

The Catholic Community of [*La Comunidad Católica de*
SAINT KATHARINE DREXEL PARISH
Beaver Dam, WI

St. Katharine Drexel Cemetery Committee
By-laws – May 30, 2017

1. The purpose of this committee is to formally advise the Pastor/administrator regarding policy, budget and direction for the four cemeteries established by the parishes of St. Mary, St. Michael, St. Patrick and St. Peter, of Beaver Dam, WI. The committee oversees the stewardship of all money and property segregated for the care of the cemeteries including their perpetual care funds.
2. This committee reports to the parish's pastor/administrator and the parish finance council.
3. Membership on this committee is decided by the pastor/administrator and includes: the pastor/administrator and six at large committee members. Ad-hoc members (non-voting) include the Director of Cemeteries and the Director of Administration and Stewardship (DAS). Membership for the Director of Cemeteries and at large members is for three years and is renewable. Terms for the members should be staggered so that two members are up for discernment every year.
4. The director of cemeteries is chosen by the pastor/administrator with the advice of the DAS and at least two at-large board members. The Director of Cemeteries advises the pastor/administrator about other cemetery staff decisions with the assistance of the DAS. Personnel matters are under the advisement of the Parish's personnel committee and are under the same personnel handbook that is used by the whole parish and approved by the Archdiocese of Milwaukee.
5. A secretary should be selected or reapproved at the same meeting by this committee in the spring of the year. This person tracks terms of office, writes and distributes minutes to all members of the committee and the finance council chairperson who will distribute to the finance council. Preferably the secretary should be an at-large member but may be any member.
6. All members of this committee should receive annual continuing education on the state laws and Archdiocesan policies that effect cemeteries and should strive to make decisions consistent with these laws and policies. The Director of Cemeteries and the DAS should assist in finding relevant continuing education.
7. Decisions are made through consensus when possible (including ad hoc members).
When consensus cannot be reached, voting members can instead decide the matter with a vote.

Church
511 S. Spring St.
Beaver Dam, WI
53916

Parish Center (Office)
408 S. Spring St.
920-887-2082
Fax 920-885-7602
www.stkatharinedrexelbd.org

School
503 S. Spring St.
920-885-5558
www.skds.org



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8. A chairperson should be selected or reapproved by this committee at a meeting in the spring of the year. The role of the chairperson is to call meetings, set agendas to accomplish the purpose of the committee, moderate meetings and coordinate with the parish finance council. This chairperson should be an at-large member. A chairperson can serve in this capacity for up to six years.
9. Meetings are open to the public and when possible announced in advance in the parish bulletin. Though this committee makes financial decisions for the cemeteries, the money is held by St. Katharine Drexel Parish and handled by the parish's staff in its normal manner consistent with the guidelines established by the Milwaukee Archdiocese.
10. The budget needs to be approved by this board and then presented to the Parish Finance Council for final approval.
11. Any purchase exceeding \$5,000 needs prior approval from the Parish Finance Council.
12. Frequency of meetings should be minimally three times per year.

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Catholic Cemetery Budget
2018-2019
Approved Budget

Revenue

Burials (50)	\$30,000
Plot Sales (20)	10,000
Misc (Rent, Staking, etc.)	1,000
Interest/Dividends	<u>17,500</u>
 Total Revenue	 \$58,500

Expenses

Wages	\$30,500
FICA	2,340
New Equipment	1,500
Maintain Grounds	10,000
Repair/Maintain Equipment	3,000
Tree Trimming	4,800
Utility Bills	800
Investment Fees	4,500
Perpetual Care (20% of plot sales)	<u>2,000</u>
 Total Expense	 <u>(\$59,440)</u>
 Net Income	 (\$ 940)

Notes: Used average of \$600 per burial. Presently at \$552.

Plot Sales (Had 25 past year)

Only dividends and interest. Market value gains not included.

(Final budget still needs to be approved the by Parish Finance Council)

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Cemetery Burial Cost Sheet

Plot purchase: \$500 per plot

Monument/Marker Marking fee: \$50 (this fee payed by the monument company)

Body Burial fee (opening/closing of grave): (paid to us by funeral home-typically; otherwise directly from family):

April 1-November 30:

weekday: \$600
Saturday: \$800
Sunday: \$900

December 1-March 30:

weekday: \$800
Saturday: \$900
Sunday: \$1,200

Cremated Remains Burial Fee: (if an urn vault is used add \$200 to the fee listed below) – urn vaults are NOT required to be used at our cemeteries if the urn itself is made out of marble or metal. Please contact Rodger for questions (info below):

April 1-November 30

weekday: \$300
Saturday: 450
Sunday: \$500

December 1-March 30:

weekday: \$500
Saturday: \$600
Sunday: \$700

*****please note that due to frost depth, burials will be done as possible*****

**** winter costs may vary ****

prices may change without notice

Contact for all of St. Katharine Drexel Cemeteries (St. Michael, St. Patrick, St. Peter) in regard to a plot purchase, burial, marking/locating a grave, please contact Rodger Matson at 920-210-5415.

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Cemetery Grounds Policies

For those visiting our cemeteries, this is beautiful, holy ground and in order for it to be maintained to the best of our abilities we request the following:

- Monuments/markers can only be placed on a grave once the plot has been paid for.
- All monuments/markers must be set on a concrete/granite base and be flush to the ground. There must be a minimum of a 4" wash. The depth of the concrete base must be from 6-8" deep.
- All military plaques must be mounted to a headstone or beveled placement stone. They CANNOT be placed directly in the ground or level with the ground surface. These must have a minimum of a 6" bevel.
- Natural (ANNUAL ONLY) and artificial flowers may be used and can only be placed directly in the ground, with an allotment of 12" from the front of the base of the monument/marker. Nothing is to be placed to the sides or behind the monument/marker. There may also be a permanent planter as part of the monument/marker or its' base. No glass, containers, or extra pots/planters may be used. All flowers must be removed every Spring and Fall cleaning.
- All natural flowers planted are the responsibility of the person who planted them. They will not be maintained by the cemetery.
- Adornments may be placed on the monument/marker or the base, however we are not liable for any lost, stolen, or damaged items. BENCHES are not allowed, unless approved by the board. They may be used as the headstone with the appropriate dimensions. All benches must be preapproved by board.
- No edging material, trellises, guards, etc., may be used or placed at the cemetery.
- Only ONE shepherd's hook may be used per monument/marker. It must be placed as close to the monument/marker as possible. If it is too far from the base, it will be removed. You MUST remove the hook during every Fall cleaning.
- No other permanent marker may be placed other than the headstone or military marker unless approved by the board.
- No alcoholic beverages, containers from alcohol, drugs, and/or weapons are allowed on the properties, and are not allowed to be used as adornments.
- Bushes, trees, shrubs and other perennials (such as hostas, etc.) are not allowed to be planted unless permission given by the cemetery board. If one is planted without prior permission, the items will be removed.
- Any item placed in the cemetery that is deemed by the board to be against these policies or their permission, will be removed without notice.
- Spring cleanup begins the first weekend of April and Fall cleanup begins the first weekend of September. ALL items must be removed from the monuments and can be replaced beginning the Friday before Mother's Day and the second weekend of November.
- We strive to take as much care as possible to maintain these precious grounds, however, accidents and/or vandalism do happen. The cemeteries will not be held liable for any damage to plants, monuments and/or adornments whether by accident or vandalism.

***If you have questions, please contact the Parish Center at 920-887-2082 to leave a message for the Cemetery Board.

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