

Policies and Procedures



Saints Cornelius & Cyprian Catholic Cemetery

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Mission Statement

The Church is commissioned by Christ to proclaim the Good news. Our cemetery reflects this mission by maintaining and expressing Catholic teaching and tradition in our endeavor to serve the many needs of those requesting Catholic burial. Saints Cornelius and Cyprian Catholic Cemetery provides for the family and friends who seek the healing and consoling presence of Christ and His Church in a catholic setting.

Our cemetery serves the needs of individuals and families by offering healing, hope and peace in a ministry of liturgy, prayer, counseling and consolation. With the grace of God, we endeavor to help people experience Christian death and burial with faith, hope, dignity and peace even as they and we suffer the pain and confusion of loss, separation and grief.

Visiting Hours

Dawn to dusk 365 days a year.

Definitions of Commonly Used Terms

Cemetery Manager: The person or persons appointed by the pastor for the purposes of managing the cemetery.

Grave/Grave Space: A space of sufficient size to accommodate one human interment.

Lot: Numbered divisions as shown on the cemetery map which consists of one or more adjoining graves.

Plot/Lot Holder: The person or persons who hold the original "Right of Burial" to a given cemetery lot as recorded in the cemetery's records.

Markers: A memorial placed flush to the ground on a grave identifying a particular grave site.

Memorial: This term includes a monument, marker, tablet or headstone for a family or individual use.

Monument: A tombstone or memorial of granite or marble which will extend above the surface of the ground.

Management Rights

Saints Cornelius and Cyprian Catholic Church and Cemetery reserve the following rights and privileges in order to be good stewards of the land, to carry out the work of burying the dead, maintaining the graves and obeying all legal and regulatory requirements.

- **The Right to Re Plat**
- **The Right to Reclassify and Restrict**

- **The Right to Ingress and Egress**
- **The Right to Easement**
- **The Right to Substitute (with just cause)**
- **The Right to Exceptions to the Rules**
- **The Right of Rule Making**
- **The Right to Amend Rules**

Burial

Arrangements for Interments. We request that the parish office is notified in advance for all interments to give the cemetery ample time to prepare the burial space.

Supervision of Funerals. All funerals will be subject to and comply with the direction of cemetery personnel while they are within the cemetery.

Permit Required. A Michigan Department of Community Health Burial Transit Permit is required for all burials within the cemetery.

Viewing Prohibited. The casket may not be opened at any time within the cemetery without the express permission and in the presence of the Cemetery Manager or designee.

Right of Scheduling. We reserve the right to designate the hour and manner in which interments, disinterment and removals will or will not be permitted.

Delayed Burials. The cemetery will in no way be liable for any delay in the interment of a body where a protest has been made, where the rules and regulations have not been complied with, when weather conditions hinder the burial or where such burial is prohibited.

Outer Burial Container Required. It is required that all in ground burials have a container constructed of a permanent material.

Vault Liability. Cemetery personnel will not be held liable for any damages or injuries resulting from burial containers thereof when they set or seal said containers or maintain the same.

Correction of Errors. We reserve the right to correct any errors within the cemetery.

Burial Fee. All interments are subject to a fee as set forth in the price guidelines.

Funeral Flowers. Funeral flowers will be left at the final burial spot for up to three days after the final committal.

No Burials Permitted. No burials are permitted on New Year's Day, Holy Thursday, Good Friday, Holy Saturday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day or any Sunday.

Cremation

Cremated Remains Permitted. Interment of cremated remains is permitted in the accordance with the provisions of Canon Law and Diocesan Statutes.

Cremation Urn or Urn Vault. For in-ground burials, cremation urns or urn vaults are not required if the cremated remains arrive at the cemetery in a non-biodegradable container or approved urn.

Scattering. Scattering of cremated remains is prohibited within the cemetery.

Double Interments Permitted. We reserve the right to permit the interment of more than one human remains in a space with the purchase of a second burial right fee.

Removals/Disinterment

Disinterment Permitted. No disinterment or removal will be allowed except with the authorization of the Cemetery Manager and with the authorization of the plot or lot holder(s).

Arrangements for Disinterment. All arrangements for disinterment should be directed to a funeral home first.

Cost. The family petitioning the removal will bear all costs involved with the disinterment as set forth by the price guidelines for the cemetery and any funeral home expenses.

Scheduling for Disinterment. Scheduling for all disinterment is solely at the discretion of the Cemetery Manager.

No Liability for Damage. We will exercise due care in making a disinterment and removal, but we will not assume liability for the damage to any casket, burial container or memorial incurred when making the disinterment and removal.

Removal for Profit. The removal of the bodies of a deceased lot owner and his immediate family for profit to their heirs is repugnant to the ordinary sense of decency and is absolutely forbidden.

Infants, Stillborns and Fetuses

Infant Burial Spaces. The cemetery has a specially designated infant burial section within the cemetery. This section has been set aside for the sole purpose of burial of infants, stillborns and fetuses. Burial in this section will follow a "next available space" procedure.

Burial in Family Lot. Burial of an infant is allowed in a family lot. This may be in the same grave reserved for a family member. The cemetery will check the lot to insure there is space in the grave in question. Second burial right purchase is not required.

Transfers or Disinterment. Transfers and disinterment will be handled in the same fashion as an adult. A funeral home must be contacted prior to any arrangements at the cemetery.

Non-Catholic Burials

Interment. Saints Cornelius and Cyprian Catholic Cemetery exists for the burial of the faithful. On occasions, non-Catholic relatives of Catholic families may ask to be buried in the cemetery. These cases will be discussed on a person-by-person basis with the Parish Pastor.

Final Committal. On those occasions when a non-Catholic is invited to be buried in our cemeteries, the deceased person's minister may conduct the burial service according to his own ritual.

Memorialization. Members of non-Catholic and non-Christian faiths welcomed for burial in a Catholic cemetery may be allowed appropriate symbols of their faith.

Solicitation of non-Catholics. It is the policy of the Diocese of Lansing not to solicit to the general public nor imply explicitly or implicitly on our advertisement that the cemetery exist for other than the Catholic faithful.

What is a Burial Right?

Burial Right. The purchase of Burial Rights in a Catholic cemetery is not ownership in the sense of real estate, but an easement or license for the use of graves for the interment of human remains. Cemetery sections, contiguous sites, grave sites, walkways and roads are established by plan. This plan provides for proper access for the public and for efficient cemetery operations. All sites are identified and marked before burial rights privileges are granted. The purchases of these rights also include funding for the future care of all graves.

Access to Plots. Plot or lot holders, their heirs and descendants have a right to access the graves during hours which the cemetery is open to the public by the shortest route from the roadway or walkway to the grave.

Usage of Plots Restricted. No lot, grave or any other space within the cemetery will be used for any other purpose than the burial of human remains.

Right to Memorialize. The right of burial in a cemetery lot carries the right to provide an approved memorial to identify the buried.

Sale on a per-person basis. The sale of a burial right is on a per-person basis. There are times when a second burial right may be purchased for the burial of cremated remains or infant burial.

Grave Decorating

Not Permitted

Various items. The following items may not be placed in the cemetery. Shepherd's hooks, benches, solar lights, lawn decorations, knickknacks, toys, shells, ornaments, clothing, jewelry or any object of monetary or sentimental value. These items create serious safety hazards to visitors and our maintenance staff while mowing and string trimming if projected by the equipment. These items also invite vandals and are often stolen.

Wood or Cedar Chips. Wood, cedar chips and similar biodegradable materials may not be used to decorate the flower bed.

Perennial Planting. Perennial planting is not allowed. This includes ramblers, vine plants or ground cover and plants with thorns. The activities in the cemeteries simply cannot protect permanent decorations from damage.

Stones or Rocks. These items can cause serious injury to visitors and memorials when projected by a lawnmower and/or string trimmer.

Decorative Borders. Decorative borders, the use of fencing, etc. hinder the ability for the cemetery to be mowed and trimmed effectively and present trip and fall hazards.

Glass, China or Porcelain. Glass, China or Porcelain of any kind is prohibited. When broken this material presents a serious safety hazard.

Permitted during our spring and summer growing seasons. (April 1 – October 1)

Potted Plants. Potted plants are permitted if placed within 8" of the monument. Unsightly potted plants or those which interfere with the orderly mowing of the cemetery will be removed.

Natural cut flowers. Natural cut flowers are permitted.

Flower Beds. Approved flower beds may be planted on the grave side of the marker.

Remembrance Lights. Remembrance lights may be placed at the grave.

Easter Lilies. Easter lilies may be placed at the grave Holy Week and the week following Easter.

Permitted during our winter season (November 1 – February 28)

Christmas Decorations. The placing of grave blankets and wreaths is allowed during the winter months. After those dates, they will be discarded as weather and soil conditions permit. Saints Cornelius and Cyprian Catholic Church and Cemetery are not responsible for damages when such decorations interfere with winter opening and closing of graves.

Artificial Flowers. Artificial flowers may be planted or left in the ground only during the winter season. Wires used to create these flowers can cause serious damage or injury if projected by the lawnmower and/or string trimmers.

Memorialization

Our cemetery encourages memorialization as long as it fits in conformity with cemetery standards. Saints Cornelius and Cyprian Catholic Church and Cemetery have the right to determine the appropriateness of any memorial placed in its cemetery. Items which are found offensive, improper or inappropriate for such a setting will be removed without prior notice by the cemetery staff.

Symbols on Memorials. It is strongly advisable that memorials have a permanent Catholic emblem on it. We will not allow any emblem, inscription or insignia which is inconsistent with the doctrine of the Roman Catholic Church.

Memorials Purchased Elsewhere. All memorials including those purchased elsewhere will still be required to meet the above listed criteria.

Veteran Markers. The placement of a Veteran Marker along with a separate memorial is permissible per the rules set forth by the United States Veterans Administrations.

Size. All memorials must remain within your plot boundaries.

Benches and Foot Stones. Graveside benches and foot stones are not allowed. Benches incorporated into the memorial are allowed provided they do not extend beyond the grave lot.

Raised Lettering. While we will exercise all possible care to protect raised lettering, carving or ornaments on any memorial, Saints Cornelius and Cyprian Catholic Church and Cemetery disclaim all responsibility for damage or injury thereto.

Insurance Recommended. We advise the purchasing of insurance for the memorials by the lot lessors or owners of the memorial.

Temporary Markers. Temporary grave markers will be removed by the cemetery staff.

Ownership of Memorials. All memorials are the private property of the purchaser. Repairs and upkeep of all memorials placed on cemetery lots are the responsibility of the plot or lot holder.

Unightly or Dilapidated Memorials. Should something become unsightly, dilapidated or a menace to the safety of persons within the cemetery we will have the right, after 30-days' notice, to correct the condition or to remove the same, at the expense of the plot or lot holder. Notice will be made to the last known address on file in the parish office for the lot holder.

Memorial Flags

Flags are appropriate reminders of the service a deceased person had given to his/her country, community and to a particular Community-based organization.

When are flags allowed? Flags and flag holders are permitted at the graves Memorial Day through Labor Day and also on Veteran's Day.

Where and how many flags can be placed? All flags and flag holders must be placed on the head of the grave abutting the monument or marker. Not more than one flag can be placed in one cemetery lot regardless of the number of deceased veterans, lodge members, etc. interred in the lot.

Endowed Care

A Catholic cemetery is a sacred place, whether it is newly blessed or hundreds of years old.

Endowed Care Permitted Uses. Interest from the endowed care fund will be used for cutting and trimming the grass at reasonable intervals, maintenance of the grave and the general preservation of the lot and grounds, walk, roadways and boundaries. It will also be used for the partial payment of tools and equipment, employee salaries

and benefits, facilities, supplies, insurance, replacement parts, utilities and any other costs associated with the current and future maintenance of the cemetery.

Endowed Care Restrictions. The term "Endowed Care" will not mean the maintenance, repair or replacement of any memorial, nor the planting of flowers or ornamental plants, nor the doing of any special or unusual work, nor does it mean the reconstruction of any granite, bronze or concrete work on any section of the lot, or any portion or portions thereof in the cemetery, injured or damaged by any cause direct or indirect, beyond our reasonable control.

Trees and Shrub Planting

Planting of Trees. The planting of a tree, shrub or other such items anywhere in the cemetery including on an individual grave is prohibited.

Removal of Trees. All unauthorized planting of trees, shrubs and other such items will be removed without notification to the lot holder.

Other Issues and Concerns

Cemetery Security. The cemetery reserves the right to hire security when they deem it necessary; however it is under no obligation to do so.

Outside Workers. The cemetery reserves the right to hire outside contractors to perform work inside the cemetery as needed.

Succession. Right to a lot must be specifically mentioned in a will. Otherwise, the laws of intestate succession will apply for the unused burial space.

Return and Exchange Privileges. Saints Cornelius and Cyprian Catholic Cemetery will gladly purchase any unused burial spaces at the price it was originally purchased. See the parish office for further information.

Admission to the Cemetery. We reserve the right to refuse admission to the cemetery at any time to any person(s), as the rule of judgement and tradition may dictate.

Loss or Damage. Saints Cornelius and Cyprian Catholic Church and Cemetery disclaims all responsibility for any and all damage or losses from causes beyond our reasonable control and especially from damage caused by the elements, act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or order of the military or civil authority, whether damages are direct or indirect.

Vehicles. The operator and/or owner of any vehicle will be held responsible for any damage caused by the vehicle whether it is intentional or unintentional.

Rules and Regulations. This document has been developed by the Cemetery Committee of Saints Cornelius and Cyprian Catholic Church following the Diocese of Lansing Catholic Cemeteries Summary of the Rules and Regulations.

Prices

Pricing subject to change without notice. Additional fees may apply for afterhours (after 3pm arrival time at the cemetery), weekends and Friday after Thanksgiving, Christmas Eve and New Year's Eve.

Gravesite	
• Single burial right (i.e. traditional or cremains)	\$700
• Double burial right (i.e. traditional or cremains + one additional cremains if room allows)	\$1000
Internment Service Fees	
• Opening/Closing of grave	
○ Traditional	\$600
○ Cremains	\$250
• Afterhours & weekend (Fri, Sat & Sun) additional charges	\$100
• Winter additional fees	\$250
Foundation Fee (per square inch)	\$.25

Opening and closing fees involve the scheduling and preparation of the interment site. This also includes such items as opening and closing the burial site, vault inspection and set and sealing of the burial vault. The re-seeding and restoration of grave and adjacent lots, staff supervision, establishment and maintenance of permanent burial records and the use of necessary equipment and accessories.