



Holy Trinity Parish Columbarium



Holy Family--Barwon Heads



Star of the Sea--Ocean Grove



Holy Trinity--Queenscliff

*Eternal rest grant unto them, O Lord
and let perpetual light shine upon them*

Columbarium Overview:

The Holy Trinity Parish Columbarium is an area located on the north eastern side of Our Lady Star of the Sea Church, Ocean Grove, and is made available at the discretion of the Parish for the purpose of interment of the ashes of parishioners and for future visitation of those interred ashes. It is set in tranquil garden surrounds which provide an attractive location for grieving, prayer, reflection and meditation.

It is not a public Columbarium, but rather a private Columbarium reserved for use by parishioners and their families who will know that their loved ones have been laid to rest in sacred ground surrounded by the parish family whom they loved and who loved them in return.

The Columbarium consists of four (4) Memorial Walls or panels with niches for the reception of urns. A niche is the space in the Memorial Wall in which an urn, containing the ashes of the deceased person after cremation, is placed. Each wall has 60 niches, 160 mm. in height, 210 mm. in width and 300 mm. in depth. Management of the Columbarium will be the responsibility of the Holy Trinity Memorial Wall Committee (hereinafter referred to as "the Committee").

A Memorial Plaque identifying the deceased will be fixed to the designated niche in the Memorial Wall. The type, size, nature and wording of the Memorial Plaque must comply with these Terms and Conditions.

Those who choose the Columbarium as a final resting place for themselves, or for a loved one, may choose to do so in the knowledge that they:

- are being laid to rest in the grounds of the parish church that they have loved and served in life, and
- are near to their church, perpetuating a rewarding and lifelong relationship.

In practical terms, choosing the Columbarium provides:

- the flexibility offered by a cremation in the timing and planning of the disposition of remains,
- the simplicity of the liturgy involved in the placement of the ashes,
- the proximity and convenience of visits by loved ones and periods of reflection, and
- the lessening of environmental impacts, space issues and permanency of cemetery burial.

Does Catholic teaching allow for cremations?

In 1962, Vatican Council II reinstated permission for cremations to take place, but it was not widely publicised. In recent years, cremation has become more accepted by Catholics for not only personal reasons, but also for financial and environmental reasons. However, the Church does not regard the scattering of ashes to be an appropriate way to treat earthly remains. Cremated remains should be buried permanently in a grave, columbarium or memorial garden.



Instructions for Applicants:

Applicants may either apply to reserve a niche:

- in advance of their own death, or
- either in advance of, or after the death, of another person for whom they are next of kin or executor or administrator of that person's will.

Applicants are required to:

1. Carefully read and satisfy yourself that you understand these Terms and Conditions and the associated Application.
(If you need further information or clarification, contact the Parish Office during office hours and you will be put in touch with a Parish representative).
2. Clearly understand where the niche you are purchasing is located.
(You may wish to actually visit the Columbarium to see the different walls).
3. Satisfy yourself that you understand the type of Memorial Plaque and the styles and maximum number of lines permitted. *(Samples can be discussed with the Parish representative).*
4. Provide full details where required and sign the Application in the space provided.
(The Application Forms are separate to these Terms and Conditions, and can be obtained from the Parish Office during office hours).
5. Pay for your designated niche and obtain your official receipt. *(This can be done at the Parish Office during office hours).*
6. If reserving a niche for yourself, you must also inform your next of kin and/or Executor (or other family members) of your decision. You may also wish to inform your preferred Funeral Company of your intentions.
7. Retain a copy of the Application and receipt and a Certificate of Ownership in a safe place (eg. with your Will). A copy might also be lodged with your Funeral Company.

Terms and Conditions

Meaning of Terms in this Document:

Applicant – the person who applies to reserve a niche.

Application – the application on the form approved by the Parish for the reservation of a niche/s within a designated Memorial Wall for the purpose of internment of cremated remains.

Ashes – the remains of a deceased person after cremation.

Columbarium – a wall (or walls) with niches for the reception of urns in which are contained the

Ashes of deceased persons after cremation.

Committee – the Holy Trinity Parish Memorial Wall Committee appointed from time to time by the Parish Priest of the Parish to manage the Columbarium.

Fees – all fees and charges payable by the applicant in accordance with the fee set down in the Application Form and paid into a specific Trust Fund.

Grantee – the person, or persons, granted a right of interment by the Committee and includes the legal successors of the grantee.

Interment – the placing of Ashes into a Niche in the Columbarium.

Landscaping – includes the establishment, installation and maintenance of plants, gardens, statues and decorations.

Memorial Plaque – a plaque to be fixed to the Memorial Wall (niche walls) identifying the deceased.

Memorial Wall – the Holy Family Memorial Walls (niche walls) situated in the grounds of Our Lady Star of the Sea Church, Ocean Grove. There are four (4) such walls.

Niche – the space of 210 mm. width x 160 mm. height x 300 mm. depth in a Memorial Wall that an urn containing the Ashes will occupy.

Parish – Holy Trinity Parish, 34 Stevens Street, Queenscliff, Vic. 3225

Parishioner – a member of the Parish

Right of Interment – the right for the Ashes of one person (contained in an urn) to be placed in, and left to rest in a Niche and does not include a right or interest of any kind in the land on which the Columbarium is located, or the Columbarium itself.

Surrounds – the area referred to as the Holy Trinity Parish Columbarium and located on the north eastern side of Our Lady Star of the Sea Church, Ocean Grove, to be made available by the Parish for the purpose of interment of the Ashes of Parishioners and their families and for future visitation and includes all the space, ground, fixtures, structures and flora in that area.

These Terms and Conditions govern the use of the Holy Trinity Parish Memorial Walls and the surrounds

1. Purpose

The Columbarium is a sacred place on the Parish property for the Interment, following cremation, of the Ashes of Parishioners and their immediate family. It is intended especially for those who love and have an affinity with the Parish, which they wish to continue after death.

2. Authority

- 2.1. The Parish Priest has the sole and absolute authority and discretion to:
 - 2.1.1 determine who may be interred in a Niche and
 - 2.1.2 allow memorial plaques to be installed on the exterior of the Niche walls.
- 2.2. The Parish Priest may, in his absolute discretion, refuse the right of Interment of any person and the Committee will refund all monies paid to the Parish on account of this decision.

3. Those whose ashes may be interred include:

- 3.1. A current or former Parishioner and their spouse.
- 3.2. A Parishioner's child, parent or sibling, including a child, parent or sibling by adoption or who is a member of a Parishioner's step-family.
- 3.3. Note: Special consideration will be given to a request made by any person who, through regular worship or past connection, has a special affinity and love for this Parish, but is not a Parishioner.

4. The Ashes will be placed in the Columbarium in the following manner:

- 4.1 The Right of Internment is exercised if Ashes are interred at the Memorial Wall.
- 4.2 The Ashes to be interred will be placed in a specified container (approved by the Committee) which will be placed in a Niche in the Memorial Walls. Arrangements should be made with the Funeral Company for the provision of an urn of the appropriate size. (255 mm. in depth x 150 mm. in width x 120 mm. in height, or smaller)
- 4.3 No more than one container (urn) holding the ashes of one deceased person is permitted in each niche. The niche will be sealed with a Memorial Plaque, to be supplied and installed (at the applicant's cost) and approved by the Committee. A bronze plaque, 240 mm. in width x 190 mm. in height, with up to 8 lines of lettering is to be purchased and installed, at the cost to the family, through Bartlett Brothers Stonemasons Pty. Ltd., 30A Ryrie Street, Geelong, Vic. 3220.
- 4.4 . The type, size, nature and wording on the Memorial Plaque must comply with these Terms and Conditions.
- 4.5 Under no circumstances are Ashes to be spread or placed on, or in, any part of the Columbarium surrounds, except in the approved Niche as described in these Terms and Conditions.
- 4.6 The particular Wall for Interment may be selected by the Grantee, subject to the approval of the Committee. If no specific request is made in the Application, the Committee will select a location.
- 4.7 The rites of Interment will be prescribed by the Parish Priest in accordance with the Roman Catholic forms of worship.

5. To ensure uniformity of appearance of the Columbarium, the following conditions will apply:

- 5.1. Each container will hold only the cremated Ashes of one person.
- 5.2. Ashes will be interred in specific containers suitable to the Niches in the walls. Only one container will be placed in each Niche.

- 5.3. All Memorial Plaques and inscriptions thereon will be approved by the Committee. Samples of plaques can be viewed at Bartlett Brothers Stonemasons Pty. Ltd., Geelong.
- 5.4. The wording for each individual Memorial Plaque may be provided by the Grantee, but all wording and style must conform to the protocols as set out in the Application Form.
- 5.5. No other object may be placed within the Niche or on the Memorial Walls.

6. Fees for a Niche in the Columbarium:

- 6.1. The grant of a right to inter Ashes in a Niche and to instal a Memorial Plaque will incur a one-off fee payable to the Parish. The Parish will issue a Certificate of Ownership on receipt of all payments.
- 6.2. No Interment or the fixing of a Memorial Plaque will be allowed until the payment of the purchase fee specified in clause 6.1 (unless special arrangements have been made with the Committee or Parish Priest).
- 6.3. If, for any reason, a grantee (or their next of kin) decides not to use a Niche, then the Right of Interment must be returned to the Parish and the grantee will be refunded the fee paid under clause 6.1 for their Right of Interment.
- 6.4. The Right of Internment must not be assigned, novated or transferred to a third party.
- 6.5. All Fees may be reviewed by the Committee from time to time and are subject to change without notice.
- 6.6. An Applicant may pay Fees in advance on behalf of themselves, or anyone who is eligible, according to the criteria set out in Condition 3.
- 6.7. Notwithstanding condition 4.3, all monies received will become part of the Holy Trinity Parish Memorial Wall Account Trust Fund and be accounted for as such.
- 6.8. Note: Private funeral and cremation expenses are not included within these Columbarium fees.
- 6.9. All Rights of Internment must be recorded in a Parish registry upon payment of fees.

7. Relocation of ashes in the event of the closure of the Church

- 7.1. The Applicant acknowledges that:
 - 7.1.1 the Parish makes no representation as to whether, and for how long, the Parish land on which the Columbarium is located, will continue to be used and owned by the Parish; and
 - 7.1.2 The Right of Internment may be brought to an end by:
 - 7.1.2.1 The closure or relocation of the Parish or the sale of the land on which the Columbarium is located, or
 - 7.1.2.2 The destruction of, or serious damage to, the Parish Property.
- 7.2 In the event of a closure or relocation of the Parish, the Committee shall notify the Grantee in advance of such closure or relocation and provide reasonable assistance and support to enable the Grantee to make other arrangements regarding the ashes. Should it not be possible to contact any representative, the Parish will arrange for the relocation of the urn in a suitable Sacred space.
- 7.3 The holder of an unexercised Right of Internment at the Parish Columbarium may request a refund of the Fee paid to the Parish for the Right of Internment.

8 Removing the Ashes from the Columbarium after interment

- 8.1 While Interment is intended to be a permanent arrangement, there may be times when it is the family's wish to relocate the interred ashes. Any requests made by the Grantee's successors will be considered by the Committee and approved at the discretion of the Committee.
- 8.2 Removal of the ashes will not be permitted without the written consent of the deceased's next of kin and the Executor/Administrator of the deceased's estate (if different to next of kin) subject to clause 7.
- 8.3 Removal of the Ashes may be executed only by a person or persons designated by the Committee.
- 8.4 After removal of ashes from a Niche in accordance with this regulation, the Niche may be re-allocated to another Parishioner at the discretion of the Parish Priest.
- 8.5 The plaque will remain the property of the Grantee and no refund will apply. On, and from, the date of the removal of the Ashes and Memorial Plaque, the Grantee absolutely releases the Committee from all obligations of the Committee to the Grantee under these Terms and Conditions.

9 Grantee rights

- 9.1 Subject to these Terms and Conditions and to the full payment of the Fees referred to in clause 6, the Grantee has an exclusive Right of Interment. This Right includes:
 - 9.1.1 To have Ashes placed in, and a Memorial Plaque placed over, a Niche. The placement of Ashes in the Niche will be done by the Committee on behalf of the Grantee at the request of the Grantee.
 - 9.1.2 To leave the Ashes and Memorial Plaque in place perpetually, subject to clause 7.1. The inscription on the Memorial Plaque is to be approved by the Committee.

10 Exercise of the rights of the grantee

- 10.1 The executors or administrators of a deceased Grantee will be the only persons recognised by the Committee as being the holders of the grantee's rights.

11 Damage, loss or theft

- 11.1 The grantee is the owner of the Ashes and Memorial Plaque to which the Right of Interment applies. The Committee is not responsible for any damage to, or deterioration, loss or theft of the Ashes or Plaques.
- 11.2 If the Columbarium is damaged or destroyed, the Committee may rebuild the Columbarium in its original position or in any other position in the grounds in which it is presently erected and place the Ashes and Memorial Plaques in and over a Niche in the new Columbarium.
- 11.3 Note: no Plaques or Memorial Walls are to be treated with any process, substance or solution and no other person will be permitted to carry out work of any kind, including cleaning, on the Columbarium without the prior consent of the Committee.

12 Care of the Columbarium and Surrounds:

- 12.1 Care, landscaping and maintenance of the surrounds are the responsibility of the Parish.
- 12.2 Any associated maintenance costs are included in the original Fee.
- 12.3 The Parish may make changes to the Columbarium and surrounds without notice to the Grantee.
- 12.4 In order to maintain a uniform appearance, any additional flowers, ornamentations,

memorial items or personal property left within the surrounds will be removed and disposed of by the Parish.

13 Hours of visitation:

13.1 The Columbarium will be open only when the Parish grounds are open (as varied from time to time), usually during daylight hours and when Mass or Services are celebrated. Times of opening will be determined by the Parish in its absolute discretion, and advertised.

13.2 The Parish has an absolute right to refuse visitation to the Columbarium by any person for any reason whatsoever.

14 Personal Information:

14.1 The Parish is required to keep appropriate information and identity documentation related to individuals:

14.1.1 who the Parish has granted a right to inter in the Columbarium recorded and available in a Parish register, and

14.1.2 who exercised rights to inter in the Parish Columbarium recorded and available in a Parish register.

14.2 The Parish may disclose this information if required by law.

14.3 The Grantee or applicant must notify the Parish of any change of address.

14.4 The Parish is entitled to rely on the address last provided by the Grantee or applicant.

15 Parish uses of the Columbarium and Surrounds:

15.1 The Parish may use the Columbarium and Surrounds for religious purposes including, but not limited to, any purpose connected with Mass, services, prayers, devotions and readings.

15.2 The Parish may permit interest groups, including local Catholic schools, to use the surrounds for similar purposes.

16 Limitation

16.1 The Parish will only inter cremated human remains on Parish land in accordance with these Terms and Conditions, and any relevant laws, policies or approvals which may apply from time to time. The Parish will not bury human remains on Parish land which are not cremated, nor will it dispose of cremated human remains in any way other than to inter Ashes in accordance with these Terms and Conditions.

Ratified by the Holy Trinity Parish Pastoral Council on February 2, 2022