

The Columbarium at Poolesville Memorial United Methodist Church

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office@pmumc.org 301.349.2010

Instructions to Accompany Urn

These instructions accompany the urn that will house your loved one's cremains. This is the **only** urn that can be placed in the PMUMC Columbarium. Please give it to your funeral home/crematorium for placement of the cremains. If you have cremains already in another container, Hilton Funeral Home in Barnesville has generously offered to transfer the cremains for you. They are offering this service gratis to members of our community. They can be reached at 301.349.2135.

Please note the following:

- **DO NOT close the top before cremains are inside.** The urn cannot be opened once the top is in place. Doing so will make the urn unusable and another urn must be purchased.
- Cremains and the accompanying ID tag from the crematorium are the only items permitted inside the urn.
- **Please do not remove the protective film that covers the urn.** That is in place to prevent fingerprints and damage to the container during transit. The film will be removed by the Columbarium Committee in order to place the engraved identification plate on the top prior to inurnment.

Once cremains are in place in the urn, please contact the Church Office at 301.349.2010 to discuss next steps.

Thank you for entrusting the cremains of your loved one to the PMUMC Columbarium and Memorial Garden. Please feel free to contact the Columbarium Committee with any questions. Email us at columbarium@pmumc.org or call Eleanor Bateman, Columbarium Committee Chair at 301.461.7898.