

**BISHOP OF CHARLESTON, A CORPORATION SOLE
COLUMBARIUM RULES AND REGULATIONS**

1. The construction and all operations shall be administered by the Pastor or Administrator (“the Pastor”) of the Catholic Church of St. James, Conway, South Carolina (“the Parish”) under the authority of the Bishop of Charleston, A Corporation Sole (“the Bishop”). The Finance Committee of the Parish shall advise and assist the Pastor in the performance of these responsibilities and duties.
 - 1.1. All funds received with respect to the Columbarium shall be disbursed and accounted for in accordance with the policies and procedures of the Bishop and only for expenses associated with the Columbarium, unless otherwise directed by the Bishop of Charleston.
2. With the authority and permission of the Bishop, the Pastor may adopt and amend, from time to time, these Rules and Regulations, without notice, when reasonable, uniform and appropriate for the operation, control, use and preservation of the Columbarium and the preservation of remains interred therein.
 - 2.1. Special Cases may arise in which the strict enforcement of a rule may impose unnecessary hardship. The Pastor may, with the authority and permission of the Bishop, without notice make exceptions, suspensions, or modifications of any of these rules, when it appears advisable. Such temporary exemption, suspension, or modification shall not be construed as affecting the general application of these Rules and Regulations.
3. Registered members of the Parish, together with their immediate families (including non-Catholic spouses), and registered members of other Catholic Churches in the Diocese of Charleston, together with their immediate families (including non-Catholic spouses) are eligible persons for the privilege of licensing niches. The Columbarium is intended for the interment of the cremated remains of Catholics who are entitled to Christian burial according to the rules and disciplines of the Roman Catholic Church and the regulations of the Bishop, and non-Catholic spouses of such Catholics.
4. Arrangement for the interment of cremated remains must be made through the Pastor or his duly appointed representative. Arrangements should be made sufficiently in advance of interment of ashes to permit the verification of records. No interment of cremated remains may take place without the permission of the Pastor. Interment of cremated remains shall be made only in urns approved by the Pastor as a receptacle for the remains. Only cremated remains of one human may be placed in a single urn. The Pastor reserves the right to disapprove or restrict any ceremonial acts not in accordance with liturgical norms.
5. The removal of cremated remains shall be allowed only for reasons satisfactory to, and with the prior consent of the Bishop.

- 5.1. Removals shall also have the written consent of the surviving spouse or the specified next of kin of the deceased or what is legally required by the State of South Carolina.
- 5.2. If, in the discretion of the Bishop, it becomes necessary or desirable to change the location of the Columbarium or to discontinue use of all or part, the urns and cremated remains may be removed and placed in another suitable place. The expense of such removal shall be borne by the Parish.
6. Prior to interment, a License may be surrendered. If the Parish is successful in reissuing the License, the Parish will refund the initial license fee paid less reasonable expense of transfer.
 - 6.1. The privilege of interment licensed to Eligible Person(s) is personal to them and can be transferred only to other Eligible Person(s). Transfers will be recognized only upon written consent of the Pastor which approval may be refused without cause. Should a transfer be refused, license may be surrendered and the Parish will attempt to reissue said License.
7. Following interment of cremated remains in a niche there will be provided, as part of the original license fee, a standard memorial cover, which will be placed over the niche. This cover is the only covering permitted for the niche. This cover will permit only the last name, first name and middle initial of the deceased, together with date of birth and date of death.
8. The right is reserved by the Parish to add, move, or remove flowers in the Columbarium.
 - 8.1. Flowers are permitted to be placed in the Columbarium by an individual ONLY at interment and will be removed thereafter.