

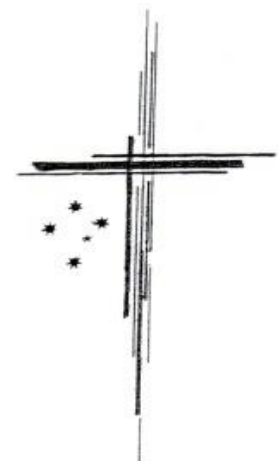
MacKillop Parish

Columbarium.



Guidelines, Conditions and

Information Booklet,



Overview of the MacKillop Parish Columbarium:

The MacKillop Parish Columbarium is located in the Sacred Memorial Garden, within the grounds of the MacKillop Pastoral Centre located at 7 Milson Street, CHARLESTOWN 2290 and is situated on the southern side of the MacKillop Pastoral Centre, between the Pastoral Centre and the St Joseph's Convent.

The MacKillop Parish Columbarium is intended to be a quiet, peaceful and sacred place where members of the MacKillop Parish and their spouses (if not Catholic) and their children may have their ashes emplaced and where emplacement will be in perpetuity.

The MacKillop Parish Columbarium has been extended along the southern boundary wall from an initial three (3) walls of fifty (50) niches providing 150 spaces to a total of seven (7) walls with a total of 285 spaces

The MacKillop Parish Columbarium is administered from the MacKillop Pastoral Centre by the MacKillop Parish Columbarium Manager on behalf of the MacKillop Parish Priest. The current Columbarium Manager is Brad Fitzsimmons, who has an office in the MacKillop Pastoral Centre and is available each Wednesday between 10:00a.m. and 12:00 midday or by one of the following contacts:-

Telephone:- (02) 4943 4159 (Parish Office)

Fax:- (02) 4942 5946.

Email:- bradley.fitzsimmons@mn.catholic.org.au



MacKillop Parish Columbarium Guidelines:-

The procedures in this Document have evolved from the information provided by other Columbarium Managers within the Diocese of Maitland-Newcastle, which is gratefully acknowledged.

This Documentation consists of Standard Forms and Letters which are used as the basis for contact and distribution of information to the clients and their families during the various processes. Copies of the current MacKillop Parish Columbarium Documentation is retained in the MacKillop Columbarium File on the MacKillop Pastoral Centre computer network. The list and current copies of all forms/letters can be obtained and viewed by contacting the MacKillop Columbarium Manager via the MacKillop Parish Office as outlined above.

Emplacement will normally be restricted to:-

- Members of the MacKillop Parish;
- Their spouses/partners (if not Catholic);
- Their immediate family members;
- Former long standing Parish Members who have left the MacKillop Pastoral Area (e.g. needing on going care etc.)
- Other Applications made in writing will be given consideration by the MacKillop Parish priest and/or MacKillop Columbarium Manager.

Emplacement will be in perpetuity.

MacKillop Parish Columbarium Conditions:-

Emplacement of Ashes is undertaken with the following Conditions:-

1. The emplacement of Ashes in the Niches is under the control of the Diocese of Maitland-Newcastle and is subject to the provisions of the Cremations Act 1913 to 1936, and amendments and/or regulations made thereunder, and to the rules and regulations of the Diocese of Maitland-Newcastle for the time being in force.

2. No columbarium right for Emplacement of Ashes will be reserved until the fee has been received. In exceptional circumstances, Ashes will be held free of charge by MacKillop Parish for emplacement in Niches, but no responsibility can be accepted for them.
3. No monument or artifact will be permitted to be placed on the Columbarium wall or within the area of the Columbarium other than a flat bronze plaque of the design allowed.
4. No monument, memorial, nameplate, inscription, token plant, floral tribute, container or such like shall be erected or placed within the walls or area of the Columbarium without the written consent of the Diocese. The Diocese shall have the right to remove and dispose of any such unauthorized monument, etc. without reference to any person.
5. The Diocese reserves the right to realign, relocate or alter the position of Niches, gardens or other memorials at its discretion, and cannot accept any responsibility for damage to or loss of the Ashes or memorial plaque by vandalism or other unforeseen occurrence.

MacKillop Parish Columbarium Information:-

COLUMBARIUM WALL LAY OUT:-

- The MacKillop Parish Columbarium Wall has been extended from 150 to 285 Niches. The three (3) initial Walls were labelled A, B and C from left to right for administration purposes.
- The four (4) new Walls are labelled D, E, F and G from left to right.
- The position of all Walls from the eastern end of the Columbarium from left to right is as follows:-

**Wall D (55) Niches,
Wall E (30) Niches,
Wall C (50) Niches,**

**Wall A (50) Niches,
Wall B (50) Niches,
Walls F and G (25) Niches each.**

- All Niches in the original Walls A, B and C have been fully reserved and are no longer available for reservation.
- The Walls will be filled sequentially from East to West with Wall D currently open for reservation of Niches
- Requests for Niches positioned in a specific Wall or location WILL NOT BE considered.

APPLICATIONS:-

- Initial enquiries for the Emplacement of Ashes in the Columbarium and/or the Reservation of Niches should be made to the Columbarium Manager via the MacKillop Parish Office in the Pastoral Centre, Charlestown.
- An Initial Contact Form will need to be completed as well as an Application Form containing all the required details.
- A Certificate of Entitlement for each Niche will be Issued once the Application/Reservation process has been completed and the total payment has been made to the MacKillop Parish Office.

ACCESS AND SECURITY KEYS:-

- Access to the Columbarium is via the Front Gates at the Eastern end or by the Back Gate at the Western end.
- These gates are kept locked for security reasons and require a security key issued by the Columbarium Manager to gain entry.
- The Security Keys are available after a deposit of \$20 has been paid to the Columbarium Manager.
- Key are LIMITED to TWO (2) Keys per family unit.
- Key deposits are refundable on the return of the key/s when they are no longer required by the family.
- A receipt for the key deposit will be issued on payment.

NICHE FEE:-

- The Fee for the Emplacement of the Ashes of a deceased person or for the Reservation of a Niche is currently \$_____.
- This is a single, upfront Fee covering the:-
 - Cost of the Columbarium Niche,

- Bronze Plaque (including engraving costs for FIVE (5) Lines of writing, a Latin Cross or Defence Force Service Badge),
 - EXTRA LINES of engraving, up to a MAXIMUM of EIGHT (8) LINES are possible but will incur an EXTRA COST of \$_____ per line, charged by the Phoenix Foundry.
- Should increased production costs and handling fees of Plaques be increased in the future the fee increases will ONLY be Applied to NEW PURCHASES or RESERVATIONS **NOT** those already in place. The cost for the extra line/s of engraving will be at the current rate in place at the time.
 - Payment is to be by Bank Cheque made payable to MacKillop Parish Columbarium.

NICHES:-

- Niches may be applied for or reserved at any time in advance of demise, and adjacent Niches can be reserved at the time of purchase or reservation.
- All Niches are a standard size.
- Holders of Niches and Applicants for Emplacement should ensure that the Funeral Directors of your choice are aware that payment and reservation for a Niche in the MacKillop Parish Columbarium Wall has been made, so that Funeral expenses can be adjusted if appropriate.

PLAQUES:-

- All plaques will be cast in bronze and be similar in appearance and size.
- Plaques will be ordered by the MacKillop Parish from Phoenix Foundry Pty Ltd located in Uralla, NSW.
- Plaques are used to cover the Niche opening and are firmly fixed with industrial strength adhesive to the Columbarium Wall brickwork.
- Plaques are primarily for identification.
- Once the plaque has been fixed to the Columbarium wall it cannot be removed without causing damage to the brickwork, and possibly to the plaque itself and the Ashes container.

- A proof of the plaques will be produced by the Foundry and provided to Next of Kin/Executor. This proof's details need to be carefully checked for errors, corrections made and signed approval given for production of the plaque.
- This approved proof will be returned to Phoenix Foundry, via the MacKillop Parish Office, to be used as the final draft and for the production of the plaque.

INSCRIPTIONS:-

- The Plaque should have the following inscription layout:-
 1. **Symbol** – *A Latin Cross or Service Badge.*
 2. **Opening** – *In fond memory of /loving memory of...etc.*
 3. **Name of Deceased** – *In large, clear print.*
 4. **Born/Died/Age** – *Date of Birth, Date of Death and Age in years.*
 5. **Caption** – *Loving wife, Adored father...etc.*
 6. **Prayer** – *In God's Care, May he/she Rest in Peace etc.*
- A visit to the Columbarium may be beneficial in helping you to see examples of what can be included on the plaque and its lay out.

SERVICE BADGES:-

- The use of Service Badges on plaques has to be authorised and approved by the Australian War Graves Office in Brisbane.
- If required, then written application needs to be made to the above Office and needs to include as much detail containing the following:-
 - The deceased's Service particulars,
 - Discharge Certificate and details,
 - Service Number,
 - Branch of Service and Unit,
 - Date of Birth.
- These details need to be provided so authorisation can be obtained to use the Service Badge on the plaque and needs to be obtained in order for the plaque to be able to be produced containing the Service Badge.

EMPLACEMENT OF ASHES:-

- Emplacement of Ashes will be arranged by the MacKillop Parish Columbarium Manager.
- It takes approximately six (6) weeks from the ordering of the Plaque until the Emplacement of the Ashes into the Columbarium Wall.
- The Next of Kin/Executor needs to arrange for the Ashes to be transferred to the MacKillop Pastoral Centre when advised that the Plaque has been received from Phoenix Foundry.
- The MacKillop Parish has no facility for storing the deceased's Ashes prior to Emplacement.
- No responsibility can be accepted by the MacKillop Parish for the loss or damage to the Ashes either before or after their Emplacement and a signed indemnity acknowledging this will be required.
- The Next of Kin/ Executor needs to ensure that the Ashes are transferred in a Large Grey Plastic Ashes Box, rectangular in shape and measuring 255 x 148 x 115 mm to fit the Niche. (As shown in the diagram below).

