

# Sacred Heart Cemetery Rules and Regulations

**Parish Office:** 555 Bailey Road, Crystal City, MO 63019-1798

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**Cemetery:** 1204 Missouri Ave., Crystal City, MO 63019

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Rules of Sacred Heart Catholic Cemetery, Crystal City, MO, throughout this document known as Cemetery.

## VISITING HOURS

The visiting and working hours will be from sunrise to sunset.

## OFFICE HOURS

Sacred Heart Parish, 555 Bailey Rd., Crystal City, MO 63019 - Monday through Friday 8:30 A.M. - 4:30 P.M.

## OFFICE CLOSED

Weekends, Holy Days, Holidays

## PREAMBLE

The chief responsibility of the Sacred Heart Cemetery Board of Sacred Heart Cemetery is to direct the Management of Sacred Heart Cemetery to provide the people with places of burial that are representative of The Church's reverence for the remains of the faithful departed and its hope in the resurrection. Its goals are both spiritual and temporal: The spiritual goals are that the Catholic cemetery be a place of comfort on the day of a funeral and the years that follow. To do so the Cemetery is to be conducive to the funeral liturgy and its personnel helpful in providing sound counsel in the selection of a family plot responsive to family needs and its vision of itself.

We bury our dear ones with love. A love that the Church and cemetery personnel share with each family that uses its burial facilities. Love is not for the moment, for we believe that the dead shall rise again on the Last Day to be reunited with their loved ones. Love reaches far into the future expressing itself in caring for the place of burial and the beauty of the surrounding cemetery grounds. Love is not narrow or exclusive for one's own, but embracing all who lay in the hallowed ground shared by their family. The Catholic cemetery is a place of love by the Church, The Mystical Body of Christ for all of its members, the living and the dead.

The temporal concerns are to make the spiritual goals possible by sound management, which require that a fair wage be paid to the men and women who make everything happen in the cemetery and that the best interment facilities and techniques available be adopted. Since the Church's love is widely defined as to time and place, old burial grounds must be looked after and new facilities developed as the population shifts and grows.

## GENERAL PURPOSE

The purpose of the rules of Sacred Heart Cemetery is to promote the ideals of Christian Burial by making the cemetery grounds a haven of comfort and peace, the continued welfare of the Cemetery as a whole and the well-being of lot holders and visitors. The rules are not arbitrary, but developed over decades of experience of what promotes the common good.

The beauty and care of the cemetery, present and future is entirely dependent upon the Sacred Heart Cemetery Fund and Sacred Heart Parish. The Cemetery has the following sources of income: the sale of lots,; interment fees; monument setting fee; cemetery maintenance donations and income earned by the Sacred Heart Cemetery Endowment Fund. As the cemetery grows older the sale of lots, and interments fall off, leaving the burden of caring for the burial grounds and cemetery infrastructure more and more dependent upon income generated by the Sacred Heart Cemetery Endowment Fund and Sacred Heart Parish. Thousands of graves are being maintained at the expense of those who have made a donation either on an existing family lot, or as a part of the price of a newly purchased lot. The guiding principle of Sacred Heart Cemetery Rules is that the burial grounds that make up Sacred Heart Cemetery always be maintained as befits the reliquary of the saints. The Sacred Heart Cemetery Endowment Fund is, therefore, key to our thinking and regulations.

## DEFINITIONS

The following definitions shall be adopted to describe the terms used in these rules:

- A. SACRED HEART CEMETERY: a place dedicated for the burial of the faithful and others for the religious and charitable purposes of The Church.
  1. Included in this definition of a 'cemetery' are the grounds, facilities and personnel involved in the interment and memorialization of the dead.

- B. SACRED HEART CEMETERY ENDOWMENT FUND: a fund established by Sacred Heart Parish.
- C. LOT HOLDER: the person or persons who holds the deed and their heirs-in-law who have the legal right to authorize an interment.
- D. LOT: a burial plot of one or more graves.
- E. GRAVE: the basic, below ground burial place.
- F. SECTION: designated area of cemetery land.
- G. INTERMENT: the committal of human remains in their final resting place.
- H. BURIAL: interment of human remains in the earth.
- I. DEED: the legal authority to order an interment in a particular burial place.
- J. CREMATION: the reduction of human remains by fire.
- K. INURNMENT: placing cremated remains in a container
- L. MEMORIAL: a stone or bronze commemorative plaque.
- M. MONUMENT: a freestanding upright memorial.
- N. MARKER: a small memorial for one or more graves.
  - 1. Included in this definition are small, freestanding temporary markers.
  - 2. A lawn level marker set flush with the level of the ground.
- O. GRAVESIDE SERVICE: an interment service conducted at an open grave.

## GENERAL RULES

The Cemetery is a sacred place and is due all the honor and respect given to a church building itself. It is God's Acre. Unbecoming behavior, dress and language are not to be tolerated. Picnicking, or similar gatherings, are also inappropriate for the sacred character of cemetery grounds.

1. Sacred Heart Cemetery is a non-profit corporation affiliated with The Archdiocese of St. Louis and Sacred Heart Parish, Crystal City, MO, operated for the religious and charitable purposes of the Catholic Church through the burial and memorialization of the Catholic faithful, and as warranted, those with a Catholic affiliation. It serves as a witness of The Church's compassion for the living and reverence for the dead. The Sacred Canons of the Roman Catholic Church and the Norms of the Archdiocese govern in all cases.
2. These Rules are subject to change as circumstances warrant. Sacred Heart Cemetery reserves the right to change the following policies and procedures without notice.
3. The possession of firearms on cemetery property, including the buildings, parking areas and other premises, is strictly prohibited.
4. No alcoholic beverages are permitted in the Cemetery.
5. The Cemetery reserves the right to refuse admission to, or the use of its facilities at any time, to any person, or persons, as its rules, judgment and traditions may dictate.
6. Children under sixteen years of age should always be in the company of adults while in the Cemetery.
7. Pets may not be brought into, or buried in, the Cemetery.
8. Loitering and boisterous demonstration or improper assemblages are not permitted within the Cemetery.
9. No athletic equipment of any kind is to be used on cemetery property.
10. No vehicles, such as motor bikes, are allowed in the Cemetery. Anyone caught riding a motor bike or any other unauthorized vehicle in the Cemetery will be prosecuted.
11. The Cemetery Board is responsible for the upkeep and appearance of the Cemetery. It is not responsible for accidents which may happen in the Cemetery.
12. Any variance of any of the above rules and regulations must be approved by the Cemetery Board and authorized by the Cemetery Board in writing and kept on file in the Parish Office.

## RULES FOR FLOWERS

1. The use of any type of flower vases or metal poles other than those integral to a monument stone is NOT PERMITTED nor will the Parish Office accept any liability for their loss or damage under any circumstances. Note well: such item not integral to a monument stone will be removed at the expense of the lot holders.
2. The planting of trees or bushes or flowers on the grave lot or in the cemetery is NOT PERMITTED by lot holders.
3. Flowers and all grave decorations will be removed from the graves and monuments during the first full week of March and November or at other times as deemed necessary. No more than two (2) arrangements per grave space permitted at any time.
4. Foam plastic packaging is not biologically degradable and is a soil pollutant that hampers the growth of grass and other plants. Please do not bring it into the cemetery.
5. The cemetery is not responsible for lost, damaged or stolen grave decorations. The removal of flowers, planting or other property without proper authorization is theft and may be prosecuted.

6. The quantity and disposition of funeral flowers on new graves is to be determined by the Cemetery. The length of time they will be left on the grave will be determined by cemetery maintenance.
7. Any item in violation of the rules and regulations will be removed.

## RIGHTS

Lots and portions thereof may not be transferred by a private party to anyone other than the Cemetery, provided, however, that the Cemetery is not obligated to accept the same.

- A. The Cemetery will refund the original purchase price shown on the Deed of the grave space, excluding perpetual care.
- B. Occupied burial space or unused graves isolated by the burial of family members or a monument may not be returned.
  - a. Such graves may be donated for charity burials at their fair market value. Such gifts may be used as a charitable gift to The Church.
- C. Families with burial space that have no prospective need in the future are encouraged to donate these graves to the Cemetery to be used for charity burials upon the request of individual pastors.
  - a. Sacred Heart Cemetery will consider providing a grave in cases of genuine need attested to by pastor.
- D. The disinterment of the dead will only be allowed for the most pressing reasons upon written consent of the legal or health authorities.
- E. Deed: The right to authorize an interment is exercised at the lot holder's discretion. Those who inherit the Right do so on an equal basis with all those of the same class, as enumerated below. The Cemetery will not become a party to family disputes. The Authorization to Inter must be supported by affidavit. All responsibility for the interment rests upon the lot holder or their designee.

## AUTHORIZATION TO INTER

Persons who can authorize an interment:

- A. Original Lot Holder. If deceased, then:
  - a. Party to whom lot is willed by a specific devise. If not willed, then:
  - b. Wife or Husband. If no Wife or Husband, then
  - c. Children, or descendants. If no Children, then:
  - d. Father or Mother, Brothers or Sisters (an adopted child shares with equal capacity as a natural child) or their descendants. If all are deceased, then:
  - e. Grandfather or Grandmother, or Uncles or Aunts.
  - f. If none of the above classes of persons remain, the personal representative of the estate of a deceased lot holder or his descendant as described above may decide.
    - i. Personal representative shall not be personally liable but shall be liable only in his or her capacity as personal representative and to the extent of the assets of the estate of the deceased lot holder or descendant as described above.
  - g. Person of collateral relationship to lot holder or his/her descendants as described above who has approval in writing (signature) of a person with authorization to order interments.
  - h. The person making the decision to inter warrants that he/she has authority to do so and thereby holds the cemetery, its agents and employees harmless from any damages arising from an improper authorization. This shall include attorneys fees incurred in defense of any lawsuit based on an improper authorization to inter.
- B. After a period of 75 years since the last recorded activity on a burial site, after a reasonable search for heirs, the Deed reverts to the Cemetery in regards to the unused burial spaces. If persons with a legitimate claim present themselves after the graves have been used, their claim shall be settled by providing them with an equal number of burial spaces in an equivalent location to those that reverted to the Cemetery.

The Cemetery is not liable for the location of a burial on a lot designated by a telephone call. The family is urged to make its choice at the Cemetery/Parish Office.

## FUNERALS

All funerals, on reaching the Cemetery, come under the jurisdiction of the Cemetery Management. It is the responsibility of the funeral director to arrive at the correct grave site. Parking, routing, traffic direction, grave side services and all other funeral and interment arrangements within the Cemetery boundaries are under the exclusive jurisdiction of the Cemetery Management (Pastor and Board.)

- A. No Burials on Sundays

- B. All burials must be in some type of container or vault. A vault is required with a casket, but not required with an urn burial. Exceptions to this must be cleared through the Parish Office.
- C. Funerals taken grave side must have pallbearers.

In the event of an error in an interment or other matter:

- A. If the Cemetery erred, it reserves the right to correct its error at its cost with no further liability to any other party.
- B. If the error resulted from the order or action of a funeral director, monument dealer, or other party, the cost of rectifying the error and all other liability will be that of the one who caused the error, with no liability upon the part of the Cemetery.
- C. If the lot holder was in error, he bears the full responsibility with no liability upon the part of the Cemetery.
- D. If another person orders an erroneous interment through error or deceit, he must bear full responsibility with no liability upon the part of the cemetery to verify the justification of the claims made.

A disinterment permit issued by a city or county agency must be presented to the cemetery before a disinterment can be completed.

## GENERAL CEMETERY CONDITIONS

The grade of all lots, graves, sections, roads, fences or other features of the Cemetery shall be determined by the Cemetery and may be altered when deemed necessary for the common good of lot owners or visitors.

Aisles, walks, roads and other areas may be converted to burial ground as determined by the Cemetery.

1. Monuments or other structures that become dangerous or detrimental to persons in the Cemetery must be repaired or removed at the expense of the holders
2. Maintenance work not covered by Sacred Heart Cemetery will be done at the expense of the lot holder.
3. Charges for work done by the Cemetery at the expense of the lot holders must be prepaid. Maintenance and repair of all memorial work on a lot shall be the responsibility of the lot holder.
4. Should all or any part of an inscription, memorial, effigy or other structure be deemed unfitting or incompatible with the Catholic character of the Cemetery, it shall be lawful for the Cemetery to prohibit its erection, or, if erected, to remove it upon receipt of orders by the proper Ecclesiastical Authority at the lot holder's expense.
5. Lot holders shall not allow an interment on their lot for a remuneration.
6. All workmen employed by others in the erection, installation, addition or other work on memorial work, vaults, etc., are subject to the control and direction of the Cemetery Office. Any workman failing to comply with this rule will not be allowed to work in the Cemetery. Vulgar or profane language will not be tolerated. Shirts must be worn at all times. Water connections, where provided, are for the use of workers. Make no nuisance.
7. All foundations for memorial work will be installed by authorized monument dealers at specifications determined by the cemetery.
8. All memorials, flower containers, burial containers, decorations and other private property is placed on the burial space at the lot holder's risk with no liability to the Cemetery. The lot holder is responsible that all memorial work be properly installed and maintained.
9. No peddling or soliciting is permitted in the Cemetery at any time. Memorial dealers may bring prospects into the Cemetery to show them stonework, but they are not to approach visitors in the Cemetery.
10. No signs or notices are to be posted in the Cemetery without the express permission of the Cemetery Office.
11. The visiting and working hours will be determined by the Cemetery.
12. Lot holders and visitors are asked not to approach workmen in the Cemetery, kindly call at the office. Cemetery employees are not permitted to do work for lot holders.
13. After a new interment, please be patient while the grave is filled, seeded and the grass is established.

## LOT PURCHASES AND TERMS

1. The Cemetery has the right to require those purchasing a lot or arranging for an interment to come in person to the Cemetery/Parish Office.
2. All cemetery lots must be paid in full at the time of purchase.
3. Grave may be used for double deep burials.
  - a. There may be a maximum of four standard urns buried in one grave. Only one upright monument is allowed per grave space. Flat markers are allowed per regulations.
  - b. When interment is made using an urn vault, there may be a maximum of four urn vault burials in a single grave.
  - c. Approved funeral home or grave digging company is in charge of burying urns, not individuals. Funeral home or grave digging company to contact Sacred Heart prior to burial.
4. A lot must be fully covered with Perpetual Care before a grave will be reopened.

5. No memorial work may be installed on a lot not fully covered with Perpetual Care.
  - a. No memorial work may be installed if there is an outstanding fee.
6. Interment charges are not included in the purchase price and are due prior to the burial.
7. Upon payment in full of the lot purchase Sacred Heart Cemetery agrees to give the Purchaser a Certificate of Deed.
8. Contact Sacred Heart Parish office for current pricing.

## RULES FOR MEMORIAL WORK

No memorial work of any kind, its installation, alteration, lettering or other activity may take place on a lot that is not fully covered with perpetual/endowed care or if any fee or charge is outstanding on the lot.

The rules for memorial work of Sacred Heart Cemetery are designed for the benefit of all. We hope to make it easier to mark the graves of all buried here while maintaining the overall appearance of the Cemetery.

The Cemetery reserves the right at all times to prescribe the kind, design, size, symbolism, craftsmanship, quality and material of all memorials, inscriptions, plaques, monuments or markers placed in the Cemetery. All memorials are subject to approval by the Cemetery, with all exceptions to be confirmed in writing by the Cemetery Board. These will be granted only under extraordinary circumstances.

## GENERAL MEMORIAL RULES

1. A permit must be obtained from the Cemetery Office/Monument dealer for each piece of memorial work to be installed, removed, or altered in any manner other than lettering in the cemetery.
  - a. The permit will be issued upon approval of the design.
  - b. Temporary markers are permitted only through the funeral home.
  - c. Written permission from the family must be received before any memorial work may be removed for any reason.
  - d. Cremated remains are not permitted for burial in monuments or benches.
2. All memorial work must conform to cemetery specifications. We advise families to check with the Cemetery office regarding memorial rules before placing an order with the memorial dealer. Exceptions will not be made after an order has been placed.
3. All memorial work must be done in a workmanlike manner. Carvings and inscriptions by hand, sandblasting or other method must be done in a skillful and artistic manner.
  - a. Lawn level markers are to be set even with the ground, not plumb or level.
  - b. All monuments or markers set above the surface of the ground must be set plumb and level.
    - i. Monuments must be pinned to the base stone.
    - ii. Monolithic monuments must be pinned to their foundation.
4. A drawing with all designs and inscriptions on the stone, including artwork, must be submitted to the Cemetery office with the foundation order.
5. No memorial work may be installed in the Cemetery until it has been approved by the Cemetery to determine if the conditions and specifications have been fulfilled and the stone is a faithful execution of the design submitted.
  - a. Improperly set memorial work, or set without a Cemetery permit, will be removed and stored. Charges apply. We require that lot owners and monument dealers deal fairly and follow all pertinent cemetery rules.
  - b. The installation of a pre-need marker reserves a grave space. The original lot purchaser has this right. On older, larger lots, however, pre-need markers will only be accepted for installation when:
    - i. There is written consent of the lot owner heirs
    - ii. The lot owner heirs have also given written consent for the prepayment of future burial fees, and these fees have been paid in full.
    - iii. The lot is fully covered under perpetual care.
6. **A permit for memorial work will not be issued until the lot is paid for in full and fully covered with perpetual care.**
7. All memorial foundations will be installed under the direction of the Cemetery according to its specifications.
8. The Cemetery has the right to charge fees for memorial permits or foundations, which permit will not be issued until the fees are paid in full.
  - a. The standard foundation procedure and charge applies when replacing existing markers.
  - b. It is the responsibility of the monument dealer to remove existing memorial work that is to be replaced.

## MONUMENT SIZE

Single grave in Sacred Heart Cemetery:

- Concrete - First Layer (Pier): Can't exceed 44 inches
- Base - Second Layer (Granite): Can't exceed 40 inches (needs 2 inch lip under it)
- Monument - Third Layer (Die): whatever is appropriate to fit on base.
- For monuments on a double lot = double figures for single grave.

Monuments in the Cremation/Baby Section:

- Maximum width of any layer of a monument in this section can't exceed 36 inches.

## SETTING FEES FOR MARKERS/MONUMENTS:

- Monument companies are to contact Sacred Heart prior to setting the monument. DeClue's Grave Service will locate the proper location of monument for monument companies.
- Military Markers – No setting fee charged by Sacred Heart Cemetery for military markers.
- Monuments – One upright monument per lot. One flat monument per lot, butted up against the upright monument.
- Monuments must be placed within one year of burial, unless pastoral circumstances dictate a lengthening of time, with pastoral approval.

## MONUMENT DEALERS

1. Workmen employed by the monument dealers must adhere to the hours and conditions determined by the Cemetery.
2. **All OSHA and State regulations must be adhered to.**
  - a. Memorial work is to be performed during regular open hours, and not on Sunday.
3. Monument dealers may not at any time solicit business from visitors to the Cemetery; however, they may bring clients into the Cemetery to show them memorial work.
4. The Cemetery cannot accept memorials for safekeeping before installation. All memorials must be installed upon delivery to the Cemetery.
5. The Cemetery reserves the right to determine the location of a memorial on a lot.
6. The type and number of markers permitted on a particular lot will be set forth in this document.
7. Memorial work will be set by approved independent contractors who work at the Cemetery's specifications and under the control of the Cemetery Office.
  - a. The job is to be done in a workmanlike manner.
  - b. No litter is to remain after the memorial is installed and conditions returned as much as possible to what they were before installation.
  - c. Express permission must be obtained from the Cemetery before heavy equipment is brought into the Cemetery or a vehicle driven into a section.
8. Any damage to the lot, section or the Cemetery must be repaired at the expense of the contractor.
  - a. Damage to the personal property of others must be reported to the Cemetery Office. The costs of repairs is the responsibility of the contractor.
9. The Cemetery disclaims all responsibility for damage or injury to memorial work although it will exercise all ordinary care to protect them. Normal wear and tear due to Cemetery operations is to be expected and causes no liability to the Cemetery.
10. In the event of an error on the part of the Cemetery it has no other liability than to correct its error at its expense. All other errors are the liability of those responsible.
  - a. The Cemetery is not liable for accuracy of orders received over the telephone. Please fax your instructions or present them in person to the Cemetery Office.
11. Maintenance and repair work necessary on memorial work is the sole responsibility of the lot holders.
  - a. Dangerous or dilapidated stones are to be removed at the expense of the lot holder.

## MONUMENT LOTS

Only one upright monument will be allowed on a lot.

Monuments shall be centered on the back line of the lot unless specifically permitted otherwise by the setting fee permit.

The installation of stone vases on a monument are allowed. The Cemetery is not liable for the condition of vases or any damage to them.

Monolithic monuments will be permitted but a special foundation with dowel pins is required.

All stonework and monuments joined to other stones must incorporate bronze dowels of at least 3/8" thickness and 6" long. Vertical joints must be epoxied and perfectly sealed. As much as possible vertical joints should be avoided and when used so fitted that the stones interlock as a mortise and tenon.

A lot that has a monument privilege, which has not as yet had a monument installed or where the monument is to be replaced, may have only one monument per lot which is to memorialize all those who are buried there.

A lot with an existing monument that will not accommodate the names of all those buried there and which has no head or foot stones may have only lawn level markers, following the cemetery's existing rules for such memorial work.

Inlays may be used only with consent of the Cemetery Management, but with no liability to the Cemetery for any damages whatsoever.

- A. Ceramic photographs on memorials do not conform to Cemetery practice, lend themselves to vandalism and to unfavorable comment. Express permission of the Cemetery Office must be obtained before they may be installed. The Cemetery shall not be liable in any instance for damage to inlaid (totally recessed) ceramic photographs or emblems or any material attached on upright or slant memorials.
- B. A letter signed by the purchaser is to be on file with the cemetery that full responsibility for the inlay, emblem or photograph on the memorial lies with the family.
- C. Shared Monuments are to be treated as family monuments in regards to lettering and photographs.

Lettering should be of design and size appropriate to the stone in question.

Permanent shadowing or coloration may be used in lettering but the Cemetery cannot accept responsibility for permanency of such coloring.

Lettering should be at least 1/2" deep.

- A. Raised, shadowed and other types of lettering may be employed **on monuments**. As such lettering is fragile, its use is at the lot holder's risk.

## MATERIALS

1. Materials used in the manufacture of memorial work should be selected with concern for durability. Icy weather, the heat of the sun and effects of air pollution all contribute to the deterioration of stonework.
  - a. Granite is the most durable material and is recommended.
  - b. Hard, dense marble may be used, but is not recommended.
  - c. Only traditional bronze patina markers may be used, color is not permitted. Bronze markers on a granite base are not permitted.
  - d. Other materials are not approved.

NB Grouting must be either the monumental setting compound commonly used by the industry in St. Louis or an epoxy material. All joints are to have a perfect seal against moisture.

All upright markers are to be doweled to a pre-cast concrete base prior to setting on a sand foundation.

## CONDITIONS

It is the responsibility of the lot holder that all memorial work be maintained in a solid, non-hazardous condition. Any damage resulting from a misalignment or loose condition of a memorial is the liability of the lot holder. Stones are moved by the natural action of frost and weather. The family should inspect them from time to time.