



## **St. Timothy's Episcopal Church**

432 Van Buren St  
Herndon, VA 20170  
[www.Saint-Timothys.org](http://www.Saint-Timothys.org)  
703.437.3790



**Columbarium Paperwork**

# **St. Timothy's Episcopal Church, Herndon, Virginia Columbarium Fact Sheet**

February 1, 2001

[Updated December 11, 2023]

## **What is a Columbarium?**

A columbarium is a resting place for loved ones, consisting of a group of niches, containing the cremated remains of the deceased.

## **Why should St. Timothy's have a Columbarium?**

The Church has traditionally provided the natural repository and final resting place of the faithful departed. With the elimination of many Church based cemeteries the tradition has been lost, in all but a few churches. Cremation has made it possible to carry on this traditional ministry.

The availability of a columbarium at St. Timothy's gives members of the church and their families an opportunity to be buried in a Christian setting, rather than a commercial one. It provides the opportunity for members of the church to plan ahead for the inevitable.

## **Where is the Columbarium located?**

The columbarium is located in the middle low wall, to the left as you enter the sanctuary. It is composed of 90 niches, which measure 8" x 8" x 16" deep. Each niche will hold one or two urns. Each niche has a marble faceplate, which can be engraved. Each urn is provided by St. Timothy's and measures 5 5/8" x 5 5/8" x 7".

## **Eligibility:**

Eligibility is generally limited to current and former members of the Church and their immediate families.

## **The Financial Structure and Costs:**

The columbarium provides a dignified and economical alternative to in-ground burials. The cost of a niche for one urn is \$1525 and for two urns is \$1675. (These price amounts are subject to change.) This includes an urn, if not provided by the family, the engraving and installing of the faceplate and maintenance of the Columbarium.

## **The St. Timothy's Columbarium Basic Information**

The Columbarium is located in the left wall of the sanctuary. There are 90 single niches that accommodate 2 urns each. The Columbarium is designed for use by members (and former members) of St. Timothy's Episcopal Church and their immediate families. On occasion the Rector (with approval of the Vestry) may grant permission for the inurnment of a non-member.

A contribution of \$1525 for a niche with one urn, or \$1675 for a niche with 2 urns, is required for the right to use a niche. The contribution covers the use of the niche, an urn, if needed, the preparation and installing of the faceplate and maintenance of the Columbarium.

Inurnment may be done at the time of the Burial Service (it follows directly after the service in church) or at a different time. There is a Prayer Book Rite for Committal, which is used for the inurnment.

There are several documents required as part of securing a niche. It is best that the documents be completed at St. Timothy's Church in the presence of the Rector because s/he can grant immediate approval of the application in the case of members and can process all the papers at one visit.

1. Application Form, which makes application for a niche. In many cases this will be done as a part of pre-arrangement for burial rites. The particular niche(s) is selected at the time this document is completed.
2. Registry Information Sheets list the Contributors (those who are contributors) and the Designees (those whose remains are to be inurned) together with relevant information about them.
3. Certificate of Right to Inurn (2 copies), which is held by the contributor and indicates that a niche has been reserved and that the church has received a contribution.
4. Authorization for Inurnment grants permission of St. Timothy's for the inurnment of an individual's remains. This authorization must be filled out for each person inurned at the time of the service or inurnment.
5. Inscription Order Form on which the form and wording for the niche inscription is designated.

# **Policies and Regulations Governing the Use of and Care of the Columbarium at St. Timothy's Episcopal Church, Herndon, Virginia**

## **1. The Columbarium**

- 1.1. The Columbarium at St. Timothy's Episcopal Church, Herndon, Virginia (hereafter sometimes referred to as "the Church") has been established for the purpose of providing a place of inurnment for the bodily remains of members of St. Timothy's and other eligible persons.
- 1.2. The Vestry of the Church (hereafter "the Vestry") has responsibility for the Columbarium and for enacting policies and regulations governing its use and care.
- 1.3. The Rector of the Church (hereafter "the Rector") has responsibility for certain day-to-day operations of the Columbarium, with advice of the Committee, as set forth in these Policies and Regulations.
  - 1.3.1. In the absence of the Rector, the Acting Rector shall have the authority to perform the duties of the Rector, with advice of the Committee, as set forth in these Policies and Regulations.

## **2. The Columbarium Committee**

- 2.1. For administrative convenience, the Vestry has established a Columbarium Committee consisting of the Rector, as standing Chairperson, the Junior Warden, and three at-large members selected by the Rector and approved by the Vestry.
  - 2.1.1. The at-large members shall be appointed for a three-year term and may be reappointed.
- 2.2. It shall be the duty of the Columbarium Committee to oversee the application and carrying out of the Columbarium Policies and Regulations and generally to be responsible for the routine operation, administration and maintenance of the Columbarium. The Committee and/or the Rector, as provided in these Policies and Regulations, shall be responsible for consideration of applications for niches, approval of applications clearly meeting the requirements for approval, issuance of Certificates of Right to Inurn based on approved applications, and making arrangements for inurnments under the granted rights to inurn. The Rector is specifically given the authority to sign and deliver Certificates of Right to Inurn.

### **3. Eligibility for Inurnment**

- 3.1. All members of St. Timothy's Episcopal Church, Herndon, Virginia, and their immediate families (*i.e., spouse, partner, parents, parents-in-law, siblings and children or grandchildren, natural or adopted*) shall be eligible for inurnment in the St. Timothy's Episcopal church Columbarium (the "Columbarium") upon application to the St. Timothy's Church Columbarium Committee (the "Committee") and payment in full of the contribution to the St. Timothy's Episcopal Church Columbarium Fund, as outlined under Section 5.1 below. If approval by the Rector on a case-by-case basis, former members of the Church and their immediate families shall also be eligible for inurnment in the Columbarium upon such application and payment in full.
  - 3.1.1. The definition of a "member" for the purpose of establishing eligibility for inurnment in the Columbarium shall be that a "member in good standing" as defined by the Canons of the Diocese of Virginia in effect at the time the application for a niche is made.
- 3.2. Persons other than those specified in Section 3.1 above may be eligible for inurnment in Columbarium on a case-by-case basis as approved by the Rector with concurrence of the Vestry. Any persons so approved must make application and payment in full as set forth in Section 3.1 above.

### **4. Application for a Niche**

- 4.1. Applications for Columbarium niches shall be submitted in writing to the Rector, or nay member of the Committee, on the form(s) designated by the Committee for such purpose.
  - 4.1.1. A complete application shall consist of: (1) a completed application form; (2) a completed registry information sheet containing the name of the applicant (the "Contributor"), the names (or other identifying information such as "first two children of x") of all persons (the "Designees") whose remains are to be inurned in the niche, and a statement of the basis for the Designee(s)' eligibility for Inurnment (see Section 3 above); and (3) the payment in full of the applicant's contribution, as outlined under Section 5.1 below.
  - 4.1.2. The Rector shall approve a completed application when all Designees named therein meet the eligibility criteria set forth under Section 3 above.
  - 4.1.3. After an application is approved by the Rector, the named Designee(s) shall not be changed and/or new Designee(s) shall not be added without approval of the Committee as detailed under Section 13 below.
- 4.2. The Rector shall not approve or take action on any application that is not complete or for which the applicant has not made full payment of the appropriate scheduled contribution as detailed under Section 5.1 below. However, the Rector in acting on a case of immediate need, may arrange for the payment of the contribution through the funeral director handling arrangements for the deceased, or by other means.

4.3. The Church shall not refund any contribution after an application has been approved.

**5. Niche Contributions**

5.1. An applicant for a Columbarium niche shall pay a contribution to the St. Timothy’s Episcopal Church Columbarium Fund (the “Columbarium Fund”). The amount of the contribution is listed in Section 5.2 below.

5.2. The scheduled contribution to be made by niche applicants as of January 1, 2015 shall be as follows:

One Niche for one urn ..... \$1525

One Niche for two urns ..... \$1675

5.3. Only \$400 of the payment to The Columbarium Fund constitutes a tax-deductible contribution. (The remaining amount is for the cost and maintenance of the niche.) However, anyone donating the cost of a niche to the Church, for the Church’s use, shall be able to deduct the entire amount of the donation, as any other donation to the Church. (See Section 6.3 below.)

5.4. Contribution schedules shall be subject to the periodic review. However, any change in the contribution schedule shall require the approval of the Vestry. Provided further, that a change in the contribution schedule shall have no effect on niches already reserved and paid for.

**6. Allocation of Niche Location**

6.1. The Contributor may, within 30 (thirty) days from the date of the acceptance of his or her application, select the exact location of his or her niche from the current list of unreserved niches.

6.2. If the Contributor does not desire to select the location or fails for any reason to do so within 30 (thirty) days from the date of the acceptance of his or her application for a niche, then a specific location from the current list of unreserved niches may be chosen for them.

6.3. The Rector may determine the disposition of any niches donated to the Church and such disposition may be at no charge or at a reduced charge, in the Rector’s sole discretion. If less than 10% of the total number of niches have been donated to the Church, the Rector may dispose of up to 10% of the niches, at his/her discretion. This 10% figure will include any niches donated to the Church. If more than 10% of the total number of niches are donated, the Rector may dispose of all of the donated niches, as he or she sees fit.

**7. Certificate of Right to Inurn**

7.1. After the Rector has approved an application, and the niche has been selected, the Contributor will receive a “Certificate of Right to Inurn” (hereafter sometimes referred to as “Certificate”) in a specified niche.

7.2. A Certificate does not convey property rights or interests of any kind in or to a niche, the Columbarium or the property where the Columbarium is located.

- 7.3. A Certificate may not be sold, exchanged, or transferred.
- 7.4. A Designee does not obtain any personal, property or contractual rights whatsoever by virtue of being named as a Designee in a Certificate.

## **8. Inurnment**

- 8.1. All arrangements for the Burial Service and the inurnment shall be made with the Rector, or other clergy of the Church as designated by the Rector. Inurnment may be private, but shall in all cases involve the attendance of the Rector or other clergy designated by the Rector.
- 8.2. Before a Designee may be inurned the following requirements shall be met.
  - 8.2.1. The Committee of the Rector must issue a Certificate of Right to Inurn naming the Designee to be inurned.
  - 8.2.2. The Committee or the Rector must receive a completed "Authorization for Inurnment" form (hereafter sometimes referred to as the "Authorization") that has been signed by a person with legal authority to control the disposition of the remains of that Designee.
  - 8.2.3. The Committee of the Rector must receive all other papers, if any, required by the Commonwealth of Virginia, for that Designee to be inurned in a church columbarium.
  - 8.2.4. The Ashes of the Designee to be inurned must be in an appropriate container (the "Urn"), which has been permanently marked with the name of the individual whose ashes are contained herein.
  - 8.2.5. The urn must be of the proper size, shape and construction and must be properly sealed. Each niche may accommodate up to two urns. The interior dimension of each niche is 6.5" H by 7.25" W by 12" D. If there are two Designees named to any one niche, the urn space available for any one urn is 6.5" H by 7.25" W by 6" D.
- 8.3. The Committee and the Rector shall refuse to accept for inurnment an inappropriate urn, an unsealed urn, or an urn which exceeds the size of the niche or that portion of the niche allocated for one inurnment, if the Certificate names more than one Designee to ultimately occupy the niche.

## **9. Niche Inscriptions**

- 9.1. Inscriptions on the face of a niche shall be limited to the names of those inurned within and the years of their births and deaths. The format of the dates shall be the day, the three letter abbreviation of the month and the four numbers of the year. Inscriptions shall be of a uniform size, style and layout to be designated by the Committee.
  - 9.1.1. The given name and suffix such as Jr. or II, may be inscribed.
  - 9.1.2. Professional identification, including prefixes or suffixes such as: Col., Rev., Ph.D. or M.D., etc. shall not be inscribed.

9.2. St. Timothy's Episcopal Church shall have the sole responsibility of contracting for the inscription and the cost of inscription shall be borne by the Church.

## **10. Flowers & Memorials**

- 10.1. Live and fresh cut flowers will be permitted within the area of the Columbarium during a burial service. Such flowers will be permitted at other times only at the discretion of the Rector.
- 10.2. Artificial flowers, artificial arrangements of any type, and any other memorials shall not be permitted at any time.

## **11. Access**

- 11.1. The Columbarium constitutes the side wall or the sanctuary and is accessible at all times that the Church and/or its offices are open to visitors and at other times, as agreed upon by the Rector.

## **12. Records**

- 12.1. The Church shall keep on file a permanent register of the exact location of all niches reserved and of each person inurned in the Columbarium.
- 12.2. The Church shall also maintain the original of all applications submitted, the original of all Inurnment Certificates issued, the original of all Authorizations received, the other forms and records, if any, that the Commonwealth of Virginia may require the Church to maintain for the operation of or the inurnment in a church Columbarium, and all other forms or records the Committee determines necessary for the operation and maintenance of the Columbarium.

## **13. Changes in Niche Designees**

- 13.1. The Designee(s) names on an Inurnment Certificate may be transferred, changed or removed from the Certificate only in accordance with the following requirements.
  - 13.1.1. Except as described under Section 14 below, the Contributor of a niche may name a new Designee(s) to fill any unallocated space of his or her reserved niche or to replace an existing Designee, provided that the new Designee is approved by the Committee as meeting the eligibility requirements of Section 3 above. Such naming may be done by the Contributor during his or her lifetime or in his or her last will and testament.
  - 13.1.2. Once a person is named as the Designee of an allocated niche space, the Designee's name may not be removed from the Certificate or transferred from that niche reservation to another without the Contributor's consent, if then living, and until the Committee has sent notice of the change to the Designee at his or her last known address.



13.1.3. If a Designee dies and is interred elsewhere, then the deceased Designee's reservation may be claimed by the Contributor as follows. If said Contributor is living at the time of the Designee's death, said Contributor may at any time name a new Designee subject to the provisions of Section 13.1.1. If said Contributor is deceased at the time of the Designee's death, a new Designee may be named through a provision in the Contributor's will subject to the provisions of Section 13.1.1.

13.2. Any reserved niche that remains unoccupied subsequent to the deaths and internments of the Contributor and his or her last living Designee(s) as detailed under Section 13.1.1 above shall be deemed to be abandoned and all interest in such niche shall revert to the Church. In such an event there shall be no refund of the niche contribution to the Contributor's estate, executors, administrators or heirs.

#### **14. Removal**

14.1. Except as provided under Section 15 below, cremated remains may be removed from the niche and Columbarium only upon the written consent of both the Rector and the surviving spouse/partner, if any, and if there is no surviving spouse, the next of kin of the deceased as indicated on the Registry Information Sheet ("Next of Kin").

14.2. Before the Church shall effect such removal, however, all costs of an inurned removal under Section 14.1 above, including the replacement cost of the niche's faceplate, shall be paid in full by the surviving spouse/partner or Next of Kin, as the case may be.

14.3. If the Contributor of the niche was not a consenting party to the removal of the inurned under Section 14.1 above, then said Contributor and only said Contributor may name a new Designee under the terms of Section 13.1.1 above subject to the approval of the Committee.

14.4. In all other circumstances all rights to the vacated niche or portion of a niche space shall revert to St. Timothy's Church.

#### **15. Changes of Circumstances**

15.1. The privilege to make inurnments in the Columbarium shall continue so long as (a) the Columbarium is not appropriated for any use inconsistent with inurnments, (b) the Columbarium exists, and (c) the premises are owned by the Church.

15.2. In the event that the Columbarium ceases to exist for any reason, the Church, in its discretion, shall at the Church's expense relocate or make provisions for all cremated remains, which are not removed by the inured Next of Kin, at his or her expense.

15.3. The Church may also alter or modify the Columbarium, but the Church assumes no liability with respect to the urns.

**16. Costs of Columbarium Operation and Maintenance**

16.1. St. Timothy’s Episcopal Church shall be responsible for all costs of operating and maintaining the Columbarium except that those costs that are incurred under Sections 14.2 and 15.2 above shall be paid to St. Timothy’s Episcopal Church by the individual(s) initiating actions under those Sections.

16.2. When all expenses for the acquisition and installation of the initial Columbarium niches have been paid, sufficient reserves have been established for future maintenance, if any, and the Columbarium Fund is free from all debt, additional contributions to the Columbarium Fund may thereafter be used to purchase additional niches or may be otherwise utilized as directed by the Vestry, after receiving recommendations from the Committee.

**17. Liability**

17.1. The Committee shall exercise reasonable care in the maintenance of the Columbarium, but neither the Committee, the Vestry, the Rector nor St. Timothy’s Episcopal Church, Herndon, Virginia shall have any liability of any kind or character whatsoever for the maintenance or preservation of the remains of any person inurned in the Columbarium or for any loss or damage to the containers or remains of such deceased persons. St. Timothy’s Episcopal Church, the Vestry, the Rector and the Committee assume no liability of any kind, for nay matter or thing relating to the Columbarium, its use or subsequent maintenance.

**18. Reserved Rights**

18.1. The use of the Columbarium, and all terms, conditions, policies and regulations related thereto, is subject to the determination and control of the Vestry.

18.2. The Vestry reserves the right without notice, from time to time, to make, amend and repeal such terms, conditions, policies and regulations with advice of the Committee; and any and all of these terms, conditions, policies and regulations, whether now in effect or later amended shall be binding upon each and every Contributor and Designee for whom a niche has been, or later is reserved, and upon his or her heirs, executors and administrators

18.3. All property rights to the Columbarium and its niches are reserved exclusively to and for St. Timothy’s Episcopal Church, Herndon, Virginia. Neither the Contributor nor any Designee or their estates, executors, administrators or heirs shall acquire property rights of any kind in or to the niche referred to in a Certificate of Right to Inurn.

**Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Senior Warden, Vestry

\_\_\_\_\_  
The Rev. Charles Cowherd, *Rector*

Niche(s) # \_\_\_\_\_

## St. Timothy's Church Columbarium Application Form

Applicant(s) Name(s) \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

having receive and read the Policies and Regulations Governing the Use of And Care of the Columbarium at St. Timothy's Episcopal Church, Herndon, Virginia hereby apply to use a Niche in such Columbarium and submit with this application form:

1. A completed Registry Information Sheet and
2. \$\_\_\_\_\_ in payment of the current scheduled niche contribution fee to the St. Timothy's Episcopal Church Columbarium Fund for \_\_\_\_\_ niches.

I (we) understand that upon approval of this application the enclosed niche contribution fee is not refundable.

Signed: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**St. Timothy's Episcopal Church Columbarium  
Herndon, Virginia  
Registry Information Sheet**

Niche Number(s) \_\_\_\_\_

**Contributor 1**

**Contributor 2**

Name and Address:

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Spouse:

Name and Address of Spouse:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Person named in  
Contributor's Will as Legal  
Representative, if known:

Name and Address of Person named in  
Contributor's Will as Legal  
Representative, if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Contributor's Next  
of Kin:

Name and Address of Contributor's Next  
of Kin:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designee # \_\_\_\_\_**

Name and Address of Designee whose remains are to be inurned:\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Person Named in Designee's Will as Personal Representative, if known:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Designee's Next of Kin:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Designee is:

\_\_\_\_ a member of St. Timothy's Church

\_\_\_\_ related to a Church Member:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_ Non-member of St. Timothy's

**Designee # \_\_\_\_\_**

Name and Address of Designee whose remains are to be inurned:\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Person Named in Designee's Will as Personal Representative, if known:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Designee's Next of Kin:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Designee is:

\_\_\_\_ a member of St. Timothy's Church

\_\_\_\_ related to a Church Member:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_ Non-member of St. Timothy's

\* If the Designee is also the Contributor, please indicate.

**Niche Number(s)** \_\_\_\_\_

Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_ Contributor 1

\_\_\_\_\_ Contributor 2

Approved by \_\_\_\_\_ this

\_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

Certificate # \_\_\_\_\_

**St. Timothy's Episcopal Church  
Columbarium  
Certificate of Right to Inurn**

St. Timothy's Episcopal Church, Herndon, Virginia, in consideration of a contribution of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ )  
by \_\_\_\_\_,  
Contributor, hereby grants to \_\_\_\_\_  
the sole and perpetual use of Niche \_\_\_\_\_, with right to Inurn the  
remains of \_\_\_\_\_.

It is mutually agreed that the rights of the Niche owner, as designated herein, his (or her) heirs or legatees, are determined and limited by the Policies And Regulations Governing the Use Of and Care Of the Columbarium at St. Timothy's Episcopal Church, copy attached, as amended or revised, by St. Timothy's Episcopal Church.

It is hereby further mutually agreed that the rights hereby granted are and shall be for all purposes be deemed to be personal property only.

St. Timothy's Episcopal Church

By: \_\_\_\_\_  
Rector

By: \_\_\_\_\_  
Junior Warden

Niche(s) # \_\_\_\_\_

## St. Timothy's Church Columbarium Authorization for Inurnment

The undersigned hereby authorized the inurnment in Niche No. \_\_\_\_\_ in the Columbarium at St. Timothy's Episcopal Church, Herndon, Virginia of the cremated remains accompanying this authorization, and warrants (1) that the identity of the person whose remains are thus to be inurned is

\_\_\_\_\_ of  
\_\_\_\_\_  
\_\_\_\_\_

and (2) that the undersigned has authority to order such inurnment in that his or her relationship to such person is surviving spouse, child, parent, or next of kin (indicate which) or one who has acquired the right to control the disposition of such cremated remains by

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This authorization is executed this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, at \_\_\_\_\_ by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address



Niche(s) # \_\_\_\_\_

## **St. Timothy's Church Columbarium Inscription Order Form**

To the Columbarium Committee of St. Timothy's Episcopal Church, Herndon,  
Virginia:

Subject to the Policies and Regulations Governing the Use of and Care of the  
Columbarium at St. Timothy's, you are hereby requested and authorized to have  
placed upon the niche front tablet of niche number \_\_\_\_\_ in which the  
cremated remains of:

\_\_\_\_\_ have been, or are scheduled to be inurned, the engraved inscription in the form and  
wording as indicated below:

Single Niche (for 1 or 2 inurnments)

1. Last Name: \_\_\_\_\_
2. First & Middle Names: \_\_\_\_\_
3. Date of birth & death: \_\_\_\_\_ - \_\_\_\_\_
4. 2nd Last Name: \_\_\_\_\_
5. First & Middle Names: \_\_\_\_\_
6. Date of birth & death: \_\_\_\_\_ - \_\_\_\_\_

My signature certifies the correctness of the above inscription form and text and any  
changes to the face plate, shall be at my expense.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **St. Timothy's Church Columbarium Niche Plate Style Sheet**

### **Style A (Single Niche)**

Two Inurnments, single last name

William Samuel Jones  
12 Mar 1922 – 30 Jan 2002

Alice Mabel Jones  
10 Dec 1920 – 15 Sep 2001

### **Style B (Single Niche)**

Two Inurnments, different last names

William Samuel Jones  
5 Jun 1910 – 5 May 2001

Mary Wanda Smith  
13 Aug 1925 – 11 Feb 2001

### **Style C (Single Niche)**

One Inurnment – long name

William Samuel  
Williambergson  
16 Apr 1930 – 25 Jul 2001