

## **Mid-Atlantic Christian University Institutional Policy #14**

SUBJECT: On-campus Inurnment of Cremains

DATE: Oct 18, 2013

REVISED: April 2020

NEXT SCHEDULED REVIEW: February of odd numbered years

APPROVED BY BOARD OF TRUSTEES: May 2020

Policy for: All divisions of Mid-Atlantic Christian University

Procedure for: All divisions of Mid-Atlantic Christian University

Authorized by: Chair of the Board of Trustees

Issued by: Board of Trustees

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### **I. Purpose**

To provide for inurnment of cremains in the columbarium at Mid-Atlantic Christian University

### **II. Policy**

Any member (or former member) of the staff, faculty, Foundation Board Members, trustees and their immediate family members (to include spouses and minor children), and alumnus may have their cremains interred in the columbarium on campus. The university will maintain a price list for purchase of each niche.

Each niche will contain the cremains of one individual or, if married, the couple's cremains may be interred in the same niche.

### **III. Procedure**

Either the person or one of his/her family members may make the request to the administration regarding inurnment in the columbarium.

1. The niche for inurnment will be selected by the family from those available at the time.
2. Niches will be offered on a first-come first-served basis.
3. All expenses of cremation, urn, etc. shall be borne by the family of the deceased.
4. The cremains of the deceased will always remain property of the family.

5. Included in the purchase of each niche is:
  - a. Opening and closing the niche for inurnment
  - b. An inscription of the person's name and date of birth/death (due to both practical and aesthetic considerations inscriptions are limited to names and date using only one font).
  
6. In the event it is no longer possible to retain the columbarium on MACU's campus (due to relocating the campus or in case the school ceased to operate), the university will pay for the cost of relocating the columbarium. Family members will be notified prior to moving the columbaria and would have the option to have the remains of their loved one removed but would not be reimbursed for the cost of the niche.

#### IV. Published: Policy Manual

#### IV. Reason for Revision

A major revision was required due to the purchase and installation of a columbarium on the MACU campus.

In the six years the columbarium has been on the campus there has only been one couple interred. Removing the requirement of 20 years of service for employees and opening it up for alumni may generate additional usage.