

## **ST. JOSEPH ST. /THERESE COLUMBARIUM BOARD BYLAWS**

### **THEOLOGICAL and CANONICAL CONSIDERATIONS**

Theologically, the Roman Catholic Church maintains a preference for bodily burial rather than cremation. That preference should be reflected in all literature regarding the columbarium. The Roman Catholic Church does recognize cremation and inurnment in a columbarium as an alternative for bodily burial subject to certain requirements of canon law of the Roman Catholic Church. In particular, Canons 1184, 1201, 1213 and 1243 and perhaps others and diocesan law statutes and policy regarding crematories and/or columbaria must be adhered to in the establishment, maintenance and use of a columbarium. Further, the pastor of St. Joseph parish is its administrator and has final authority regarding administration of all parish affairs.

### **COLUMBARIUM BOARD FORMATION**

With approval of the Roman Catholic Diocese of Knoxville, the Pastor of St. Joseph Catholic Church in Norris, Tennessee and with affirmation of the Parish Councils for St. Joseph Catholic Church and St. Therese Catholic Church in Clinton, Tennessee and to further its purposes the St. Joseph/St. Therese Columbarium Board, hereafter referred to as The Board, is organized and established under the following Bylaws.

### **ST. JOSEPH/ ST. THERESE COLUMBARIUM BYLAWS**

Pursuant to the Bylaws, The Board has been formed. The purpose is to provide and manage a dignified setting for the inurnment of the cremated remains of present and former members of St. Joseph/ St. Therese and their family members as well as members of other parishes in the Cumberland Mountain Deanery. Additionally its purpose is to provide consultative support to the Pastor of St. Joseph Parish in Norris, Tennessee in the operation of the parish columbarium and to be a liaison for St. Therese Parish in Clinton, Tennessee whose parishioners have access to the columbarium at St. Joseph Parish. The official location of the Columbarium Board and all of the columbarium records will be St. Joseph Catholic Church, 3452 Andersonville Highway, Andersonville, TN 37705. The mailing address is St. Joseph Catholic Church, P.O. 387, Norris, TN 37828. Phone: (865) 494-7746.

The Board Bylaws establish The Board as being comprised of three members of St. Joseph Parish and one member of St. Therese Parish, plus the Pastor of St. Joseph. The Pastor of St. Joseph will consult with the Pastor of St. Therese in the appointment of the lay Board member from St. Therese. The lay members will include a Chairperson, a Subscription Manager, a Secretary and a Treasurer. The Board will report directly to the Pastor of St. Joseph.

#### **1.0 TENURE**

- 1.1 Board members will be appointed to three-year staggered terms with any new board member selection being made at an annual meeting held in March of each year.
- 1.2 Terms may be extended or renewed by mutual consent of the Pastor and Board members affected.
- 1.3 The Board may establish other committees as may be necessary to facilitate the management of the columbarium.

## **2.0 MEETINGS**

- 2.1 The Board will meet biannually or more often if required.
- 2.2 Board members will review activity to date, ensure that all records are current and accurate, and resolve all open issues.
- 2.3 Decisions will be made by consensus of the Board with approval of the Pastor.

## **3.0 DUTIES**

- 3.1 The Chairperson will preside over all Board meetings and work closely with the other members to accomplish the objectives of the Board and the Pastor.
- 3.2 The Secretary will keep minutes of all meetings and record actions of the Board.
- 3.3 The Treasurer will keep accurate accounting of all income and expenditures and report at all official meetings as requested..
- 3.4 The Subscription Manager will order plaques, make niche assignments, accept payment and make receipts, distribute informational material to prospective clients and keep all records and files current.
- 3.5 An annual audit and financial statement will be prepared and presented to The Board.

## **4.0 ASSIGNMENT OF NICHES**

- 4.1 The assignment of niches will be the sole responsibility of the Board with due regard to the wishes of the subscribers depending on availability.
- 4.2 Applications will be reviewed by the Board. Niches will be selected or assigned on a first come basis (with payment). Upon acceptance, the subscriber will receive a signed acknowledgement identifying the assigned niche.
- 4.3. No cremated remains of pets or other animals may be interred in the columbarium.
- 4.4 Inurnment of cremated remains shall be made only in urns supplied by the Board. Only nameplates supplied by the Board may be used.
- 4.5 The Board has the sole responsibility to resolve questions, requests, issues or disputes that may arise concerning the administration of the columbarium.

## **5.0 MONETARY POLICIES**

- 5.1 The Board shall at all times maintain a fund sufficient for the perpetual care and maintenance of the columbarium.
- 5.2 The Board will establish monetary policy concerning pricing and funds to be used for maintenance, refunds, upgrades, discretionary use, appurtenances, etc. No funds will be for profit and no part of any net earnings shall inure to the benefit of any individual. Any other expenses related to inurnment issues will be determined and approved by the Board.
- 5.3 The cost to operate and maintain the columbarium will not exceed the amounts collected from niche subscriptions and special contributions.
- 5.4 Any funds collected in excess of amounts required for the operation, maintenance, and future expansion of the columbarium site may be made available by the Board to the Pastor for worthy parish needs.
- 5.5 The Board will regularly review the fee structure and make changes as needed. Any changes will not effect prior subscriptions.
- 5.6 Because of the Board's financial responsibility to its subscribers, The Board may not give away any niches. However, a parish or other entity may pay for the inurnment of an individual who does not have sufficient funds to do so.

## **6.0 OTHER RESPONSIBILITIES**

- 6.1 The Board will establish columbarium policies and regulations associated with niche applications. Said policies and regulations will define and explain issues pertaining to the columbarium niches and will be included with all applications.
- 6.2 The Board will approve landscaping and other visible objects such as benches, statues, crosses, etc. at the columbarium site.
- 6.3 The Board will maintain open communication lines with the representatives of the local funeral homes.
- 6.4 The Board will determine eligibility for columbarium inurnment.
- 6.5 The Board will report to parish members at least annually concerning niches subscribed, availability, and other issues relating to the columbarium.
- 6.6 The Board will maintain insurance to repair damage to the columbarium from vandalism, acts of nature, and any other cause so as to hold the Roman Catholic Diocese of Knoxville and St. Joseph/Parishes harmless from liability for such events.
- 6.7 The Board will manage the columbarium in accordance with all applicable canonical, state and local laws in existence now or developed in the future.
- 6.8 If, at the discretion of the Bishop, it becomes necessary or desirable to change the location of the columbarium, or to discontinue its use in all or in part, the urns and cremated remains may be relocated and placed on another suitable site after reasonable notice to next of kin. The expense of such relocation shall be borne by The Board funds.
- 6.9 In the event that the columbarium is dissolved for any reason, any assets should pass to the entity charged with the future maintenance of urns and cremated remains. Notice to next of kin in the event of dissolution shall include information regarding the distribution of remaining assets.
- 6.10 Security will be provided for the columbarium.

## **7.0 CHANGES TO THE BYLAWS**

- 7.1 With the authority and permission of the Pastor and with the final approval of the Bishop, the Board may adopt or amend these Bylaws without notice when such is deemed appropriate to the operation, control, use and preservation of the facility and the remains inurned therein. The Bylaws will be reviewed annually and revised if needed.
- 7.2 Special circumstances may arise in which strict enforcement of these bylaws may impose undue hardship. The Board, with the authority and permission of the Pastor, may without notice, make exceptions to the bylaws when advisable or appropriate. Such temporary, singular exceptions will not be construed as changes to these Bylaws.

These Bylaws of the Columbarium Board of St. Joseph/St. Therese Parishes are hereby adopted by the Parish Council of St. Joseph Parish.

Signed: [Signature] Date: 12/28/2011  
Parish Council Chairperson

These Bylaws of the Columbarium Board of St. Joseph/St. Therese Parishes are hereby adopted by the Parish Council of St. Therese Parish.

Signed: [Signature] Date: 12/8/11  
Parish Council Chairperson

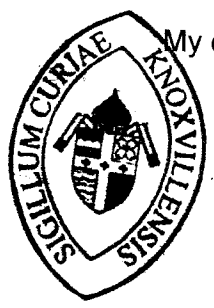
APPROVED: [Signature] Date: 12/8/11  
Pastor, St. Joseph Church

APPROVED: [Signature] Date: 12/8/11  
Pastor, St. Therese Church

APPROVED: [Signature] Date: 2/15/12  
Bishop, (or delegate) The Diocese of Knoxville

APPROVED: [Signature] Date: Dec. 5, 2011  
Columbarium Board Chairperson

NOTARY: [Signature] Date: 2/15/12  
Chancellor, Diocese of Knoxville



My commission expires: May 9, 2012

Notary Seal

