

Saint George Parish Cemetery Rules

July 1, 2016

The following rules and regulations adopted by action of the Saint George Cemetery Committee shall apply from this date forward, and shall be part of a burial right purchase contract between Saint George Parish, Hartford, SD, and the cemetery plot holders. The parish rules are based on the *Catholic Cemetery Policies & Procedures* manual set forth by the Diocese of Sioux Falls, dated May 2009.

1.0 BURIAL RIGHTS

1.1 Saint George Parish retains legal title to the land comprising the cemetery plots. The use of a specific plot in the cemetery is sold as a burial right, and the purchaser of this burial right shall be referred to as the plot holder, not the plot owner.

1.2 Permission for interment or disinterment must be obtained from Saint George's Pastor or sexton, contingent upon being performed in accordance with state law, the presentation of required paperwork, and payment of appropriate fees.

1.3 Clergy from either Saint George or another church must be present for any interment or disinterment of either a casket or urn. This will apply to everyone eligible to be buried in Saint George Cemetery, regardless of religious denomination or secular funeral services. Adequate notice must be given to allow clergy to be present.

1.4 At the time of purchase, the original purchaser must assign a person's name to a burial right, and that assignee shall be considered to be, in-effect, the original purchaser. A future burial right transfer for a plot will be allowed one time at no additional charge, thereafter subject to requiring payment of the difference between the original purchase price and the current price.

1.5 Plot holders shall not allow interments to be made in their plots for profit; nor shall any sale, transfer or assignment of the use of any burial right be valid without the consent of Saint George's clergy or sexton. Saint George may buy back burial rights at no more than the original purchase price minus a nominal administrative fee.

1.6 In a case of suspected burial right abandonment, an attempt will be made to identify and contact a next-of-kin by certified letter. Saint George must receive a response to their certified letter within 30 days of mailing, or the burial right will be cancelled without repayment. If a next-of-kin cannot be identified and contacted, the burial right shall be cancelled without repayment. If the original purchaser wills their right to an heir, a document identifying that heir is requested as soon as possible in the estate settling process after the original purchaser is deceased, or within 30 days after a next-of-kin is subsequently contacted by certified letter. Saint George must retain a record of contact attempts and date of cancellation.

1.7 Saint George Cemetery will allow a maximum of two burials per plot, consisting of an initial burial of one vault or one infant casket with a later burial of one urn or an infant casket, or only two urns. Only one grave marker is allowed per plot; a double burial must share a headstone.

2.0 MONUMENTS

2.1 No monument is to be placed on the plot until full payment of all fees has been received for the plot.

2.2 Prior to the construction of a new monument, the monument company must submit a permit application to set a monument in Saint George Cemetery. This application must be approved by the Pastor or sexton of Saint George. This permit process is intended to prevent inscription and installation errors, and allow a review of inscriptions and overall size and design of the monument.

2.3 The permit and staking fee must be received at the parish office before the sales representative or installer makes their call to the sexton to flag the memorial location, or the installation will be delayed. A request to stake a location requires a minimum of 48 hours notice to the sexton via phone conversation, and only leaving a recorded message does not suffice.

2.4 The monument shall be set on the west end of the grave, with the names on the west face of the stone. Only one above ground marker is allowed per plot. No footstones or “family” headstones are allowed.

2.5 No monument shall be greater in height than 36 inches from surface of the flush-mounted pre-cast footing.

2.6 Temporary metal funeral home markers are to be removed by the family upon setting of a permanent marker.

2.7 Financial responsibility remains with the family of the deceased to repair weathered, vandalized, sunken, or leaning monuments. The only exception to this is damage caused by lawn maintenance, grave excavation, or monument installation, these being subject to the specific contractor’s insurance policy.

3.0 CONTRACTORS

3.1 All plots shall continue under the control of Saint George Cemetery so as to insure uniformity in the use, care, and management of cemetery grounds. Any work done in the cemetery shall remain under the supervision of the sexton, and must be performed by contractors approved by Saint George.

3.2 It is not permissible for family members to independently perform an urn burial or headstone installation, due to liability issues.

3.3 All contractors performing work within the cemetery must provide annual evidence of commercial general liability coverage of at least \$1,000,000.00, or such level as recommended by the Diocese, and worker’s compensation insurance as required by law. Saint George Parish and Saint George Cemetery disclaim all responsibility and liability for injury, loss, or damage from causes beyond its control.

4.0 MAINTENANCE

4.1 Saint George Cemetery is responsible for general cemetery maintenance; grading, grass seeding, spraying, and mowing of plots.

5.0 DECORATIONS

5.1 If any permanent or temporary decoration, or any inscription thereon, is placed on a plot which shall be determined by cemetery personnel to be improper or offensive in nature, it shall be their right to remove the offending item.

5.2 Flowers, shrubs or trees may not be planted on a plot. The parish will retain control of any plants in the cemetery. Any concrete planters must be on a monument's base extension to facilitate grass trimming and minimize sinking, and be maintained in good condition.

5.3 Temporary decorations such as plastic flower pots, artificial flowers, and wreaths will be allowed one week prior to and two weeks after Memorial Day. Any such decorations are to be removed by the family by June 15th. Those remaining after June 15th shall be subject to disposal, including those in planters if they have become weather-beaten. Plastic flower pots shall not be dug into the ground and left, as they hinder mowing and trimming efforts. No glass containers are allowed in the cemetery.

5.4 Any decorations not on a cement base are the responsibility of the family to maintain and trim around. All decorations must remain within the footprint of the plot, so as not to encroach on an adjoining plot.

6.0 ADMINISTRATION

6.1 The Saint George Cemetery Committee, with the approval of the Pastor, may from time to time revise the rules and regulations for the governing of the grounds as they deem necessary to carry out the general objectives of the cemetery.

6.2 A record of burials, burial rights ownership, and addresses of living plot holders or heirs if available, will be maintained by a designated person. Original and historical paper records will be kept at the church office in a fireproof safe. A computer version of cemetery records is to be maintained as the day-to-day working file and ongoing historical record, with back-up copies kept at the workplace of the record-keeper and in the parish office.

6.3 These rules are not meant to be all-inclusive, and shall be governed by the formal rules set forth by the Diocesan cemetery policy manual.