



Holy Wisdom Monastery

Columbaria and Ossuarium Policies and Procedures

Purpose of the Columbaria and Ossuarium

Holy Wisdom Monastery's Columbaria and Ossuarium provide a special place for cremated remains of deceased members of the Sisters' community, Sunday Assembly, Oblates, Friends of Wisdom Prairie, Coworkers and other stakeholders. The wall Columbarium contains 56 niches (compartments), each with the capacity for two urns (containers). The Ossuarium vault can accommodate 240 satin cloth urns. The Columbarium surrounding the Ossuarium vault has 72 companion niches, also with the capacity for two urns.

Management of the Columbaria and Ossuarium

On behalf of Holy Wisdom Monastery, the Benedictine Women of Madison, Inc. manages the Columbaria and Ossuarium, maintains the Columbaria and Ossuarium, and keeps records regarding niche and Ossuarium vault reservations and persons interred in the Columbaria and Ossuarium, including names, and years of birth and death. Niches are identified as shown on the Columbaria diagrams.

Eligibility for Interment

Interment in the Columbaria or Ossuarium is restricted to the cremated remains of members of the Sisters' Community, Sunday Assembly, Oblates, Friends of Wisdom Prairie, Coworkers and other stakeholders. Benedictine Women of Madison, Inc. may grant eligibility to others who are meaningfully connected to the monastery.

Fee to Reserve a Niche or Ossuarium Vault Space

There is a one-time fee to reserve a niche in the Columbaria or Ossuarium vault space for a single or double interment (one or two urns). The fee includes the right of interment in the reserved niche or the Ossuarium vault, a plaque with inscription for the wall Columbaria or an inscription on the Ossuarium or companion Columbarium niche, the memorial liturgy(s) (including presider) and ongoing care for the Columbaria and Ossuarium. A list of fees is attached to this document. **Benedictine Women of Madison, Inc. may change the fees at any time, but current reservation owners will not be reimbursed or assessed additional costs if the fees are changed.**

Not Included in Reservation Fee

The fee **does not include** the cost of cremation, the cost of the urn(s) or the cost of a memorial luncheon. A list of available appetizer and lunch/dinner menus is available upon request.

Reserving a Niche or Ossuarium Vault Space

To reserve a niche or Ossuarium vault space, submit full payment of the fee and a completed Columbarium/Ossuarium Reservation Form to the CEO for consideration. (A request to pay the full fee in smaller installments must be made prior to submitting the completed form.) The request will be reviewed for compliance with applicable policies and procedures and confirm that the identified niche is available for reservation. If approved, the CEO will sign the reservation form to indicate the monastery's acceptance. The signed reservation form is returned to the owner. The monastery keeps a copy, and updates its records accordingly.

Selecting a Niche

The Benedictine Women of Madison, Inc. designated representative will maintain a list of niches that are available for reservation. Each submitted reservation must identify the selected niche. Reservations will be reviewed in the order they are received.

Designating the Person to be Interred

Each submitted reservation must designate the person(s) to be interred. No remains may be interred in a niche or the vault except those of the person(s) designated on the final accepted reservation. A reservation owner may designate a different family member be interred in place of the person listed on the final accepted reservation by submitting a Columbarium/Ossuarium Reservation Change Form to the CEO for consideration. The request will be reviewed for compliance with applicable policies and procedures. If approved, the CEO will sign the change form to indicate the monastery's acceptance. The signed change form is returned to the owner. The monastery keeps a copy and updates its records accordingly.

Transferring a Niche or Ossuarium Vault Space Reservation

A reservation owner may transfer the reservation to a new owner with the approval of the Benedictine Women of Madison, Inc. The new owner must submit a completed Columbaria/Ossuarium Reservation Change Form to the prioress for consideration. The request will be reviewed for compliance with applicable policies and procedures and confirm that the prior owner wishes to transfer the reservation to the new owner. If approved, the CEO will sign the change form to indicate the monastery's acceptance. The monastery will deliver the signed change form to the new owner, deliver a copy to the prior owner, keep a copy for the monastery, and update the monastery's records accordingly.

Inscription on Niches and Ossuarium

The size and style of the inscription on each niche and the Ossuarium will be prescribed by the monastery.

Examples of a Columbarium wall niche plaque and Ossuarium/Columbarium inscriptions are attached to this document. Inscriptions will include the information shown on the final accepted reservation. The deceased's name and year of birth and death will be inscribed on the niche or the Ossuarium. The monastery will arrange for the inscriptions, which are included in the fee.

Flowers, Flags, Signs, and Other Decorations

Live or cut flowers and plants may temporarily be placed near the Columbaria and Ossuarium only as approved by the monastery. Flags, signs, and other decorations may not be placed in or near the Columbaria and Ossuarium. Prohibited items may be removed and disposed of by the monastery without notice or liability to the owner of the item or any niche reservation owner.

Owner's Mailing Address

Each reservation owner must notify the monastery of changes to his or her mailing address, phone number, and email address. Correspondence mailed by the monastery to the owner at his or her last known address will be deemed received by the owner seven days after the correspondence is sent.

Removing Cremated Remains

Cremated remains may be temporarily removed by the monastery while making repairs or improvements to the Columbaria and Ossuarium. Otherwise, remains may only be removed with the written consent of both Benedictine Women of Madison, Inc. and a member of the deceased's family or when required by law.

Cancellation of a Reservation by an Owner

A reservation owner may cancel the reservation by providing written notice of cancellation to the monastery, with no refund due to the owner or the designated person's estate or family.

Cancellation of a Reservation when a Niche or Ossuarium Vault Space is Not Used

If the remains of the person designated on the final accepted reservation have not been interred in the niche or Ossuarium within either ten years after the person's death or 120 years after the person's birth, the reservation will be cancelled, with no refund due to the reservation owner or the designated person's estate or family.

Cancellation of a Reservation when Remains are Removed

If the remains of the person designated on the final accepted reservation are interred in one of the Columbaria or the

Ossuarium and subsequently removed by a member of the deceased's family or to comply with law, the reservation will be cancelled, with no refund due to the reservation owner or the designated person's estate or family.

Ownership of the Columbaria and Ossuarium

Holy Wisdom Monastery owns the Columbaria and Ossuarium. Reservation owners acquire no property rights in the Columbaria or Ossuarium or any of the monastery's property. The reservation confers only the right to inter the cremated remains of the designated person(s) pursuant to the monastery's applicable policies and procedures, as amended by the monastery from time to time.

Care for the Columbaria and Ossuarium and Limit of Liability

Holy Wisdom Monastery will provide reasonable ongoing care for the Columbaria and Ossuarium. However, Holy Wisdom Monastery and all persons acting on Holy Wisdom Monastery's behalf will not be liable for any loss or damage to the Columbaria, Ossuarium, niches, urns, or cremated remains interred in the Columbaria or Ossuarium. Holy Wisdom Monastery may purchase insurance for its own benefit, but the monastery is not obligated to purchase insurance for the benefit of reservation owners, designated persons to be interred, or their estates or families. If there is a discrepancy between a reservation form or change form, and the monastery's records, the monastery's records control.

Termination of the Columbaria and Ossuarium

Reservations and rights of interment will continue as long as the Columbaria and Ossuarium stand and are owned by Holy Wisdom Monastery. If the Columbaria and Ossuarium are to be sold or demolished and replacements will not be furnished, reservations will be cancelled, and rights of interment will cease. In that event, Holy Wisdom Monastery will attempt to notify each reservation owner that the reservation will be cancelled and will attempt to notify a family member of each person interred in the Columbaria or Ossuarium that the person's remains must be removed. If the monastery is not able to contact a member of the person's family using information in the monastery's records or if the remains are not removed within a reasonable period of time, the monastery may relocate the remains as it deems proper. No compensation will be due to the niche reservation owner or the person's estate or family.

Amendment or Waiver of Columbarium and Ossuarium Policies and Procedures

Benedictine Women of Madison, Inc. may, at any time, amend or waive any of its Columbarium and Ossuarium policies and procedures. Waiver of any policy or procedure does not constitute a continuing waiver of that policy or procedure with respect to any situation arising thereafter.

Exceptions

Any exception to this policy must be approved by the Benedictine Women of Madison, Inc.

Adopted by the Benedictine Women of Madison, Inc. on July 27, 2021

List of Fees

Right of Inurnment	Price for Single occupancy	Price for Co-occupancy
Ossuary Niche - Heavenly Level (row 1)	\$4,495	\$6,495
Ossuary Niche - Heart Level (Row 3)	\$3,995	\$5,995
Ossuary Niche - Hand Level (Row 4)	\$3,495	\$5,495
Ossuary Internal Vault	\$2,495	NA
Columbarium Wall Niche - Heavenly Level (row 3)	\$4,495	\$6,495
Columbarium Wall Niche - Heart Level (row 4-5)	\$3,995	\$5,995
Columbarium Wall Niche - Hand Level (row 6-7)	\$3,495	\$5,495

Please note: prices are subject to change without notice.