

**Cathedral of St. Mary  
Diocese of Cheyenne  
2107 Capitol Ave.  
Cheyenne, WY 82001**

**Columbarium Rules and Regulations**

In 2012, within compliance of Canon Law, the Cathedral of St. Mary (Cathedral) installed a Columbarium on the south side of the Cathedral. The Cathedral offers diocesan members and others an opportunity to have their cremains interred at the Cathedral as a memorial. Nothing disallows or discourages cremation as a proper form of Christian burial. The options for interment are:

- a. Funeral Mass with the body present, cremation following the liturgy, and the cremains interred in the Columbarium at a later date or
- b. Cremated immediately after death and a Funeral Mass with the cremains present to be interred in the Columbarium
- c. Interment service alone

To make arrangements for any of the above, contact the Parish Office.

I. Columbarium Application and Certificate of Ownership of Columbarium Niche

A Columbarium Application form to purchase a niche must be completed and signed by an individual and mailed or taken with the niche fee reflected in Section II to the Parish Office, 100 West 21<sup>st</sup> St., Cheyenne, WY 82001. The application is reviewed for approval by the Cathedral. If the application is approved, a Certificate of Ownership of Columbarium Niche is completed and signed by the Cathedral Pastor and mailed to the individual.

If the application is not approved, a Notice of Denial is completed and mailed with the niche fee to the individual. Within ten (10) days after receiving the notice, the individual may request in writing reconsideration of the decision. The request should include tangible reasons for reconsideration that include the individual's connection to the Diocese and contain reasons for interment in the Columbarium.

Presently, the purchase of a Columbarium niche is available to:

- a. Members of the Diocese of Cheyenne and their immediate families on a first-come first-serve basis. Immediate family shall include the member's spouse, children, and/or step-children.
- b. Diocesan-related families shall include a member's parents, brothers/sisters, grandchildren, and daughters-/sons-in-law.
- c. Other persons not listed in numbers 1 and 2, at the discretion of the Pastor, with no precedence established with the granting of a certificate.

## II. Fees

- a. \$1,200 per Columbarium Niche- this fee, which includes the niche urn, shall be paid in full prior to the issuance of the Certificate of Ownership of Columbarium Niche.
- b. \$100 for the opening and closing of the niche and the name plate – this fee is typically paid at the time of interment.

## III. Name Plate

The engraving of the name plate affixed to the exterior of the niche shall be uniform in size and appearance. It shall bear the name of the person whose cremains are interred along with the dates of birth and death. Financial responsibility for engraving of the name plate is to be borne by the decedent or family. The Cathedral shall designate the person or firm authorized to engrave the name plate.

## IV. Transfer

If the owner of the niche wishes to transfer his/her ownership of the niche during his/her lifetime, a Transfer of Ownership of Columbarium Niche form requesting the transfer must be received and approved by the Cathedral. The proposed transferee must be an individual who qualifies under the rules for ownership of the niche and approval for the transfer must be obtained from the Cathedral. The Cathedral shall endeavor to honor the desire of the owner regarding the identity of the proposed transferee, but shall not be obligated to accept the proposed transferee, nor shall the Cathedral be under an obligation to procure a qualified transferee.

In the absence of a transfer of ownership during the owner's lifetime, the presumption is that the owner intends to be interred in the niche. The Cathedral assumes no responsibility to the owner other than to allow interment of cremated remains in the niche.

If the owner does not transfer ownership in his/her lifetime and if the owner is not interred in the niche, the Cathedral may transfer the niche to the estate of the deceased owner or, as the will or the laws of descent and distribution of the State of Wyoming require, to be used to inter the cremains of an individual who qualifies under these rules of niche ownership. In order to transfer a niche to the owner's heirs at law or the beneficiaries of the owner's estate, a Transfer of Ownership of Columbarium Niche form requesting the transfer must be received and approved by the Cathedral. If approved, a new Certificate of Ownership of Columbarium Niche is completed and signed by the Cathedral Pastor and mailed to the transferee. In the absence of the Cathedral's receipt of an application for transfer and a request is received to refund the purchase fee to the estate of the deceased owner or as the will or the laws of descent and distribution of the State of Wyoming require, upon the Cathedral's payment of the refund, the Cathedral may sell the niche to another qualified person.

V. Interior

No objects other than the urn which contains the cremains and the packaging in which they are transferred may be placed within a niche. A niche may contain the cremains of **one (1) person**. The Cathedral will not possess cremains during the interim period between cremation and interment. The certificate holder is solely and exclusively responsible to make appropriate prior arrangements with the crematorium or some individual or entity to possess cremains to be presented to the Cathedral for interment within the niche. All cremains must be presented to the Cathedral in appropriate packaging and in a form that will fit inside the niche.

A niche in which the cremains of one person have been interred may not be re-opened for the purpose of adding anything to the cremains within.

VI. Access

Access to the Columbarium shall be gained by arrangement with the Cathedral Pastor upon reasonable notice. Cremains may only be removed (1) upon the surrender of the original Certificate of Ownership of Columbarium Niche; (2) upon payment of a \$350.00 surrender fee; (3) with the prior approval of the Cathedral; and (4) upon the Cathedral's receipt of the prior written authorization of the surviving spouse or all of the lawful heirs of the decedent. No refund of the purchase price of the niche shall be made in the case of permanent removal. Persons seeking permanent removal shall be financially responsible for the opening, the removal, the replacement of the niche cap seal and an unmarked name plate. Financial arrangements for removal shall be completed to the Cathedral's satisfaction prior to the removal of cremains. Persons seeking permanent removal shall indemnify and hold harmless the Cathedral as well as the Pastor, the employees, agents, officers and volunteers thereof, against all claims, losses, causes of action and expenses, including attorney fees and legal expenses arising from the removal of cremains from a niche.

VII. Amendments and Changes

Rules and regulations may be changed and amended by the Cathedral without notice.



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Reverend August Koeune, Pastor

4/3/2017

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Date