

# St. John's Lutheran Church

## Cemetery Policy

The following rules and regulations are hereby adopted by the Congregation Council:

### **A. Purchase of Lots:**

1. Grave site sales are on a first-come basis and shall be made available to any who desire them whether or not they are members at St. John's. Sites can be verbally reserved for 30 days prior to payment. The reservation shall expire at the end of the 30-day period.
2. Persons or their agents wishing to purchase a grave site in the cemetery will be referred to the cemetery manager. The cemetery manager will have available plats showing location of sites, and such other information as may be required, and will render assistance to those desiring to make lot purchases. Upon having made a selection, the church office manager will issue a deed to the prospective purchaser.
3. Payment of the purchase price is due in full before a deed will be issued. Partial payments are not accepted.
4. The transfer of ownership or any interest in any grave site shall be reported to the church office, whereby a new deed will be reissued.
5. Individual grave sites may not be subdivided.

### **B. Burials**

1. The cemetery manager or designee shall be given at least 48-hours notice prior to any interment and to at least one week's notice to any disinterment or removal.
2. No interment shall be permitted or memorial placed in or on any property unless the plot is fully paid for. A note or pledge shall not be considered as payment.
3. The interment of two bodies in one grave will not be allowed, except in the case of a mother and infant, twin children, two children buried at the same time, one casket and one cremation, or in special circumstances with the approval of the cemetery manager. From one to four cremains will be allowed on a single gravesite. Combined vault space shall not exceed seven feet six inches in multiple interments.
4. All interments shall be made in a permanent outer casket that shall not be constructed of wood.
5. All caskets/containers shall be placed below the surface of the ground and shall allow for a minimum of 18" of dirt and sod to be placed over the top of the vault. (Exposed top of a casket/container is prohibited.)
6. No burial will be permitted until a legal burial transit permit has been completed by the funeral director and presented to the cemetery manager.
7. The interment of bodies of persons who have died of contagious disease shall be in strict accordance with the rules of the State Board of Health.

### **C. Memorials and Markers**

1. All burials must have a permanent marker installed within 6 months of interment.
2. Only bronze or granite memorial shall be permitted in the cemetery. All markers must be set level with the ground.
3. Two markers may be set on a single grave space if approved by the cemetery manager. One of these markers must be a flush or foot marker.
4. All monuments shall be set on a cement foundation that provides for a 5-inch border around the monumentation.
5. No person shall erect, construct, or install a candle or fuel/solar-powered device that is designed and intended to produce a memorial flame or light for a continuous and indefinite period.
6. All markers and memorials must be appropriate to Christian philosophy. Final approval is subject to cemetery management.

### **D. Trees, Shrubs, Flowers and Ornaments**

1. The planting of trees and shrubs will not be permitted without the permission of the cemetery manager. The cemetery manager shall accept donations from individuals requesting the planting of trees as living memorials. All costs related to the purchase shall be paid by the donor.
2. Fresh cut flowers may be placed anytime and will remain until, in the judgment of the cemetery manager, they become unsightly. Containers for cut flowers shall be of a type that is level with the ground and can be disposed of when the flowers are removed.
3. Containers for all flowers must be plastic or ceramic.
4. Potted plants may be set in metal stands that are a minimum of 22" above the ground. Potted plants will be removed if they are not maintained and/or have become unsightly.
5. Artificial plants and flowers must be in a vase or pot and will be treated as a potted plant. They must be set in a metal stand that is a minimum of 22" above the ground.
6. All summer containers must be removed by October 1.
7. No ground level plants are permitted.
8. Wreaths may be placed on graves beginning November 15 and must be removed by April 1.
9. No hedges, fences, or enclosures of any kind will be permitted on or around grave sites. Any unapproved fixtures or decorations will be removed without notice.

### **E. Maintenance**

1. Cemetery grounds will be mowed by St. John's staff or designee during the months of May through October on an as-needed basis.
2. Cemetery roads will be plowed by St. John's staff or designee on an as-needed basis.

3. Irrigation, weed control and fertilizing will be done at the discretion of the Facility Manager.
4. Dogs must be kept in vehicle at all times.

**F. Administration**

1. St. John's Property Committee is responsible for the administration and operation of the cemetery.
2. The position of Cemetery Manager shall be selected by the Property Committee and the name submitted to the Church Council for approval. The term shall be for one year with unlimited terms.
3. A copy of deeds issued will be maintained in the Church office and be considered a permanent record along with death certificates, burial transit permits, etc.
4. A complete record of all lots, including sold and available for sale, will be maintained by the cemetery manager or designee. The record must include the name of owner(s), date of sale, and location by block and lot numbers.
5. A Perpetual Care account has been established to provide income for the care and maintenance of the cemetery. All proceeds from lot sales are placed in this account. The principal should be invested in accordance with the investment policy and any interest earned used to offset cemetery maintenance costs. In 1990, the Council established a policy whereby the principal in this account could not be spent until the balance reached \$75,000 (adjusted for inflation). Another \$25,000 (adjusted for inflation) was to be set aside for road and other capital costs. At such time that the balance exceeds these levels, any excess funds can be used for other cemetery purposes.
6. There shall be a letter agreement for grave openings/closings and any maintenance not provided by church staff. (snowplowing, mowing)
7. Cemetery policies, price of lots and other fees shall be reviewed annually by the Property Committee. Changes are to be submitted to the Church Council for approval and adopted by resolution.
8. All correspondence concerning cemetery matters should be addressed to:  
St. John's Lutheran Church  
Attention: Cemetery Manager  
1804 Highland Avenue  
Eau Claire, WI 54701