

**WHITE'S CHAPEL  
UNITED METHODIST CHURCH  
185 S. White's Chapel Blvd.  
Southlake, TX 76092**

**COLUMBARIUM & MEMORIAL GARDEN**

**Purchasing a Right of Inurnment**

Thank you for contacting White's Chapel United Methodist Church regarding the purchase of a right of inurnment in our Columbarium & Memorial Garden. Before you review and complete the enclosed documents, you may find the following information useful:

1. The Rules, Policies and Regulations related to the Columbarium are made and approved by White's Chapel UMC Trustees as owner of the Columbarium. The Trustees and its Columbarium Committee have authority for all decisions pertaining to the Columbarium & Memorial Garden. When you purchase a right of inurnment, you will be asked to indicate you have received and agreed to abide by these Rules, Policies and Regulations, so please read them carefully. A copy of the Rules, Policies and Regulations for White's Chapel's Columbarium and Memorial Garden is enclosed.
2. A Right of Inurnment Application is included in the documents you have received. There will also be an Inscription Request Form as well as a chart for you to choose the Section and your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of a niche location. The Columbarium Committee will process all applications as they come in with niche selection on a first come/first serve basis. Should all your niche location choices been selected by an earlier approved applicant you will be notified by a Committee member and we will work with you to choose a niche location that is available.

Your completed application should include the following:

- a) Right of Inurnment Application – Complete in full. Please write clearly.
- b) Section and Niche Selection – Complete identification by filling in section letter and by providing your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of niche selection. Please mark these selections accordingly. Put an "X" through each niche box number to indicate your selection.
- c) Niche Inscription Request Form – Complete in full and sign. Retain the approved inscription form in your file until needed and the remaining information (date of death) is known.
- d) For those who have a loved one who has died but not inurned here and would like to have their loved one's name inscribed on our Memorial Wall please complete the required information on the Memorial Wall application in this packet.

- e) Payment – Payment in full is required when you submit your application. Please make your check out to White’s Chapel UMC with the notation, “Columbarium & Memorial Garden”.
- f) The final item included in your packet is a change of address form. As stated in the Rules, Policies and Regulations of White’s Chapel’s Columbarium & Memorial garden, it is your responsibility or the responsibility of your heirs to give notification of current address information.
- g) Your application may be delivered or sent via regular mail to the address at the top of these instructions, Attn: Columbarium Committee
- h) After your application has been reviewed and eligibility determined, you will receive a copy of your Application, Inscription Request and Right of Inurnment Certificate. This approval and signed copy of the Application will serve as your signed receipt.
- i) Once a niche location has been selected and payment made any change to the niche location will result in a \$300 administrative fee.
- j) The Columbarium & Memorial Garden is a columbarium only. It does not provide cremation services. You will need to make those arrangements separately.
- k) A supply of urns for cremated remains to be inurned in our Columbarium & Memorial Garden will be available at the church. Due to the size of niches any personal urn for inurnment needs to be approved by the Columbarium Committee. At the time of need, you and your family may obtain an urn from the Columbarium committee and provide it to the crematorium or funeral home so that the cremated remains of your loved one can be placed in the urn.

If you have any additional questions, please call the church office at 817.481.4147 and a Committee member will be able to assist you.