



Columbarium Governance Structure

STATEMENT OF PURPOSE

The St. Philip's Lutheran Church Columbarium (SPLCC) is a ministry of the congregation organized to provide a service for members and the community by developing and operating a church-based repository for cremated human remains.

GOVERNANCE

The SPLCC is operated under the guidance and control of the St. Philip's Lutheran Church Columbarium Committee (Committee).

COMMITTEE MEMBERSHIP

The Committee shall consist of a minimum of three and a maximum of seven members. A pastor of the congregation serves as an ex-officio member of the Committee. Committee members should be members of St. Philip's Lutheran Church and/or a niche owner.

TERM OF OFFICE

Committee members are elected for a term of four years and may serve for up to three consecutive terms.

ELECTION OF COMMITTEE MEMBERS

New Committee members are elected by the current Committee members and are reported at the annual meeting of the congregation.

OFFICERS AND DUTIES

The Committee shall elect from its members the following officers. Offices may be combined, e.g. Secretary-Treasurer.

Chairperson

The Chairperson is the chief executive officer of the SPLCC and has the responsibility of overseeing the operations of the SPLCC including sale of niches, being the contact person for inquiries, chairing the Committee's nominating committee and carrying out other duties as determined by the Committee.

Vice Chairperson

The Vice Chairperson shall act in the absence of the Chairperson and shall be the Committee's liaison with the Board of Administration.

Secretary

The Secretary shall be responsible for maintaining a register of niche owners, niches available for sale, and the names and dates of those interred in the SPLCC. The Secretary shall maintain pertinent records and meeting minutes.

(Continued on reverse)

Treasurer

The Treasurer is the chief financial officer and shall have the responsibility of maintaining and monitoring all accounts and working with the appropriate congregation staff. The Treasurer shall recommend investment procedures for the Perpetual Care Fund, monitor performance of the investments, and report to the Committee and the congregation.

MEETINGS

The Committee shall establish its schedule of meetings. It shall meet at least annually. Meetings shall be announced in advance and shall be open to all niche owners and/or families of niche owners, congregation members, and other interested parties.

DUTIES OF THE COMMITTEE

The Committee will have the following responsibilities:

- A. Develop, operate, and maintain the Columbarium,
- B. Establish policies and procedures for operating the Columbarium,
- C. Handle the finances of the Columbarium,
- D. Invest and monitor the Perpetual Care Fund,
- E. Approve all expenditures to operate and maintain the Columbarium,
- F. Prepare and present the annual report to the congregation,
- G. Comply with all federal, state, local, and church regulations regarding the operation of the Columbarium,
- H. Secure all needed insurance and bonding as required by law or prudent management,
- I. Conduct all necessary business relating to the Columbarium.

AMENDMENTS

Amendments to the articles shall be presented and discussed at a regular or special meeting of the Committee. Action on the amendment shall be taken at the subsequent Committee meeting. Amendments will be forwarded to the Board of Administration.

Adopted by the Columbarium Committee on 3/16/2015 and approved by the St. Philip's Lutheran Church Board of Administration on 7/14/2015.

Revised by the Columbarium Committee on 5/20/2019 and submitted to St. Philip's Lutheran Church Board of Administration.