

**REGULATIONS AND CONDITIONS  
GOVERNING THE USE OF THE  
COLUMBARIUM IN THE EASTER GARDEN**

The use of the Columbarium and the allotment of niches therein are governed by the Vestry of St. Francis Episcopal Church, Potomac, Maryland (hereinafter referred to as “the Church”), subject to the following regulations and conditions:

1. Reservation of the right to inter in a niche in the Columbarium is made when a Columbarium Agreement is signed by both an authorized Church representative and a subscriber. Payment-in-full must be made prior to interment. Payment may be in installments. If the installment option is chosen, payment-in-full must be made within 90 days of the date for the final installment indicated in the Agreement; otherwise the subscriber will forfeit and relinquish the right to inter in the assigned niche. A subscriber who forfeits will be reimbursed for payments previously made less a \$500 reservation fee.

2. Capacity of each niche is limited to two urns unless otherwise indicated on the Columbarium Agreement and approved by the Church. In appropriate circumstances the Church, acting through the Rector, may permit a son or daughter to be interred in a niche in a third urn with the parents, space permitting. The space for each urn is a “unit” of a niche. The interior dimensions of a niche in the New Columbarium are 12”W x 17”D x 12”H. The interior dimensions of a niche in the Old Columbarium vary.

3. Cremated remains may not be removed from the Columbarium without written consent of the Church and the surviving spouse or the next of kin of the deceased. If such consent cannot be obtained, the remains may not be removed except as provided in paragraph 16 following.

4. The use of a niche shall be limited to the cremated remains of such persons as are designated in writing by the subscriber at the date of issuance of the Columbarium Agreement. Such designation may be changed by the subscriber during his lifetime by written notice to the Church or at his death by an appropriate designation in his last will and testament admitted to probate, unless such admission to probate shall have been waived by the Church. The right to inter shall not pass by any residuary or other general clause of a will unless specific reference is made to such right.

5. If a niche is voluntarily vacated or the right to inter is relinquished, all rights with respect to such niche revert to the Church. A subscriber who purchased the right to inter prior to February 22, 2022 shall be entitled to a refund of the purchase price less a \$500 reservation fee. A subscriber who purchased the right to inter on or after February 22, 2022 shall not be entitled to any refund of subscriber payments. If no units in a niche are to be used (or are not effectively designated) all rights with respect to such niche revert upon the death of the subscriber (or his designee) to the Church.

6. If a unit of a niche wholly subscribed for by one subscriber or by joint subscribers has been used, failure to designate full capacity of the niche shall not cause reversion to the Church, but the unused portion shall be closed to further interments.

7. If any niche is not used within 75 years of allotment and the person entitled to designate the units in a niche is not known or found, the Church will be free to reallocate such niche.

8. The transfer, bequest or change of the right to inter shall not be made without approval of the Church, and shall not be effective until entered in the Columbarium Register.

9. The Church reserves the right to refuse to accept an urn which, in its judgment, will not provide permanent interment, or will not permit use of the niche to its stated capacity, or for any other reasonable grounds.

10. The Church will arrange for the opening and closing of niches at time of interment, A fee will be charged for this service.

11. The Church will not supply urns or any engraving thereon. It will arrange for the acquisition and placement of bronze plaques size 10" x 3" on the tablet (cover) of a niche, at the cost of such work. Inscriptions on a plaque will be limited to the name, date of birth, and date of death of the deceased. Names shall be without title or "nickname". Lettering is standardized for all plaques. The cost of the plaques will be paid by the subscriber.

13. The Church will endeavor to protect all urns deposited in the Columbarium, assuming such responsibility with respect to them as it affords its own property. Urns will be made of non-degradable material. However, the Church does not assume any responsibility with respect to the durability or moisture resistance of urns placed within a niche.

14. The use of any ornamentation on or proximate to any niche by any subscriber is prohibited, except that cut flowers, live plants, and (seasonally) wreaths may be displayed on niche covers provided they are tastefully presented, properly cared for, and conform to the natural décor of the Columbarium as a whole. Niche ornamentation which, in the judgment of the Church, is not in conformance with the above may be removed by the Church. Individual plantings in the Easter Garden are not permitted without prior written approval of the Columbarium Committee of the Vestry.

15. In the event this Parish is moved to a different location, it shall be the responsibility of the Church to provide facilities equal to those now existing for the re-depositing of urns committed to its care and the Church shall make every reasonable effort to locate and notify surviving heirs as to the new location.

16. In the event that the present Church edifice is demolished or the ownership of the Church property is transferred, or the Columbarium is discontinued, (a) the right to inter shall terminate without any refund to existing subscribers; (b) the Vestry or its successors shall exercise all reasonable effort to locate and notify surviving heirs and afford them the opportunity to remove the urns; and (c) the Vestry or its successors shall not otherwise dispose of the urns within three years after the Columbarium is discontinued for any reason.

17. Ordinarily, a subscriber shall -- for at least two years before making application for allotment of a niche in the Columbarium -- be either (i) a canonical member (defined as a baptized person whose name is entered on the Church rolls), or (ii) an active non-member who has contributed to the communal life of St. Francis parish. All designees should be of a spousal, parental, or offspring relationship.

18. The Church may from time to time set aside a limited number of niches for use by friends of the parish with less than two years' contribution to the communal life of the parish at the discretion of the Rector with the advice and consent of both the Senior and Junior Wardens.

19. The current and former Rectors of the Church may reserve a niche for themselves and their spouses without charge providing such reservation is made at a time when at least one niche vacancy exists.

20. Financial and historical records for the Columbarium will be maintained in the business office of the Church.

21. These regulations may be altered, amended, or repealed by the Vestry. They were adopted by the Vestry of St. Francis Episcopal Church, Potomac, Maryland at a regular meeting on March 15, 2022.

Original: March 21, 1972; amended 1979, 1993, 1998, 2007, 2022.