

ST JOSEPHS PARISH EAST MAITLAND

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COLUMBARIUM GUIDELINES

APPLICATION

Application for the emplacement of Ashes in St Joseph's East Maitland Parish Columbarium, and the reservation of Niches should be made to the Secretary, of the Regional Office at Maitland. An application form listing all necessary details will be provided. Approval cannot be given before payment is received. Emplacement will be in perpetuity. A title deed will be provided on payment.

FEES

The fee for the emplacement of the ashes or the reservation of a niche is \$550.00 (inclusive of GST). This is an upfront, single fee covering the cost of the columbarium niche, emplacement costs and incidentals. Should increase costs cause future fee increases, these will apply only to new reservations. The cost of the bronze plaque (including engraving costs and cross or defence force service imprint embossing) will be a separate charge and will be at the appropriate charge at the time of ordering.

PLAQUES AND INSCRIPTIONS

All plaques will be uniform and of cast bronze, uniform in appearance, and will be ordered from PHOENIX FOUNDRY PTY LTD, Uralla, NSW.

Plaques are small (180 x 180mm), but are sufficiently large to cover the niche and to ensure the plaque is firmly affixed to the columbarium wall. Plaques are primarily for the purpose of identification. Flowery wording, which may be appropriate in some circumstances, is out of place on a plaque.

The plaque will carry the name of the deceased person in clear, large print, followed by the age and date of death in smaller print. Other information, a message or short prayer may be added (e.g. beloved husband of...., loving father of.... may he rest in peace, or other quote). An embossed Christian symbol e.g. cross or an Australian defence force service badge may be added.

Service badges have to be authorised by the Australian War Graves Office, Canberra. If required, the deceased's service particulars, discharge certificate, service number, unit, and date of birth should be provided to enable authority for use of the badge to be obtained by the Parish before the ordering of the plaque.

Once fixed to the columbarium wall, the plaque cannot be removed without causing damage to the brickwork. All details should be checked carefully for correctness before the plaque is ordered.

Niches may be reserved in advance of demise, and adjacent niches can be reserved at the time of purchase or reservation.

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 Parish. The Parish shall have the right to remove and dispose of any such unauthorised monument, etc without reference to any person.

EMPLACEMENT

Emplacement of ashes will be arranged by the Parish and notification will be given to the next of kin / executor at the appropriate time. It takes six weeks or so from the time of ordering the plaque until emplacement takes place. (The foundry closes over Christmas, so the last date for ordering is around mid November.) Normally the next of kin / executor arranges for the ashes to be delivered from the funeral director to the Parish Office, 302-304 High St, Maitland. A ceremony option for emplacement of ashes is available which can be organised by the Calocardae team co-ordinator via the Parish Office.

Holders of niches and applicants for emplacement should ensure that the funeral director is aware that a reservation of a niche has been made to St Joseph's Parish, East Maitland.

PLEASE NOTE: For gate access to the Columbarium there is a code to enter, which is C246X.

For further information, contact Parish Office (Tel 4933 8918) between 9 – 4.30pm (Tuesday to Friday)