

**STELLA MARIS CATHOLIC PARISH
P.O. BOX 49
EGG HARBOR, WISCONSIN 54209
CEMETERY RULES AND REGULATIONS**

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Rules and Regulations

Cemeteries for Stella Maris Catholic Parish have created as a final resting place for the faithfully departed of our parish. This final resting place is found at four sites: St. John the Baptist Catholic Cemetery, Egg Harbor; St. Mary of the Lake Catholic Cemetery, Baileys Harbor; St. Michael Catholic Cemetery, Jacksonport and St. Rosalia Catholic Cemetery, Sister Bay all located in Northern Door County Wisconsin

The Parish Cemetery Board, as a Sub-committee of Stella Maris Parish Finance Council, is immediately responsible for the operation and management of the cemetery. Any questions regarding the operation of the cemetery or for arranging burials or purchasing burial rights shall be directed to the Parish Office at (920) 868-3241 or Chairperson Mike Orthober at (920) 743-1827.

St John the Baptist Catholic Cemetery consists of 1.8 acres of established cemetery with burial sites available for sale and 2.0 acres of undeveloped property for cemetery purposes. Location at the intersection of State Highway 42 and Hillside Road in the Town of Egg Harbor, Wisconsin.

St Mary of the Lake Catholic Cemetery consists of 1.15 acres of established cemetery with the addition of 3.65 acres of newly dedicated cemetery. Located on County Highway EE in the Town of Baileys Harbor Wisconsin.

St. Michael's Catholic Cemetery consists of 1.0 acres of established cemetery and is located by St Michaels Catholic Church site on State Highway 57 in Town of Jacksonport, Wisconsin.

St. Rosalia Catholic Cemetery consists of 1.65 acres of established cemetery including a Cremain Memorial Wall with additional acreage for future use. Located on County Highway ZZ in the Village of Sister Bay, Wisconsin.

A Perpetual Care Fund is established. The purpose of this fund is to insure that funds are available for the care of the cemetery should there be no other sources of revenue available to maintain it. Perpetual Care covers general maintenance of the grounds, roads, walkways and fencing. This fund is not intended to cover markers, monuments, plantings. At least \$100.00, but not less than 25%, of the cost of the gravesite will be deposited into the Perpetual Care Fund.

Burial rights (gravesites) are sold individually to parishioners of Stella Maris Catholic Parish or non- parishioners of the Parish. Purchase prices of the burial rights (gravesites) are established by the Cemetery Board with approval of the Pastor with notification of prices to the Finance Council. When burial rights are paid in full, a Certificate of Easement will be issued.

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Prices of all burial sites, including Cremain Memorial Wall and Cremain sites are:

January 1, 2016

Register Parishioner - \$500.00 per site

Non Parishioner - \$2000.00 per site

No burials will be completed until all burial site costs and burial fees are paid in full.

Outer burial containers (vaults) are required in the Cemetery. The purpose of the outer burial container is to maintain the integrity of the ground above it. An outer burial container must be constructed of steel reinforced concrete, a minimum of 2" thick in all walls.

At the time of grave marking a probe will be used to determine the depth of soil. A probe will be lower in the middle of the site one foot from each side. If ground depth will be determined insufficient, the contractor will be notified and additional equipment will be necessary to complete the digging process. If the site cannot be ready at the time of service; it will be at the discretion of the Pastor and Funeral Director to determine the closing grave side service time. A minimum of 48 hours notice is required for the opening and closing of the grave. The Parish Office will contact the personnel for the opening and closing of the grave site. An Invoice will be issued to Estate of the deceased for the opening and closing charges from the funeral director or church office.

Opening and Closing Fees:

Opening and Closing Fees for full burial and Cremain burials are subject to change with the rock ledge terrain, seasons, weekend and Holiday burials as well as contractor fees. Please call the Parish Office for the current fees.

Cremain Burials:

St. John the Baptist and St. Michael's Cemeteries allow a maximum (two) Cremain burials per burial site. There should be sufficient ground above the Cremain urn to insure proper turf and surface maintenance. All opening and closing of Cremain sites will be handled by cemetery personnel. Opening and Closing fees shall be paid prior to the time of burial. All sites will be staked by cemetery personnel. No burials will be conducted when ground is frozen. St. Rosalia and St. Mary of the Lake Cemeteries have either a Cremain Memorial Wall or a designated section of the cemetery for Cremain burials.

For the Cremain Memorial Wall at St. Rosalia's Cemetery; the wall plaques must be ordered through Stella Maris Parish for continuity of the wall. A fee will be charged for the markers and installation of the markers. Veterans Affairs markers cannot be used on the Cremain Memorial Wall at any time.

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Veterans Affairs markers are allowed; however, these markers will be staked by cemetery personnel.

Cremation head stones must be no larger than 1 foot by 2 feet and must lay flush with the ground.

Buriable Urns Policy

All urns will be of a durable sustainable material (Resin, Concrete, Polyethelene, Marble or Metal). Dimension on the vessel shall not exceed 11 X 11 X 12 high.

An urn of glass, wood or other unsustainable material will have to be buried in a vault to prevent any degradation which may occur to the vessel once interred. Burial of this type of vessel will be subject to additional fees. A Waiver of Interment of Cremated Remains shall be signed. All vessels are subject to approval by the Cemetery Personnel. No vaults will be allowed at the St. Rosalia Memorial Wall because of space constraints.

All vessels and/or vaults cost will not be the responsibility of Stella Maris Parish or the respective Cemeteries.

Bronze Plate Markers: \$600.00 – Obtain from Stella Maris Office
All costs of mounting of markers shall be paid prior to mounting.

Cremation Burial on Occupied Burial Site:

All Cemeteries: Cremain burials on occupied sites will be allowed in all cemeteries with a written request from the next of kin of the occupied site. All Cremain burial urns are subject to the requirements described above. There should be sufficient ground above the Cremain urn to insure proper turf and surface maintenance. All opening and closing of Cremain sites will be handled by cemetery personnel. Opening and Closing fees will be determined by the Cemetery Board and charged at the time of burial

By diocesan policy, burial sites conveyed before 1940 and never occupied and for which perpetual care has not been paid, can be returned to cemetery control with the Bishop's permission. Notices must be placed in the local paper and the church bulletin for three (3) consecutive weeks before the request from the Bishop can be made.

Any unoccupied burial site may be sold back to Stella Maris Parish at the cost of purchase or \$100.00. Written request must be made to the Cemetery Board showing proof of burial site. Approval from the Cemetery Board and Pastor is necessary before a burial site can be sold back to Stella Maris Parish.

Any unoccupied burial site may be donated back to the Cemetery with donated credit given at the present sale price of the burial site.

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All cemeteries are open for visitation from dawn to dusk. No person shall enter the cemetery after dark. The cemetery roads are not kept open in the winter months.

Markers for individual burial sites (gravesites) may be placed as follows:

- A. All burial sites must be paid in full before any markers are placed.
- B. Only one monument is allowed for each burial site.
- C. A family monument is allowed only with the purchase of four or more sites. The monument being placed in the center with two burial sites on each side of the monument.
- D. If a monument is placed, individual markers shall be flush with the ground.
- E. Monuments may not exceed 36" in height, 10" in depth, and 36" in length. All Monuments must have a concrete base of 5 inches in front and back and 12 inches on each side or ends.
- F. All occupied burial sites shall have a marker in place within one year. After notification of the deceased family, the Cemetery Board has the authority to place a marker level with the ground at the expense of the family.
- G. The cemetery will not be responsible for any damage to monuments by normal cemetery maintenance, act of God or vandalism.

Decorations may be placed on individual burial sites as follows:

- A. No improvements may be made to the burial sites (markers and/or decorations) until the burial sites are paid in full.
- B. Artificial arrangements may be placed in the cemetery either attached to the monument or placed on shepherd hooks directly next to monument base.
- C. Permanent plantings and decorations may only be placed in designated plots within the cemetery under the directions of the Cemetery Board.
- D. All summer decorations must be removed by October 1st of each year to facilitate fall cleanup.
- E. All winter decorations must be removed by April 1st of each year to facilitate spring cleanup.
- F. Funeral flowers must be removed from burial sites five days after the funeral.
- G. St Rosalia's Cremain Memorial Wall and St. Mary of the Lake Cremained Area: Live seasonal plantings must be in a potted urn and placed near the plaque on the Columbarium wall or next to the grave marker and remained for no more than two (2) weeks. No additional figurines or decorations will be allowed at or near the Cremain Memorial wall or Cremained sites.
- H. Decorations not removed by designated dates will be removed by cemetery staff.
- I. When decorations become unsightly, they will be removed by the cemetery personnel.
- J. The cemetery is not responsible for any damage to decorations by normal cemetery maintenance, act of God or vandalism.

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The Cemetery Board will advise the Finance Council what the charges for burial sites should be. The Parish Finance Council shall set the appropriate prices upon the advice of the Cemetery Board and post the approved prices.

These rules and regulations will be reviewed from time to time and become effective upon recommendations of the Parish Cemetery Board and final approval of the Pastor. Please consult the parish office for the latest version.

Approved: June 9, 2007; Revised October 3, 2007; Revised May 31, 2008; Revised July 19, 2008; Revised May 29, 2012, Revised June 26, 2013, Revised December 11, 2015, Revised December 1, 2020