

Church of St. Peter Historic Cemetery Handbook

September 2017

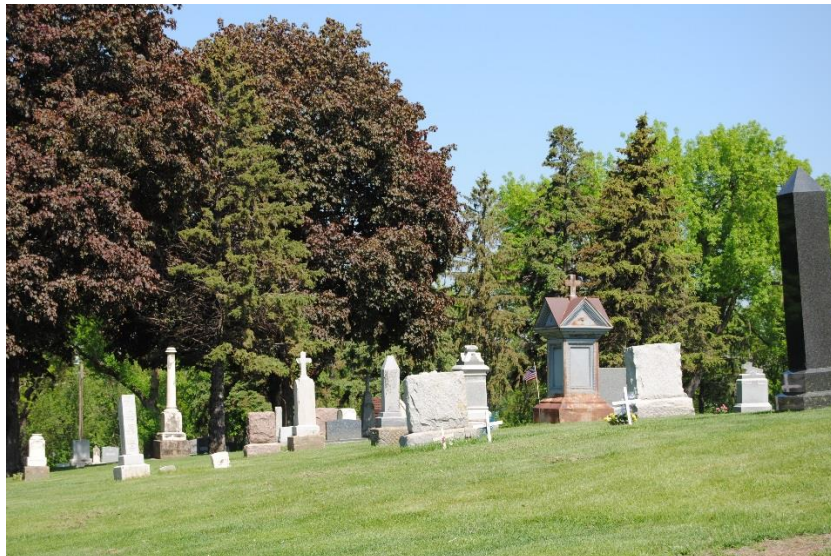


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Mission Statement

The mission of the Church of St. Peter's Historic Cemetery is to ensure proper interment/inurnment, memorialization and perpetual care in the burial of the dead. We express Catholic belief and practice in the cemetery environment.

Need for Rules

Every modern cemetery has in force rules and regulations governing, among other things, planting or landscaping, monument work, burials, removals, conduct of visitors, speed of vehicles, etc. Lot owners are subject to all reasonable control by the cemetery in such matters, both by force of law as well as by the terms of the deeds by which their lots are conveyed to them.

Cemeteries are permitted by law to adopt rules and regulations for their government, and their deeds of burial lots may be made subject to such rules and regulations. {Minnesota Statute (306.09)}.

Philosophy Statement

The Church of St. Peter Historic Cemetery is committed to promoting comfort for the bereaved and to help people respond to death in the context of the promise of eternal life, to see death as another event in our journey with God. Visitation and prayer in which love is remembered, hope is rekindled and resilience strengthened, is encouraged. Catholic tradition and perpetual care serve to create an environment within the cemetery to support faith and thereby bring consolation and peace.

Definitions

Burial / Interment - The permanent disposition of the full body of a deceased person by burial.

Burial / Inurnment - The permanent disposition of the cremated remains of a deceased person by burial, either in-ground or in the Columbarium.

Care - The general maintenance of the cemetery is under the direction of the parish administration. This includes the care and maintenance of lots, graves, niches, and columbarium, including cutting and trimming of lawn; repairing the, water lines, roads, buildings and other cemetery structures including contracts with vendors and all overhead expense necessary for such purposes. It also includes maintaining necessary records of ownership, transfers and burials and maintenance of the perpetual care fund.

Casket - A rigid container designed for holding human remains and customarily constructed of wood or metal, which may be ornamented and lined with fabric. Caskets have a hinged and split lid, allowing for viewing of the body from the waist up.

Cemetery Authority – The business manager, through consultation with the cemetery committee and authorization of the Pastor is deemed to be the cemetery authority.

Cemetery Committee - A group of registered Church of St Peter parishioners and staff to assist and advise the pastor on policy and procedures, planning and maintenance for the cemetery.

Certificate of Deed - The document by which the cemetery conveys an ownership right for burial in an interment space.

Coffin - A rigid container designed for holding human remains and customarily constructed of wood or metal, which may be ornamented and sometimes lined with fabric. Coffins have a one-piece lid allowing for viewing of the entire body.

Columbarium - A granite above ground structure that houses niches for placement of cremated remains.

Cremation - The reduction, through heat and evaporation, of the human body to its basic elements. Cremation is a means of preparing the human body for final disposition and memorialization.

Cremated Remains - The remains after the cremation process is completed.

Foundation - The base or footing on which a monument/memorial is installed.

Funeral – An organized, purposeful, time-limited, group-centered event to commemorate the death of an individual. This generally includes rites and/or other ceremonies with the body or cremation remains present.

Interment/Inurnment Service - The prayer service and additional activities involved when conducting the placement of the casket, coffin or urn at the cemetery.

Lot, plot, grave or burial place - These may be used interchangeably and shall apply with like effect to one or more adjoining graves or niche.

Memorial /monument / marker / footstone- A monument or marker. A monument is an upright, above ground headstone; a marker is a headstone or footstone that is level with the ground.

Memorial Service - An alternative funeral involving rites, ceremonies, and commemoration without the body present.

Niche - The burial place for cremated remains located in the Columbarium.

Owner - The person or persons:

- (1) Person to whom the cemetery has conveyed burial right(s);
- (2) Person who have acquired such burial right(s) by transfer in accordance with the Church of St Peter rules and regulations; or
- (3) Person who hold such burial right(s) by inheritance. (MN law)

Perpetual Care Fund - A permanent fund in which a portion of the monies collected from the sale of interment spaces is placed in a fund and invested for future care of the space and cemetery.

Urn - A container for the cremated remains of the body.

Vault / grave liner- Any container or enclosure made of concrete, fiberglass or steel, which is placed in a grave around a casket to prevent the collapse of the grave and/or to protect the casket or coffin, or for burial of an urn.

General Rules

1. The Church of St. Peter Historic Cemetery is owned and operated in accordance with the laws of the State of Minnesota and the rules and discipline of the Roman Catholic Church. It reserves the right to refuse admission to the Cemetery and to refuse the use of any of the Cemetery's facilities, at any time, to any person or persons whom the management may deem objectionable to the best interests of the Cemetery.
2. The Cemetery is intended for the burial of Catholics and members of their families who are entitled to Christian burial according to the rules and discipline of the Roman Catholic Church. Any question of the burial of a non-Catholic member of a lot owner's family or of any person disconnected to Christian faith, shall be decided by the Pastor.
3. Religious ceremonies other than those of the Roman Catholic Church are not permitted within the Cemetery unless the consent of Pastor has been obtained.
4. The Cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy thieves, vandals, strikers, explosions, insurrections or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
5. The cemetery authority shall have the right to correct any errors that may need to be made in the mapping software, in recording interments/inurnments, disinterment/disinurnment, or in the description, transfer or conveyance of ownership of any interment property. The cemetery authority will also have the right to correct Original Deeds. If an Original Deed needs to be corrected a revised Deed will be issued.

Lots and Lot Owners

1. Cemetery Grave lots / niches may be sold to registered parishioners, members of their family, to family members of individuals buried in the Cemetery, Catholics from other parishes or other circumstances as approved by the Pastor. Plot owner should designate, at time of purchase, or when known, who will be buried in each of the grave lots/niches they have purchased.
2. Unused Grave Lots/Niches may **NOT** be privately re-sold to another individual. Unused Grave Lots/Niches may be sold back to the Church of St. Peter Historic Cemetery at the original purchase price.
3. No grave shall be used for any other purpose than for the burial of the human dead.
4. Grave owners are granted only the right of interment/inurnment in their graves/niches. The Cemetery reserves the right to refuse to permit the interment/inurnment of anyone who was not at the time of the death the owner of the grave and the individual listed on the title. If deceased individual is NOT listed on the title, the parish cemetery authority reserves the right to refuse interment/inurnment until satisfactory proof of inheritance or transfer by will has been established and recorded in the parish cemeteries' record.

Interments/Inurnments

1. No interment/inurnment will be made in a grave not fully paid for.
2. The Funeral Director or a family member, upon arrival at the Cemetery, must present a burial permit from the local health office.
3. Once a casket containing a body is within the confines of the Cemetery, no funeral director nor his embalmer, assistant, employee or agent shall be permitted to open the casket, or to touch the body, without the consent of the next of kin or of the legal representative of the deceased or of an order signed by a court of competent jurisdiction.

4. No interment of more than one full body shall be made in one grave lot except in the case of an infant or two infants buried in one casket, or cremated remains of a family member not exceeding two per grave. One grave full body lot (3ft. – 3.5 ft. x 10-12 ft.) may contain: one full body and one cremated remains, or two cremated remains. All interment/inurnment agreements made prior to 09/01/2017 will be grandfathered in.
5. In section 19, which is for infant burials only, one interment/inurnment shall be made per grave lot.
6. In the Columbarium, a niche may contain two cremated remains.
7. No interment of a full body may be made unless the remains are contained in a casket or coffin and vault.
8. The burial of cremated remains in all sections must be contained in a vault.

Care of Graves

1. The general care of the cemetery is assumed by the Church of St. Peter and includes lawn care, watering, pruning of trees and shrubs.
2. The general care assumed by the Cemetery shall not mean maintenance, repair, or replacement of any vase, basket, memorial, flowers or other objects placed upon graves.
3. When family members or their designated representatives undertake appropriate grave maintenance, hand trimming grass around memorials or monuments, weeding, or flower pruning, they are responsible for immediate removal of all rubbish created by them in the execution of their care or maintenance to such places of deposit - bins are available for rubbish on the cemetery grounds.
4. All decorations and plantings are prohibited unless they are specifically permitted under these rules for the common good of all owners in this sacred burial ground.

5. No planting of any kind (flowers, shrubs, trees, etc.) may be done in the ground at grave sites or columbarium.
6. In the event of plantings made prior to these rules and regulations situated on any grave shall, by their roots, branches or otherwise, become detrimental to adjacent graves or paths, obstruct the clear view of monuments or other forms of memorialization, or become unsightly or inconvenient and hazardous to visitors or employees of the cemeteries, the Cemetery has the right to remove, repair or otherwise remedy the condition.
7. Curbing, fencing, hedging, borders or enclosures of any kind shall be prohibited around any grave(s) and no walks shall be allowed on any grave(s). The Church of St. Peter reserves the right to remove the same if so erected, planted or placed.
8. Decorating the grave with fresh cut flowers is welcomed and encouraged. Artificial flowers may also be used however, any plastic flowers must be removed as they fade. Installation of a permanent vase is allowed provided it is properly installed. Please see the cemetery caretaker to assist in proper installation.
9. Flowers placed at the time of interment will be left a minimum of three days. Potted plants from funerals are not allowed in the cemetery. They will be discarded.
10. Flowers, plants and decorations placed on graves during the mowing season of April through October will be removed as needed to carry out the normal lawn care and maintenance.
11. Glass containers are not permitted at any burial site at any time.
12. Decorations deemed objectionable can be removed at the discretion of cemetery management.
13. Unfortunately, there are occasions when flowers or decorations have been stolen. The cemetery cannot assume any liability for decorations placed on burial sites.
14. Potted plants may be placed in pot holders at the grave site and shall be watered and maintained by the person placing the plant. If such floral tributes become unsightly they will be removed by the cemetery personnel.

15. Flower stands, pot holders, and Sheppard hooks may be placed at the grave site. Shepherd hooks cannot exceed 5 feet in height.
16. Wreaths may be placed from November 1 through March 1. These items will be removed during spring clean-up.
17. Depending upon seasonal weather conditions, general cemetery clean-up takes place during the early spring and early fall each year. During this time, all grave decorations are removed from graves so that a thorough clean-up of the properties can take place. Notifications of these clean-up times are communicated in the parish bulletin. Owners of the lots are requested to remove all floral tributes (live or artificial) prior to the clean-up date or they will be removed by the cemetery personnel at time of the semi-annual clean-up.

Memorials/Markers

1. All monuments or markers must be installed by monument companies.
2. Lot owners may have proper memorial work erected on their respective lots. All memorials must have pre-approval of the cemetery management prior to placement.
3. A monument and/or a marker may be placed at a gravesite. Only one monument (upright stone) is permitted on each lot. Up to two markers (level with the ground) may be placed at each grave.
4. A monument or marker may be placed prior to burial; however, the owner bears all responsibility for any damage that may occur during burial to any pre-placed monument or marker. If a monument or marker must be removed and/or replaced, all costs associated with said work is borne by the grave owner or next of kin.
5. Monument Sizes and Marker Sizes which are allowed:
 - a. **For Single Plots:** A single grave is 36 - 42 inches wide. The size of the concrete base for a single (42 inch) plot cannot exceed 40 inches wide which limits the monument granite base to 36 inches or a single (36 inch) plot cannot exceed 34 inches wide which limits the monument granite base to 30 inches.
 - b. **For Double Plots:** A double grave is 72-84 inches wide. The size of the concrete base for a double (84 inch) plot cannot exceed 82 inches wide which limits the monument granite base to 78 inches or a double (72 inch) plot cannot exceed 70 inches wide which limits the monument granite base to 66 inches.

- c. **For Infants:** Monuments are not allowed in the section 19 (Infant burials). Only Markers are allowed in these sections.
 - d. **Family Monument:** A central or family monument shall be allowed on a set of two or more adjacent lots in the same row or lot.
- 6. All memorials shall be constructed of natural stone. No artificial stone of any kind is permitted.
- 7. Memorials shall be set on the space designated by the cemetery authority. No memorial may be set without first contacting the cemetery authority.
- 8. Epitaphs and symbols on memorials should be in the spirit of the Roman Catholic Church and in keeping with the design and size of the structure.
- 9. Memorial etching may be used on memorials, providing the artwork meets all criteria and must be submitted to the cemetery authority for approval prior to the commencement of the work. The cemetery reserves the right to reject any memorial design, material or construction method that does not meet the cemetery authority standards.
- 10. No solar lights or vigil lights are allowed.
- 11. The right is reserved to the cemetery authority, to refuse to permit such work, unless the grounds are thoroughly settled and in good condition.
- 12. The cemetery authority reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations have not been made; the work is not being properly executed or for any violation of the cemetery rules.
- 13. A memorial may include both a monument and a foot marker. If the marker is in addition to a monument, the marker will be placed at the foot of the grave.
- 14. When any memorial work has been set in place, it shall not be removed without due process of law or written permission of the cemetery authority.

Columbarium

1. Two cremations urns may be placed in a single niche. See the cemetery the cemetery authority for allowable urn sizes.
2. The size of a niche is 12x12x12.
3. Fresh Flowers placed at time of inurnment will be removed at time of the next mowing or if they become unsightly.
4. Fresh/Artificial Flowers or Memorial Wreaths are not allowed in the Columbarium area. They will be removed by ground personnel.
5. No decorations shall be placed on the columbarium.
6. All engraving on the niche fronts shall follow the style as determined by the cemetery. No individual shall perform their own engraving.