



ST. WENDELIN CATHOLIC CEMETERY

Information and Policies

323 N. Wood St., Fostoria, OH 44830

(419) 435-6692

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St. Wendelin Catholic Cemetery has been established to serve the burial needs of the parishioners of St. Wendelin Catholic Church. For the purposes of this document, "St. Wendelin Catholic Cemetery" will be referred to as "The Cemetery" and "St. Wendelin Catholic Church" as "St. Wendelin."

TRUST. RESPECT. DIGNITY.

We minister to our families in their time of need through a dedicated staff, providing tender and attentive care with quality services at a reasonable cost in a beautifully-kept cemetery.

The Cemetery representatives will assist you with all your cemetery needs with care and compassion. Representatives are available during normal St. Wendelin Parish Office hours or by appointment.

WHAT TO DO WHEN A DEATH OCCURS

"Peace be with you." These were the words Jesus spoke to His disciples after His death. They were feeling anything but peaceful at the time, but with these words they began to gain a new understanding of Jesus' death and resurrection and the promise they gave for everlasting life.

Like the disciples we, too, often feel anything but peaceful at the time of the death of a loved one, no matter how prepared we were for it. But also, like the disciples, we have this promise of everlasting life which sustains us and gives us peace in the hope that we will be reunited with those we love.

At the same time we struggle to understand the reality of death and the hope of resurrection, we are faced with the need to make funeral arrangements. Many of our Catholic faithful find themselves in this experience with little or no prior knowledge. The St. Wendelin Cemetery Committee has developed this information to assist you in preparing for a Catholic burial.

There are three areas which require attention when making funeral arrangements:

LITURGICAL AND SPIRITUAL: The liturgical and spiritual questions are most properly the concern of the Pastor, the Parish Administrative Assistant, and the parish community.

LEGALITIES: Legal matters that need to be addressed are usually cared for at the funeral home by the Funeral Director (i.e. death certificate, etc.)

CEMETERY GRAVES AND BURIAL: These are the services provided by The Cemetery.

Decisions regarding these three elements are best made with the Funeral Director at the outset of formulating the funeral arrangements. With Roman Catholic liturgical considerations in mind, funeral arrangements can be made with the Funeral Director of your choice and St. Wendelin ministers.

The funeral home is usually the first place to be contacted immediately following a death. Our parish community has trained pastoral ministers available for liturgical funeral planning at the time of the funeral and with post-funeral bereavement ministry.

Through the Sacrament of Baptism, all are made one in Jesus Christ. Therefore, at the time of our death, each of us is entitled to a Catholic burial from the parish community. The family or friends of the deceased simply need to request a Catholic funeral by having the Funeral Director contact St. Wendelin.

There are three elements of a Catholic funeral, as described in the Order of Christian Funerals:

A VIGIL/WAKE SERVICE: generally held at the funeral home. This service has as its focus proclaiming and reflecting on the Word of God.

A FUNERAL MASS: celebrated in the parish church with the body present. If cremation is your preference, normally the body is present at the Funeral Mass, followed by cremation. Cremains are permitted at the Funeral Mass.

A CEMETERY COMMITMENTAL: is celebrated at The Cemetery at the designated service area.

The Funeral Director provides for the coordination of the three liturgical elements (i.e. Vigil, Funeral Mass, Cemetery Commitment) with the St. Wendelin ministers.

The Funeral Director also provides tangible goods and services such as casket, embalming or cremation arrangements, filing of legal documents, obituary notices in newspaper and much more.

WHY CHOOSE A CATHOLIC CEMETERY? Catholic cemeteries are set apart from other cemeteries in that they are part of the ministry of the Church. The ground is blessed, thereby making it hallowed or holy. These sacred places minister to the deceased, the bereaved, the poor and the alienated as well as to local parish communities. Family members who are not Catholic can also benefit as they are welcome to use the Catholic Cemetery.

Services provided by The Cemetery caretakers include: burial sites (i.e. grave or mausoleum crypt), interment/entombment/inurnment services, and perpetual care for the grounds and mausoleum. In particular, there are four cemetery issues which must be arranged for at the time of need:

- 1) Deciding your interment:
 - a) Remains buried in ground - traditional grave;
 - b) Remains entombed above ground - community mausoleum;
 - c) Cremated remains either buried in ground or entombed in community mausoleum.
- 2) Professional fees for opening and closing the grave.
- 3) The Cemetery requires a burial vault for all adult and infant burials (caskets and urns).
- 4) Choosing your memorialization.

TIMING: At least 48-hours' notice during the week (72 hours' notice over the weekend) and an official committal verification is required prior to all cemetery committals at The Cemetery. All fees for cemetery graves and cemetery services are payable at the Parish Office to The Cemetery representatives. Patrons of the cemetery are requested not to pay any fees to the cemetery sexton, employees, or contracted workers. (Funeral Directors will manage these requirements and fees on your behalf.) A grave purchased at the time of death, and not paid in full, must be paid in full within 30 days of burial.

GRAVES IN OLD SECTIONS

[A, B, C (INFANT), D, OLD SECTION: E, NEW SECTION: E, F, G, H, I, Z]

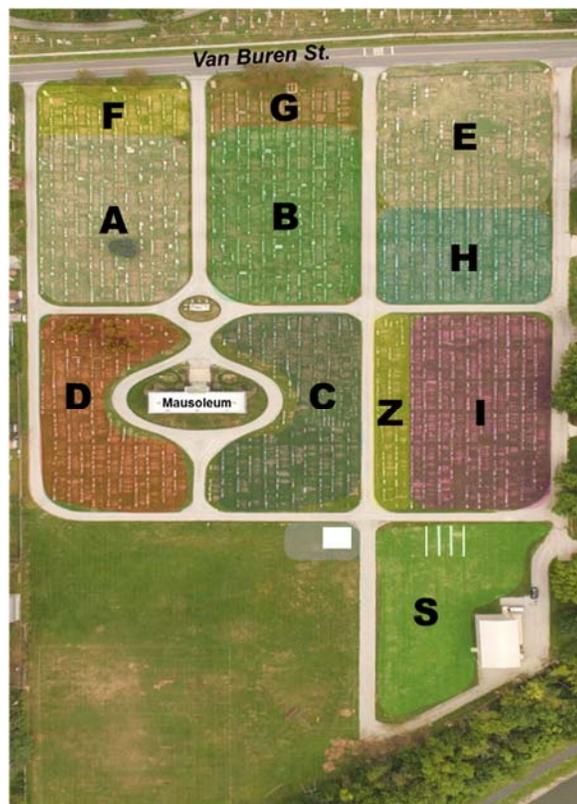
The Cemetery offers a limited choice of graves in the Old Sections of the grounds. The Cemetery offers lots approximately 40 inches by 10 feet – or a space of sufficient size to accommodate one adult interment. An additional one-time fee is applied for perpetual care.

Graves have been measured to include space for a foundation footer for a "Marker" or "Monument". These foundation footers shall measure 16" w X 40" l X 30" d. The Cemetery representatives will review the available Grave, Lot, and Section options, allowing you to make the appropriate selection to meet your needs.

GRAVES IN THE NEW SECTION (S)

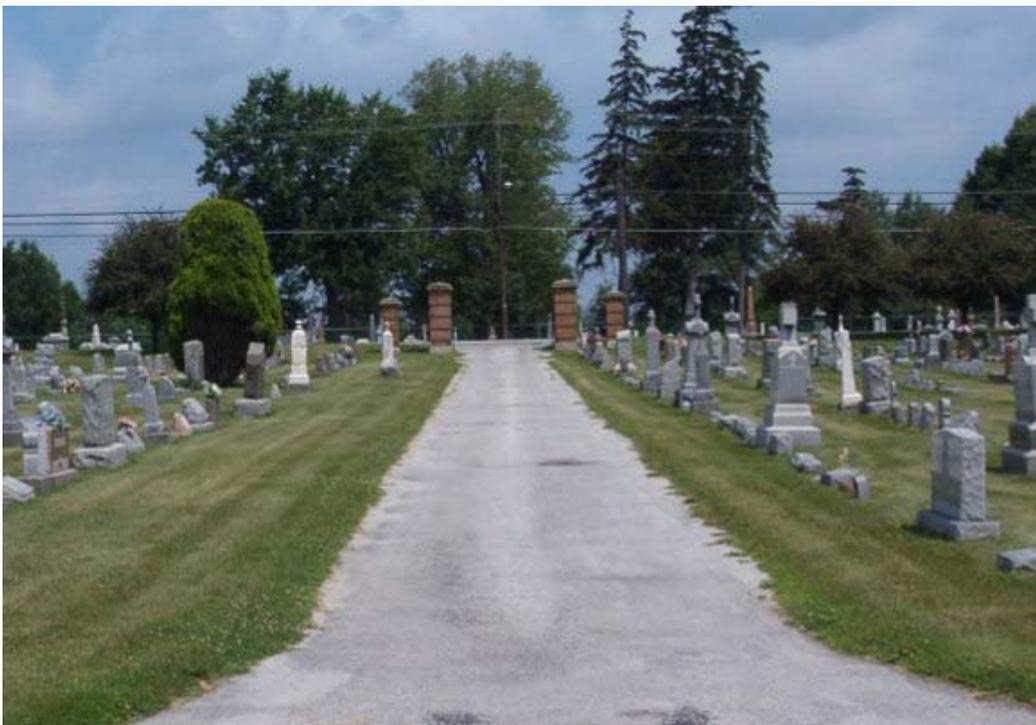
The Cemetery offers a limited choice of burial lots in the New Section (S) of the cemetery. The Cemetery offers lots approximately 40 inches by 10 feet – or a space of sufficient size to accommodate one adult interment. An additional one-time fee is applied for perpetual care. The cost of the grave includes the pre-poured concrete foundation footer for a "Marker" or "Monument". Grave locations are limited to the Lots opened for use in Section (S).

THE CEMETERY MAUSOLEUM: Adorned with marble and granite, the Mausoleum offers an above-ground option for interment. Its exterior religious features inspire prayer and meditation. The cost of the crypt niche includes the perpetual care of the space.



GRAVE OWNER'S INFORMATION

- 1) Persons desiring to purchase grave(s) should visit the Parish Office, where The Cemetery representatives will aid them in making a selection.
- 2) Purchasers of a grave shall receive a Certificate of Ownership (Deed) entitling them to perpetual holding and use of the identified grave for burial of deceased persons, subject to the rules and regulations of The Cemetery, the laws governing the Roman Catholic Diocese of Toledo, and the Universal Law of the Roman Catholic Church that are in force, or those which thereafter may be adopted with regards to funerals and burials. Any changes or additions to the regulations require approval of the identified competent authorities.
- 3) Upon the death of the owner or part-owner, the Deed to said grave(s) will descent to his/her heirs in equal, undivided shares and husband or wife of said owner will retain his/her right to be interred in said grave(s) under any and all circumstances. In the event both parents are buried in a Family Lot, and vacant graves remain, the consent of all surviving children is to be obtained for further burial of family members in the designated Family Lot.
- 4) Graves may be sold only to parishioners or former parishioners and may be used only by the owner and his/her heir's immediate family (husband, wife, children, grandchildren, etc.).
- 5) Graves are not transferable.
- 6) A grave owner may donate his/her grave back to The Cemetery.
- 7) A grave owner may sell his/her grave back to The Cemetery at the original purchase price.
- 8) A grave purchased at the time of death, and not paid in full, must be paid in full within 30 days of burial.
- 9) Advance planning financial arrangements: if payment is not made in full at the time of purchase of a grave(s), 10% of the total cost is required down and a signed financial agreement between The Cemetery and the Purchaser be made with the following terms and stipulations:
 - a) The grave(s) will be paid in full within two (2) years.
 - b) If the financial agreement is not fulfilled, the grave(s) will revert back to The Cemetery ownership.
 - c) Changing grave location after original paperwork is complete, is subject to a \$100 fee per grave changed.
- 10) A grave purchased for immediate use must be paid in full within 30 days of burial.
- 11) Grave owners shall not allow interments in their grave(s) in return for remuneration or quid pro quo of any kind.
- 12) No more than one full burial (casket) or one cremains (urn) will be permitted in a single grave. The Cemetery will honor any special arrangements made by previous Pastors. For further questions, please contact the Parish Office.



INTERMENT GUIDELINES AT THE CEMETERY

- 1) The Cemetery will be open for interments from 7:00 AM to 4:00 PM Monday through Friday. Interments requiring employee overtime (after 4:00 PM) or to return on Saturday will incur extra charges. Interments will not be scheduled on Sundays or Holidays unless absolutely necessary.
- 2) All funerals, on entering The Cemetery, shall be under the charge of The Cemetery representatives.
- 3) Once a casket containing a body is on the grounds of The Cemetery, no Funeral Director, nor embalmer, assistant, employee or agent shall be permitted to open the casket or to touch the body without the consent of the legal representative of the deceased or an order signed by a court of competent jurisdiction.
- 4) Funeral Directors, upon arrival at The Cemetery, must present the necessary burial permit, or have previously presented it to The Cemetery representatives. All services are conducted at the designated services area. Graves will be lovingly tended to after family departs.
- 5) An owner of a number of graves (a Lot or part of a Lot) shall designate the grave location when a particular interment is to be made. Should the owner fail or neglect to make the grave designation, The Cemetery representatives reserve the right to make the decision into which grave the interment will be made.
- 6) The Cemetery representatives, the employees, and contracted workers of the cemetery are the only persons who will be permitted to open a grave. The following cases are the legal exceptions:
 - a) When The Cemetery representatives are directed to make a disinterment by the order of a court of competent jurisdiction and certified copy of such order has been filed with The Cemetery representatives;
 - b) When the county coroner directs the disinterment for the purpose of holding an inquest and has filed with The Cemetery representatives his signed authorization to release the body to himself and his lawful agents.
- 7) All burials must be made with vaults of metal or reinforced concrete. Wooden vaults are not permitted.
- 8) All charges for interment or services shall be paid to The Cemetery representatives who will issue the purchaser a receipt.
- 9) Payment of any and all indebtedness due to The Cemetery per the written agreement must be made in full 30 days following burial.
- 10) The Cemetery requests at least 48-hours' notice during the week (72 hours' notice over the weekend) prior notice for any interment and at least one week's notice prior to any disinterment or removal.
- 11) All interments, disinterments and removals must be made at the time, and in the manner, and upon the charges fixed by The Cemetery representatives.
- 12) Besides being subject to The Cemetery rules and regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly-constituted public authorities.
- 13) There will be a cost for opening and closing a grave on the day of disinterment. Also, any cost incurred for damage to foundations, or other contingencies, shall be the responsibility of the person requesting the disinterment. The Cemetery, its representatives, sexton, employees, or contracted workers will not be liable.
- 14) The Cemetery representatives will not proceed with an interment given other than in writing. The Cemetery is not responsible for any mistake occurring from the lack of precise and proper paperwork identifying the particular Section, Lot, and Grave location in the Lot where interment is desired.
- 15) The Cemetery, its representatives, sexton, employees, or contracted workers will not be liable for the interment permit nor the identity of the person sought to be interred.



THE IMPORTANCE OF MEMORIALIZATION

In a practical sense, a memorialization of some kind eliminates the problem of an unmarked burial space. Many times visitors need the use of a memorialization to locate a loved one. It also provides personal expression of love and respect for the life of the deceased. We encourage you to honor, love and respect your loved ones with a beautiful memorial or name plaque for easy identification and locating purposes.

RULES AND REGULATIONS FOR MONUMENTS, MARKERS AND GRAVES

- 1) The Cemetery representatives, sexton, employees, or contracted entities will do all ordinary work in the perpetual care of Sections, Lots, and Graves and the communal Mausoleum.
- 2) Work deemed "extra" by The Cemetery representatives, sexton, employees, or contracted entities, will be performed by cemetery employees or approved sub-contracted entities at the expense of the grave owners. If work is requested, and agreed upon, payment for the same must be made in advance.
- 3) Any monument or marker placed in The Cemetery shall be subject to approval of the Pastor and/or The Cemetery representatives regarding material, style, and inscription.
- 4) Any monument or marker placed in The Cemetery shall have symbols, pictures, and epitaphs of a religious nature, generally reflecting beliefs of the Roman Catholic Church. A Roman Catholic symbol of some kind shall be included as a feature of any design. Any symbol, other than Christian traditional forms, must be approved by the Pastor and/or The Cemetery representatives. The proposed design must be documented, signed and dated by the Pastor or his designee.
- 5) Any use of secular imagery, nicknames, and personal quotes/epitaphs shall be approved by the Pastor or his designee. Military emblems and flags are permitted as they are honors bestowed upon the deceased.
- 6) Monuments and/or markers are to be made of an acceptable, dignified material.
- 7) All primary written names, dates, and symbols on monuments and/or markers must face a central north-south road that is formed on an axis through the center of the Mausoleum. (N.B., as of August 1, 1997, The Cemetery representatives found many monuments in some sections that were not placed in this fashion. These stones shall remain as originally placed. In Section C, where errors have occurred, we shall allow future memorials to be placed either east or west. This ONLY includes lots: 55 through 58, 65, 69, 76, 80, 87, 91, 98, and 102.)
- 8) Trees, shrubs, vines, or any green plant may not be planted on cemetery grounds. Flowers, vases, urns and other small memorialization items may be placed on the monument, marker or the foundation footer.
- 9) Shepherd's hooks, other plant holders and lights are prohibited for safety and liability concerns.
- 10) No foundation footer, monument, or marker may be installed on a grave until the grave is paid in full.
- 11) Foundation footers will be poured a full 6 months after burial, weather permitting.
- 12) Cemetery clean up dates: one week prior to Easter and October 1st.

ADVANCE PLANNING

Making cemetery and funeral home arrangements in advance of need is both a loving and financially-wise thing to do. Advance planning provides a family reassurance, comfort and peace of mind. Such thoughtfulness relieves family members from shouldering the burden during a most stressful time, allowing for careful decision-making in an unhurried atmosphere, and assuring that your expressed wishes will be followed. The added affordability of working with today's prices as opposed to tomorrow's can also represent a significant savings. This shows both a sense of thoughtful planning and a sense of economic prudence. The decisions made now will be your own which gives you peace of mind now and your loved ones' peace of mind later. One of the most frequent questions we hear is "What would they have wanted for their burial choice?" Prearrangement eliminates this problem of uncertainty. A pre-need selection may be made today calmly, responsibly, economically and prudently to protect your wishes and finances for the future. For more information, please contact a local funeral home or our Cemetery representatives to answer any questions.

PRE-NEED FINANCIAL ARRANGEMENTS: If payment is not made in full at the time of purchase of a grave(s), 10% of the total cost is required as a down payment in addition to a signed financial agreement between The Cemetery and the Purchaser with the following terms and stipulations:

- a) The grave(s) will be paid in full within two (2) years.
- b) If the financial agreement is not fulfilled, the grave(s) will revert back to The Cemetery ownership.
- c) Changing grave location after original paperwork is complete, is subject to a \$100 fee per grave changed. A grave purchased for immediate use must be paid in full within 30 days of burial.

CREMATION

What is cremation?

Cremation (using fire and heat) is the process by which the body of the deceased is reduced to its basic elements. Cremation is permitted for Catholics as long as it is not chosen in denial of Christian teaching on the Resurrection and the sacredness of the human body.

Does the Church have a preference for either cremation or burial of the body of the deceased?

Although cremation is permitted, Catholic teaching continues to stress the preference for burial or entombment of the body of the deceased. This is done in imitation of the burial of Jesus' body. "This is the Body once washed in baptism, anointed with the oil of salvation, and fed with the bread of life. Our identity and self-consciousness as a human person are expressed in and through the body. Thus, the Church's reverence and care for the body grows out of a reverence and concern for the person whom the Church now commends to the care of God."¹

What are the steps to be taken?

When cremation is chosen for a good reason, the full course of the Order of Christian Funerals should still be celebrated, including the Vigil Service (wake), the Funeral Liturgy, and the Rite of Committal. The preservation of this order allows for the greater expression of our beliefs and values, especially, the sacredness of human life, the dignity of the individual person and the resurrection of Jesus Christ, the first born of the dead. Through its funeral rites, the Church commends the dead to the merciful love of God and pleads for the forgiveness of their sins.

Should cremation occur before or after the funeral?

The Church clearly prefers and urges that the body be present during Vigil and Funeral Mass, and that if cremation is to be used, it take place following the Rite of Final Commendation. The cremated human remains would then be interred during the Rite of Committal. However, the diocesan bishop may for good reason permit the cremated remains to be present for the Funeral Liturgy.

What should become of the cremated remains following the funeral?

Church teaching insists that cremated remains must be given the same respect as the body, including the manner in which they are carried and the attention given to their appropriate transport and placement. The cremated remains of a body are to be buried or entombed, preferably in a Catholic cemetery, and using the rites provided by the Order of Christian Funerals. The following are not considered to be reverent dispositions that the Church requires: scattering cremated remains, dividing cremated remains and keeping cremated remains in the home. The remains of a cremated body should be treated with the same respect given to the corporeal remains of a human body which includes a worthy container to hold the cremated remains.

Conclusion

If you are considering cremation, it is wise to discuss your choice with your family, your parish priest, or the Catholic Cemetery office representatives. For further information on Catholic teachings on cremation, see the 1997 statement of the Bishops' Committee on the Liturgy, *Reflections on the Body, Cremation, and Catholic Funeral Rites*, available from USCCB publications (800-235-8722).

1. Reflections on the Body, Cremation, and Catholic Funeral Rites, Committee on the Liturgy, USCCB, 1997



RULES AND REGULATIONS WHILE ON THE CEMETERY GROUNDS

The following rules and regulations for St. Wendelin Catholic Cemetery are in effect to maintain “sacred order” at all times and to protect the best interest of all constituents. The Pastor of St. Wendelin is the final authority in upholding the Cemetery Rules and Regulations. The Pastor reserves the right to make exceptions, suspensions, or modifications to the Rules and Regulations.

- 1) **Hallowed Ground:** All persons visiting the grounds St. Wendelin Catholic Cemetery shall conduct themselves in a manner becoming of a “sacred place.”
- 2) **Hours of Operation:** The Cemetery is open from dawn to dusk.
- 3) **Visitors:** Visitors should be respectful at all times while walking, biking and driving on Cemetery grounds.
 - a) Vehicle speed of 5 mph shall be observed on cemetery grounds.
 - b) St. Wendelin Catholic Cemetery representatives reserve the right to remove from cemetery grounds any vehicle, for any reason, at the owner’s expense.
- 4) **Decorations:** Decorations should only be placed on stone foundation around graves so as not to interfere with mowing.
 - a) No planting of any kind will be allowed on grave spaces or lots.
 - b) Glass bowls, glass vases, landscaping material, lawn ornaments and shepherd hooks are not permitted.
 - c) Winter wreaths and grave blankets can be placed on graves from November 1st through March 1st; all will be discarded after this date.
 - d) Placing of vigil lights on graves is prohibited.
- 5) **Clean Up:** Cemetery clean up occurs one week prior to Easter and October 1st. As decorations deteriorate, become windblown, dislodged, brittle or broken, they will be removed at the discretion of the Cemetery caretakers.
- 6) **Firearms:** Firearms on the St. Wendelin Catholic Cemetery grounds are prohibited, except by Military Escort, Veteran Military Escort or by members of Law Enforcement.
- 7) **Signs/Placards:** Placing of signs and placards for notices or advertisements of any type on cemetery grounds is prohibited.
- 8) **Waste Management:** Please dispose waste in proper receptacles.

ENFORCEMENT OF RULES



The Cemetery representatives are hereby empowered to enforce all Rules and Regulations and to exclude from the cemetery grounds any person(s) violating them.

The Cemetery representatives shall have charge of all grounds and buildings.

The Cemetery representatives, in coordination with funeral directors, shall facilitate the conducting of funeral interments, including directing of traffic, oversight and management of contractors, patrons and visitors.

The Cemetery representatives shall have supervision and control of all persons in The Cemetery.

For the mutual protection of cemetery patrons, the Pastor and The Cemetery Committee of St. Wendelin have adopted these stated Rules and Regulations. All patrons and visitors on cemetery grounds shall be subject to said Rules and Regulations.

DEFINITIONS

CEMETERY GROUNDS: Located at 763 Van Buren St., Fostoria, Ohio 44830
(*Hancock County Parcels 540000910670, 540000910680, 540001006039, and 540001014990*).

CEMETERY OFFICE: Refers to the St. Wendelin Parish Office, where all cemetery records and files are located, currently at 323 N. Wood St., Fostoria, OH 44830 - (419) 435-6692.

PEOPLE

PASTOR: The officially-appointed priest assigned to serve St. Wendelin as “Pastor” by the Bishop of the Diocese of Toledo. He holds competent authority in Civil Law and Canon Law.

FUNERAL DIRECTOR: A professional who manages embalming, burial or cremation as well as planning the funeral details.

THE CEMETERY REPRESENTATIVES: Consists of the Parish Manager; Parish Administrative Assistant; cemetery sexton; and cemetery employees.

PARISH MANAGER: The official designee of the Pastor having rights and responsibilities to represent the Pastor in his absence; employed by St. Wendelin.

PARISH ADMINISTRATIVE ASSISTANT: The official manager, record keeper, and sales representative for The Cemetery; employed by St. Wendelin.

SEXTON: The Cemetery property overseer and interment official; employed by St. Wendelin.

CEMETERY EMPLOYEES: The Cemetery property’s day-to-day caretakers—charged with supervision in the perpetual care of cemetery grounds; employed by St. Wendelin.

CONTRACTED WORKERS: May include: grave diggers, lawn care, snow removal, chemical application specialist, foundation and footer contractors; not employed by St. Wendelin.

THE CEMETERY COMMITTEE: The advisory/consultative committee for the Pastor; it consists of appointed voting parishioners and pertinent nonvoting cemetery employees.

PURCHASER: Those who are entitled to the perpetual use of an identified grave through issuances of an officially signed and dated Certificate of Use (Deed).

CEMETERY INFORMATION

GRAVE: A space of sufficient size to accommodate one adult interment, approximately 40 inches by ten feet; identified and individually numbered as “grave”.

LOT: One of a numbered divisions on the cemetery record plot, which consists of two or more graves. Cemetery lots are individually identified by numbers as “Lot”.

SECTION: The largest divisions of the cemetery record plot, which consist of a number of Lots, filled with a number of graves.

FAMILY LOT (MONUMENTS/MARKERS): A numbered division on the cemetery record plot, which consists of two or more graves, memorialized typically by a large single “family name” monument, and smaller markers for individual family members at each grave. While multiple graves can be purchased as a group, Family Monuments/Markers are not permitted in section S.

CORNERSTONE: A stone used by the cemetery to locate corners of the Lot.

INTERMENT: The permanent disposition of the remains of a deceased person by mausoleum entombment or below-ground burial.

MEMORIALIZATION

MONUMENT: A permanent memorialization that is traditionally known as “tombstone” of granite, bronze, or other acceptable, dignified materials; must be approved by the Pastor or his designee.

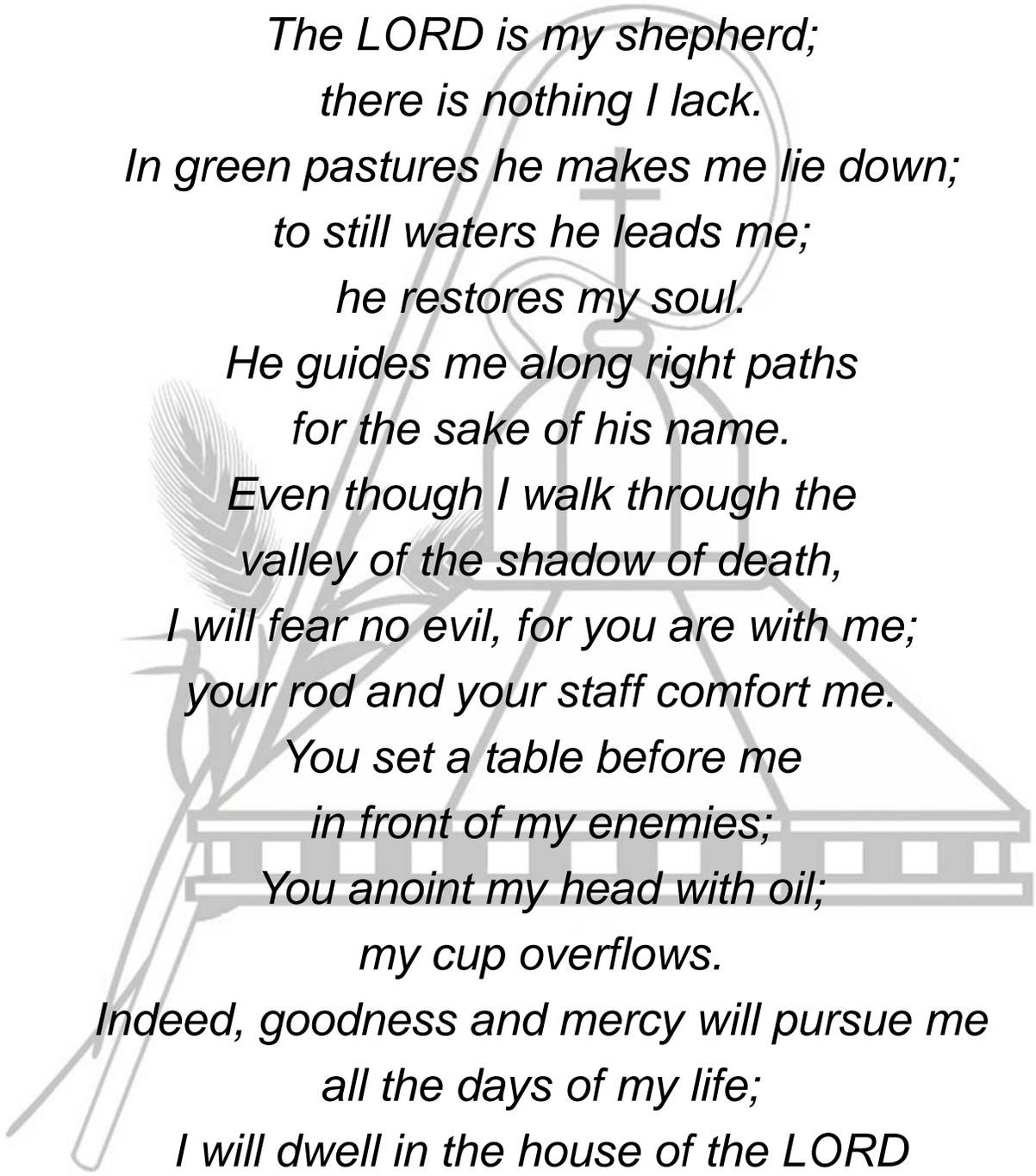
MARKER: A memorialization that is flush with the ground.

FOUNDATION/ FOOTER: A poured cement block consisting of 16” wide X 40” long X 30” deep in the Old Sections of the cemetery on which a memorialization is placed. A poured cement “ribbon” across an entire Lot in the New Section (S) on which a memorialization is placed to which grave owners will have use of 18” wide X 40” long from the officially-measured center of the individual grave. If multiple graves are owned (Lot) along the ribbon footer, grave owners will have use of 16” wide and as long as determined which is the officially measured center of the Lot owned.

PAPERWORK

CERTIFICATE OF USE (DEED): The original conveyance given by The Cemetery to the original Purchaser, who is entitled to the perpetual use of said grave space.

TRANSFER OF DEED/PERMISSION TO USE: A notarized document giving permission for someone other than the owner of the grave to be interred. Application may be made at the Parish Office.



A psalm of David.
The LORD is my shepherd;
there is nothing I lack.
In green pastures he makes me lie down;
to still waters he leads me;
he restores my soul.
He guides me along right paths
for the sake of his name.
Even though I walk through the
valley of the shadow of death,
I will fear no evil, for you are with me;
your rod and your staff comfort me.
You set a table before me
in front of my enemies;
You anoint my head with oil;
my cup overflows.
Indeed, goodness and mercy will pursue me
all the days of my life;
I will dwell in the house of the LORD
for endless days.

~ Psalm 23