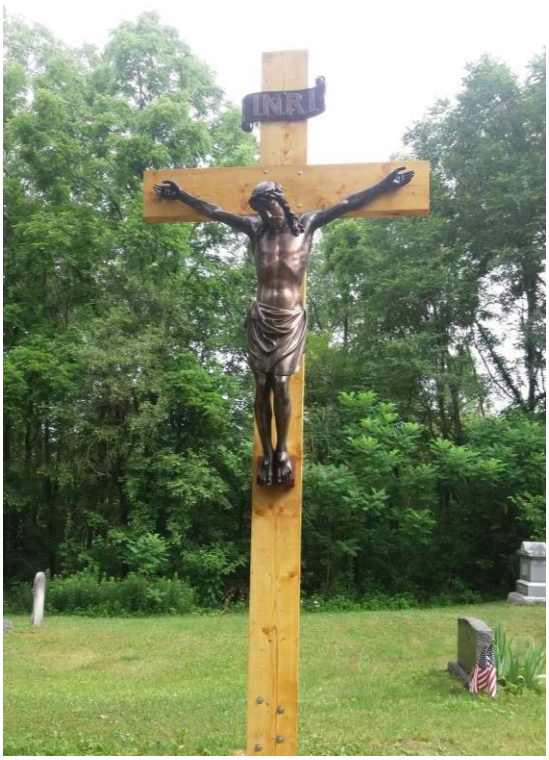
# Policies and Procedures




# Saints Cornelius & Cyprian Catholic Cemetery

01/03/2026

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# Mission Statement

Christ commissions the Church to proclaim the Good News. Our cemetery reflects this mission by maintaining and expressing Catholic teaching and tradition in our endeavor to serve our parishioners requesting a Catholic burial. Saints Cornelius and Cyprian Catholic Cemetery provides a Catholic setting for families and friends seeking the healing and consoling presence of Christ and His Church.

Our cemetery serves our parishioners, individuals, and families by offering healing, hope, and peace through 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 to manage 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 consist 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 with the ground on a grave that identifies 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 to steward the land, bury the dead, maintain the graves, and comply with all legal and regulatory requirements.

- **The Right to Replat**
- **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 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 not 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**. All in-ground burials must have a container constructed of permanent material.

**Vault Liability**. Cemetery personnel are not liable for damages or injuries resulting from burial containers when they set, seal, or maintain them.

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

**Burial Fee**. All interments are subject to a fee as outlined 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**. Burials are not 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**. Canon Law and Diocesan Statutes permit interment of cremated remains.

**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 by purchasing a second burial right fee.

# Removals/Disinterment

**Disinterment Permitted**. Disinterment or removal will be allowed only with the authorization of the Cemetery Manager and the plot or lot holder(s).

**Arrangements for Disinterment**. Direct all disinterment arrangements to a funeral home first.

**Cost**. The family petitioning the removal will bear all disinterment costs, as set forth by the cemetery's price guidelines, 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 disinterring and removing the body. Still, we will not assume liability for any damage to any casket, burial container, or memorial incurred during the process.

**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 forbidden.

# Infants, Stillborn, and Fetuses

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

**Burial in Family Lot**. The 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 ensure space in the grave.

**Transfers or Disinterment**. Transfers and disinterment will be handled in the same fashion as an adult. Contact a funeral home before making any arrangements at the cemetery.

# Non-Catholic Burials

**Interment**. Saints Cornelius and Cyprian Catholic Cemetery is for the burial of the faithful. On occasions, non-Catholic relatives of Catholic families may ask to be buried in the cemetery. The parish pastor will discuss these cases on a person-by-person basis.

**Final Committal**. 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 ritual.

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

**Solicitation of non-Catholics**. It is the policy of the Diocese of Lansing not to solicit the general public nor imply explicitly or implicitly in our advertisement that the cemetery exists 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 to use graves for the interment of human remains. Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This plan provides for proper public access and efficient cemetery operations. All sites are identified and marked before burial rights privileges are granted. Purchasing these rights also includes 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 when 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 purpose other than burial human remains.

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

**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.** Do not place the following items in the cemetery: shepherd's hooks, benches, solar lights, lawn decorations, knick-knacks, toys, shells, ornaments, clothing, jewelry, or any object of monetary or sentimental value. If the equipment projects these items, they create serious safety hazards for visitors and our maintenance staff while mowing and string trimming. They also invite vandals and are often stolen.

**Wood or Cedar Chips**. Do not use wood, cedar chips, or similar biodegradable materials to decorate the flower bed.

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

**Stones or Rocks**. When projected by a lawnmower and/or string trimmer, these items can seriously injure visitors and damage memorials.

**Decorative Borders**. Decorative borders, fencing, etc., hinder the cemetery's ability to be mowed and trimmed effectively and create 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 that 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 graveside of the marker.

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

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

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

**Christmas Decorations**. Grave blankets and wreaths can be placed 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 caused when such decorations interfere with the winter opening and closing of graves.

**Artificial Flowers**. Artificial flowers may be planted or left in the ground only during winter. If the lawnmower and/or string trimmers project wires used to create these flowers, they can cause severe damage or injury.

# Memorialization

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

**Symbols on Memorials**. Memorials should have a permanent Catholic emblem. We will not allow any emblem, inscription, or insignia that 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**. Per United States Veterans Administration rules, you may place a veteran marker and a separate memorial.

**Size**. All memorials must remain within your plot boundaries.

**Benches and Footstones. Graveside benches and footstones 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 is Recommended. We advise the lessees or owners of memorials to purchase insurance for them**.

**Temporary Markers**. The cemetery staff will remove temporary grave markers.

**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.

**Unsightly 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 it 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 gave to his/her country, community, and a particular Community-based organization.

**When are flags allowed**? Flags and flag holders are permitted at the graves on Memorial Day through Labor Day and Veterans 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 sacred, whether newly blessed or hundreds of years old.

**Endowed Care Permitted Uses**. Interest from the endowed care fund will be used to mow and trim the grass at reasonable intervals, maintain the grave, and preserve the lot, grounds, walkways, roadways, and boundaries. It will also partially pay for tools and equipment and employee salaries.

It will also be used to pay for 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**. It is ***prohibited*** to plant a tree, shrub, or other such item anywhere in the cemetery, including on an individual grave.

**Tree removal**. 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 it deems 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 to 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 judgment and tradition may dictate.

**Loss or Damage**. Saints Cornelius and Cyprian Catholic Church and Cemetery disclaims all responsibility for any damage or losses from causes beyond our reasonable control, especially from damage caused by the elements, acts 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 car will be held responsible for any intentional or unintentional damage caused by the vehicle.

**Rules and Regulations**. The Cemetery Committee of Saints Cornelius and Cyprian Catholic Church developed this document based on the Diocese of Lansing Catholic Cemeteries Summary of the Rules and Regulations.

# Prices

Pricing is subject to change without notice. Additional fees may apply after hours (after 3 p.m. arrival time at the cemetery), on weekends, and on Fridays after Thanksgiving, Christmas Eve, and New Year's Eve.

| | |
|---|---|
| **Gravesite** | |
| • Single burial right (i.e., traditional or cremains) | $1,000 |
| • Double burial right (i.e., traditional or cremains + one additional cremains if room allows) | $1,500 |
| **Internment Service Fees** | |
| • Opening/Closing of grave<br>  ○ Traditional<br>  ○ Cremains | <br>$1,500<br>$750 |
| • Afterhours & weekend (Fri, Sat & Sun) additional charges | $250 |
| • Winter additional fees | $500 |
| **Foundation Fee** | $350 for 32x12<br>$450 for bigger |

Opening and closing fees cover scheduling and preparing the interment site. This also includes opening and closing the burial site, inspecting the vault, and setting and sealing the vault.

Stipend for Interment Services Fees – Check made out to Tom Heeney

$200 check to St James, Cornelius, and Cyprian Cemetery. This money will be used to reseed and restore the grave and adjacent lots, provide staff supervision, establish and maintain permanent burial records, and purchase necessary equipment and accessories.

Other Stipends: check to Priest $200, Musician: $200

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