

Effective February 6, 2018

ST. MARY OF THE KNOBS

IN-GROUND BURIAL CEMETERY RULES & REGULATIONS

The policies, guidelines and regulations set forth hereafter are established by St. Mary of the Knobs Roman Catholic Church to provide for the proper management and appearance of its cemetery.

The choice of a place of burial and disposition of body remains is a choice that individuals or families must make at some point. It is a time honored tradition for members of a Catholic Church or parish to provide a place of burial for its members. In that regard St. Mary of the Knobs is blessed to have large tracts of land suitable for burial of its members.

In order to provide for the upkeep of these cemetery grounds, the parish must assess fees to cover expenses associated with the operation of the cemetery. The Right of Burial fee plus the perpetual care fee is required to be paid in full at the time of selection and reservation of a particular burial site. There will not be a payment plan. Additional fees are assessed to cover the opening and closing of a grave. Once each year the parish will have a special collection at which time all parish members are asked to assist with parish needs.

Currently, St. Mary of the Knobs operates two separate cemetery sites (together, the "Cemetery"). The first, the "Old Cemetery" is located directly in front of the church with St. Mary's Road bordering on the south side of the cemetery property. No new grave sites are available in the Old Cemetery. The second, the "New Cemetery" is located northwest of the church on the west side of Martin Road. Since registered members of the parish provide annually for the upkeep of the Cemetery, the parish has established a two-tiered structure for the purchase of a grave site, as set forth on end of this document. From time to time, at the approval and discretion of the pastor (or, if not pastor, the parish life coordinator or administrator appointed by the Archdiocese) in consultation with the pastoral council, the rates assessed for the various services may be changed as appropriate.

For purposes hereunder, registered members of the parish include the immediate family of then registered Catholic members of St. Mary's of the Knobs Catholic Church living in the same household (i.e. husband, wife and children), regardless of religious affiliation. Non-registered members must pay non-registered fees.

St. Mary of the Knobs reserves the right to refuse the purchase of the right of burial in the cemeteries facilities at any time to any person or persons whom the pastor or pastoral council may deem objectionable to the best interest of the cemeteries.

A. General

All lots within the Cemetery (whether New Cemetery or Old Cemetery) shall be subject to the policies of the Roman Catholic Archdiocese of Indianapolis (copies available upon request) and St. Mary of the Knobs parish. **Said lots shall be used for the sole and express purpose of burial of human remains only.**

B. Opening and Closing of the Grave Site.

(1) The opening and grading of all grave sites in the Cemetery must be performed by parish cemetery custodians. These services will be provided at the expense of the family member in accordance with the rate schedule in effect at the time of interment.

(2) Graves will not be closed on Sundays or such other days as may be designated at the discretion of the pastor in consultation with the pastoral council. The Cemetery will not be responsible for any order given by telephone or for any mistake occurring from lack of precise and proper instructions as to the particular space, size of grave and location in a plot where interment is desired. The Cemetery will not be liable for the interment permit nor the identity of the person sought to be interred.

C. Foundations and Monuments.

(1) There is a six month restriction on placement of the foundation and monument to allow ground to settle after a burial. Flat military markers, beveled or upright monuments may be used. Single monument **width** not to exceed 36 inches; double monument **width** not to exceed 48". Maximum **height** of any monument shall not exceed 36 inches. **Any expense incurred by the Cemetery to move monuments in excess of these specifications in order to open adjacent graves will be borne solely by the purchaser.**

(2) All workmen employed in the erection of monuments, or any other work related thereto, will check in with the parish office prior to commencement of any work in the Cemetery. Monument companies will provide St. Mary of the Knobs with a certificate of insurance on an annual basis.

(3) Each grave site is limited to one headstone. (If a military marker is used in addition to the headstone, such marker should be placed at the headstone rather than at the foot of the grave. The top of the military marker must be level with the ground.)

(4) Footstones are prohibited.

(5) The foundations of all monuments shall be constructed of poured concrete, set to a minimum depth of **two feet** and shall be constructed in a manner to allow for a **three inch** tapered apron around the monument.

(6) A proper mixture of sand and cement must be used to prevent the foundation from premature decay and crumbling. If hand mixed, use clean gravel and fresh cement in a ratio of at least 3:1 mix, or six bag mix.

(7) All cement forms must be removed when the monument is erected. Clean dirt fill must be used to fill in around the apron once the forms are removed. In the event the monument company fails to comply with the above directions, such company will be required to pay a maintenance deposit fee prior to the installation of any subsequent foundations.

(8) In the event a 2nd rite cremain burial on top of an existing in-ground burial requires an additional marker with name, date of birth, date of death, said marker will be a bronze plaque and affixed to the existing monument.

(9) When the ground is soft, all trucks and other heavy equipment must stay on road surfaces.

(10) All monuments are the property of the grave site family. St. Mary of the Knobs assumes no responsibility for the upkeep of said monuments, but does reserve the right, at the expense of the family, to remove or alter any monument that has become unsightly to the appearance of the Cemetery or has deteriorated in such a way as to present a potentially hazardous situation.

(11) No iron or wire work, and no seats or stand alone (unattached) vases will be allowed upon any grave sites except by permission of the pastor or other duly appointed representative of the parish. When an article constructed of iron begins to oxidize, the parish, at its sole discretion, may remove the same from the Cemetery. Non-oxidizing vases mounted on the monument will be permitted.

(12) A burial vault is required.

D. Flowers, Trees, Shrubbery and Decorations

(1) Flowers, trees and shrubbery **may not be planted** on any grave site and will be removed, at the sole discretion of the pastor or other parish representative, at the expense of the family.

(2) Decorations are permitted only from 11/15-3/1. Saddle arrangements are allowed. Unattached decorations whether on the ground or on the monument are NOT allowed during mowing season. Unattached is defined as anything that inhibits mowing or trimming, such as statues, shepherd hooks, planters, rocks, solar powered lights, etc.

(3) The Cemetery is not responsible for floral designs and has authority to remove all floral designs, flowers or plants of any kind from the cemetery when they become unsightly, dangerous, detrimental or diseased or when they do not conform to the standard maintained.

(4) All grading, power landscape work, improvements of any kind, and all care of plots and memorials will be done by the Cemetery or their authorized contractor. Individuals may not maintain plots.

(5) The Cemetery accepts no responsibility for loose items that may be damaged or lost, such as mementos placed on a ledge of marker or monument.

E. Ownership

(1) The sale, transfer or assignment of a burial right by the owner shall only be valid if on forms prepared or approved by the cemetery, and such sale, assignment or transfer shall be subject to a reasonable charge.

The Cemetery reserves the right to insist upon at least 24 hour's notice prior to any interment and at least one week's notice prior to any disinterment or removal. No interment of more than two bodies shall be made in one grave, except in the case of a parent and child or two infants buried in one casket.

Only two cremain interments are permitted per 4'x 8' space. The 2nd cremain interment fee will be equal to ½ the current plot fee and will be assessed at the time of death.

An in-ground interment (with a minimum of two feet of ground above the

vault) is permitted and a maximum of two cremains (one at the head and one at the foot of the plot) is permitted with an interment fee equal to ½ the current plot fee at the time of death.

No such sale, assignment, or transfer shall be binding upon the cemetery unless the same is filed and duly approved by the cemetery. No sale, assignment, or transfer of burial right shall be effected if there be any indebtedness due to the cemetery.

(2) Assignment is an order by the owner of a lot to allow the use of a space by a particular individual. Assignments must be honored by the cemetery as a directive of the owner, and cannot be changed by anyone except the owner. Such assignment by an owner may not be changed by the assignee, or anyone else. In a case where the lot owner has deceased after making an assignment, and the assignee has no interest in the space, no re-assignment can be made, as an assignment is for exclusive use, rescindable only by the lot owner.

(3) In the event that an owner of burial rights shall die prior to assigning or disposing of such burial rights, and there have been no burials on said plot, title to such burial rights shall rest in the person designated by the deceased owner in his or her will; provided that the deceased owner has made specific reference to the burial rights in such will. Unless the cemetery has written notice of the existence of a will, it may be assume that the owner has not effectively disposed of his or her burial rights by will, and the deceased person's burial rights shall be conveyed in accordance with the Indiana General Assembly Act.

(4) Right of Burial may be purchased only for the expected use of the purchaser an his/her immediate family, and may not be purchased for resale. The Cemetery reserves the right to disapprove a transfer or sale, if they feel there is any question that some relative has Right of Burial by law.

(5) It shall be the responsibility of the owner to notify the management of any change in his/her address. Notice sent to a plot owner at the last address on file in the office of the cemetery shall be considered sufficient and proper legal notification.

(6) The cemetery reserves the right to purchase back property for the original price paid when deemed necessary.

(7) A plot may not be transferred after the death of the owners, or after a burial has been made on said plot. No third party may act as agent for sale or transfer of any burial rights.

(8) The Cemetery hereby expressly reserves the right to adopt additional Rules & Regulations or to amend, alter or repeal these Rules & Regulations at any time. Sufficient notice will be given by the Cemetery of any rule change that will create expense, hardship or inconvenience to plot owners or other individuals having business with the Cemetery.

The Finance Committee and the Pastoral Council have approved the following fees to be assessed individuals for the purchase of cemetery plots for in-ground burial or in-ground cremain (in a 4'x8' plot) in the Hilltop Cemetery effective December 1, 2013.

Fee per 4'x 8' plot for one **In-Ground Burial:**

Parishioners:

**\$ 500 + \$500 Perpetual Care Fee*=
\$1,000**

\$1,000

Non-parishioners: \$2,750 + \$500 Perpetual Care Fee* = \$3,250

***NOTE: The perpetual care fee is included in each of the respective prices as shown above.**
The amount of this fee may be increased at the discretion of the parish as required.

Fee for FIRST In-Ground Cremains Burial on one 4'x8' plot:

Parishioners: \$ 500 + \$500 Perpetual Care Fee* = \$1,000
Non-parishioners: \$2,750 + \$500 Perpetual Care Fee* = \$3,250

***NOTE: The perpetual care fee is included in each of the respective prices as shown above.**
The amount of this fee may be increased at the discretion of the parish as required.

Fee for SECOND In-Ground Cremains Burial in the same 4' x 8' plot:

Parishioner: \$ 250 + \$500 Perpetual Care Fee* = \$ 750
Non-parishioner: \$1,375 + \$500 Perpetual Care Fee* = \$1,875

***NOTE: The perpetual care fee is included in each of the respective prices as shown above.**
The amount of this fee may be increased at the discretion of the parish as required.

AREA MONUMENT VENDORS:

Generations Monuments & Memorials
910 Silver Street
New Albany, IN 47150
812-945-9900

Orwick Monument Co.
812-738-2242
1-800-819-1047

Bob Strong
Marshall Monument
106 S. Water St
Salem, IN 47167
812-883-2938

Brummet Monument
812-282-2769

Fewell Monument Co.
1-800-356-5961

Newcomer Memorial Expressions
3309 Ballard Ln
New Albany, IN 47150
812-949-9900

Charlestown Monument Co.
812-256-6907 or 1-800-852-4913