

Columbarium Checklist

- Obtain the latest version of the *Policies and Regulations of the Poolesville Memorial United Methodist Church Columbarium*. **The latest version of all documents and forms referenced herein will be on the web site www.pmumc.org/columbarium or available from the Church Office.**
- Obtain and complete the *Application to Purchase a Right of Inurnment*. To select your niche preference, view the *Diagram of the Columbarium at PMUMC*, on the web site www.pmumc.org/columbarium or available from the Church Office.
- Submit completed *Application to Purchase a Right of Inurnment*, along with full payment, to the Church Office.
- Once your application is accepted, you will be granted a *Certificate for The Right of Inurnment*. This is your record of the niche to which you own the inurnment rights. Keep this with your important/estate papers. You will need it to complete the next step prior to an inurnment.
- If you would like the faceplate of the niche to which you own the inurnment rights inscribed with your family surname prior to time of need, please complete the *Pre-Inurnment Inscription Form* and return it with your check to the Church Office. This inscription is optional and pre-need, meaning no cremains are available for inurnment. This faceplate will remain in place until the cremains are inurned, at which time the urn, identification tag and detailed inscribed faceplate will need to be purchased before inurnment (see below).
- At time of need, the Grantee, their Executor or heir will obtain and complete the *Urn Purchase and Faceplate Inscription Form*. Submit the completed *Urn Purchase and Faceplate Inscription Form* along with full payment to the Church Office. Include with this form a copy of the death certificate and Certificate of Cremation, both required by the *Policies and Regulations of the PMUMC Columbarium*.
- An urn will be immediately available (by appointment) for the Grantee, their Executor or heir to provide to the mortuary/crematorium to place the ashes inside. *Urn Instructions* will accompany the urn. Grantee, their Executor or heir will be notified when the engraved faceplate has arrived (approximately 7-10 days after payment is submitted to the Church Office.)
- Arrange for the inurnment by notifying the Church Office.