Administration of the Columbarium/Garden

The Columbarium and Garden are overseen by the Vestry of St Joseph. The basic design, planning, and administration of the Columbarium/Garden is under the supervision of and are subject to approval by the St Joseph Vestry.

Interment

1. The interred ashes will be those of human remains.
2. The ashes will be interred in containers (Urns) as provided by St. Joseph.
3. Alternate ash containers (Urns) proposed and provided by deceased families maybe be considered; however, Urn size shall be no larger than the Niche space within the Columbarium.
4. Columbarium Niches are considered "companion niches" capable of holding two St. Joseph provided Urns. An example is Husband and Wife
5. Numbered Columbarium Niches will be assigned and reserved by the Custodian of the Columbarium in the Columbarium Record Book. Assignment of niche selection shall be on a first come first served basis. Where practical the Custodian will attempt to accommodate the wishes of persons who have made a proper application to arrange for interment of the remains of family members in contiguous niches where desired.
6. The name of each person whose ashes are interred in the Columbarium, together with the dates of the individual's birth and death, will be listed on a name plate and affixed to the exterior face of the niche. The name plates will be the only markers or memorials on the Columbarium or in Garden.
7. The use of live flowers at the time of interment is acceptable, but must be removed within ten (10) days of the interment, or else they will be removed and disposed of by the Custodian referenced below.
8. The fee for interment in a Columbarium Niche is \$750.00, normally payable at the time of application. However, applications are accepted upon receipt of a deposit of \$375.00 with the balance of the payment being due not later that one(1) year from the date of application. In all cases, the entire fee must be received prior to interment. In the event of a change of mind, all monies paid in excess of the amount of the deposit will be refunded. (Application Fee subject to change as related to expense costs).

9. Receipts of fees are held in a separate fund at the direction of the St Joseph Vestry. With annual reporting of the fund status to the Church at its annual meeting. Fees are to be used to the extent necessary for all costs pertaining to operation of the Columbarium and the Garden, to include perpetual maintenance and care, any capital expenditures required in connection with the Columbarium and the care of the surrounding Garden area. Any monies from fees which are determined to be in excess of current or future Columbarium/Garden needs may, with Vestry approval, be used for general Parish purposes.

10. Cremation, cremation fees and Mortuary fees shall be the separate responsibility of the deceased family. A St. Joseph ash urn will be supplied to the Mortuary or Crematory upon request.

11. The Vestry specifically reserves the right to modify, amend, or revoke the regulations from time to time without prior notification.

Application

A. Arrangements for the interment of ash remains, either one's own or those of a member of one's family, may be made by completing and signing an application which is available from the Custodian. The Fee of \$750.00 is payable to St. Joseph Columbarium. This fee covers interment, purchase and erection of a name plate, and perpetual care of the Columbarium and Garden. Alternately, applicants may pay \$375.00 at the time of application, with the balance due on or before one (1) year from the date of application, and, in any event, prior to interment. A check for the appropriate amount should accompany the application.

B. On approval of the application an acceptance will be issued. The application and the acceptance, together with the regulations, constitute a contract between the applicant and St. Joseph.

For further information, contact:

St. Joseph, The Carpenter, Episcopal Church

Att: Columbarium Custodian

345 Hardin Lane

Sevierville, TN 37862

865-453-0943

In the event of the death of a Columbarium Subscriber

1. Call the Clergy:

865-453-0943 Church Office

865-428-9922 Priest residence (on call)

Remind Clergy that an ash urn be delivered to the mortuary

2. Call your mortuary

(In addition to information about the deceased and locations, specify cremation and no embalming.) (Ash Urn to be provided by St Joseph unless family deems otherwise)

3. A surviving member of the family will need to take to the mortuary immediately, the following information and sign forms authorizing the cremation:

a. Full name of deceased.

b. Address (street, city, state & zip)

c. Social Security number.

d. Date and place of birth.

e. Name of parents (including mother's maiden name.)

f. Check for Mortuary fees.

4. Arrange with Clergy for memorial service, including: music, flowers, ushers, etc

5. Arrange with Clergy for interment of ashes in Columbarium after the memorial service. (Supply full name and birth and death dates for brass name plate).

6. Following the memorial service, attention will need to be given to:

a. Remembrance of the help of friends.

b. Need for death certificates for filing for insurance, stocks & bonds, banking, realty transfers, etc. (Call mortuary for answers to these questions.)

c. Counseling with Clergy, if desired.

7. Mortuaries provide various services as needed including completion of necessary forms, obtaining sufficient copies of death certificate, writing and filling of obituary notices and answering all questions, taking body from hospital or home to mortuary, holding body for cremation appointment, transportation of body to crematory and taking ashes to the Church. (*In lieu of an obituary notice, a family member or friend may write a news story,, supply a photograph and take these to the newspaper office. A suggestion of what friends may do in place of sending flowers might be included.)