

# **St. Henry Parish Cemetery Bylaws**

*St. Aloysius – St. Bernard – St. Francis – St. Henry – St. Wendelin*

## **PURPOSE**

The cemetery committees shall represent and honor all those buried in their respective cemetery. They will provide for the administration and local management of the cemeteries with regular maintenance of property and money funds intended for the benefit of the cemetery.

## **MANAGEMENT**

Each of the represented cemeteries: St. Aloysius, Carthagena – St. Bernard, Burkettsville – St. Francis, Cranberry Prairie – St. Henry, St. Henry – St. Wendelin, Wendelin will have individual committees of six members consisting of the pastor, finance manager, facilities manager, groundskeeper and two at-large appointed standing members. These committees will meet at a minimum annually in September.

Each at-large appointed member will serve on the board for a term of 5 years. Outgoing members will nominate a new member and will be approved by the Cemetery Committee and Pastor. Members can serve multiple terms with the approval of the committee and pastor.

Each cemetery committee will designate one member to be on the Family Cemetery Board. This board will meet with the pastor on an as-needed basis when decisions will affect more than the individual cemetery including but not limited to amending these bylaws.

In a parochial cemetery, the pastor is constituted as the manager, with full authority to determine the rights of burial and the rules and regulations of the aforesaid cemetery.

All provisions of church law and civil law are an obligation of the Cemetery Committee and they shall incorporate the Cemetery Regulations for the Archdiocese of Cincinnati as needed.

Any emergency not foreseen by these regulations shall be decided by the pastor/manager and the Cemetery Committee and shall be available to the Parish Council as needed.

## **RESPONSIBILITY OF THE CEMETERY COMMITTEE**

The Cemetery Committee's responsibilities include but are not limited to

- 1.) Responsible for maintaining the upkeep of the physical grounds including the estate property, leveling graves, and surrounding flowers and shrubs.
  - a. Mowing and trimming grass.
  - b. Purchase of seed, spray, fertilizer, and related items.
    - i. May expend funds not to exceed the amount of \$1,500.00 without the approval of the finance manager.
  - c. Removal of large fallen branches, dead or dying trees, and stumps.
  - d. Tree maintenance and replanting trees when necessary.
  - e. Maintain outdoor statues as required.
- 2.) Responsible for selling/assigning plots.
  - a. Quote the appropriate fee.
  - b. Prepare the easement form.
    - i. Submit payment and a copy of the easement forms to the church office.
- 3.) Maintain records of reserved plots and burials.
  - a. Prepare and maintain a grave plot map and reserved grave list.
  - b. Indicate the assigned plot to the grave digger when a burial occurs.
- 4.) Attend all necessary meetings.

## PURCHASING

All persons registered in St. Henry Parish: St. Aloysius, Carthagena – St. Bernard, Burkettsville – St. Francis, Cranberry Prairie – St. Henry, St. Henry – St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

	Plot Fee
Registered Parishioners	<p><b>\$250.00</b> Footer fee paid via monument company</p> <p><b>+ \$350.00</b> Plots with continuous footers</p>
Non-Registered	<p><b>\$3,000.00</b> Footer fee paid via monument company</p> <p><b>+ \$350.00</b> Plots with continuous footers</p>
Cremation on top of an existing grave. <i>No additional stone may be placed.</i>	<p><b>\$500.00</b> <i>(With a completed Second Right to Burial form)</i></p>
Burial of a miscarriage	<b>\$0</b>
Infant Plot (under 2)	<b>\$0</b>
	<b>These prices do not include opening/closing fees. Each cemetery holds the right to name and assess these fees.</b>

*Parishioners from St. Aloysius, St. Francis and St. Wendelin Parishes, have a record of paying cemetery dues, and are of the age of 55 have met the requirements for reserving graves in this cemetery at no additional cost.*

## FUNDING

- 1.) Monies collected from plot purchases will be placed in the Cemetery Fund.
- 2.) A semiannual collection will be taken up during October to defray expenses of maintaining and improving the aforesaid cemeteries.
- 3.) Monies shall not be commingled with any other funds of the parish nor be used for anything other than cemetery maintenance.

## **GENERAL REGULATIONS**

### **Maintenance:**

1. No work of any kind shall be done on cemetery property except with the approval and under the direction of the Cemetery Committee.
2. No planting of any kind will be permitted on any grave or any part of the cemetery property without the approval of the Cemetery Committee.
3. No heavy power equipment of any kind (i.e. trucks, tractors, cars, trailers, etc.) is permitted on cemetery ground when wet/soggy.
4. No work of any kind may be done on the cemetery property except with the approval of the Cemetery Committee.
5. No unsolicited upkeep or repairs can be done to grave markers without the expressed consent of the descendants of the deceased.
  - a. The Cemetery committee has the right to repair damage and make necessary repairs without liability when no report from the lot holder has been made after a reasonable period of time.
6. Groundskeepers reserve the right to remove unsightly decorations.
7. Mausoleums and stone grave coverings are not permitted in the cemetery.

### **Burial:**

1. All burials with bodies must be in a coffin.
2. All graves must have a concrete or steel vault.
3. Cremations are allowed in the cemetery.
  - a. The cremated remains must be sealed in an urn or worthy vessel to contain the ashes. No wooden or cardboard vessels are permitted.
  - b. Cremated remains shall be buried in a regular grave, no more than two sets of cremated remains are permitted in each grave plot.
  - c. The practice of scattering cremated remains is not allowed in any of the aforesaid cemeteries.
  - d. A grave with cremated remains shall have a suitable headstone.
    - i. Only one headstone is permitted per plot adhering to headstone requirements.
4. The opening and closing of graves will be done by a contractor of the Cemetery Committee's choosing
  - a. The next of kin is responsible for the fees associated with the opening and closing of the gravesite.
  - b. The contractor performing the task of opening and closing gravesites is responsible for removing excess dirt and shall not create ruts or damage the grounds or other headstones. Repairs will be paid at the contractor's expense.
5. Only human remains are permitted to be buried in the cemetery.

### **Markers:**

Memorial headstones honor the deceased by listing essential information (name, date of birth, date of death, etc.) and they must depict Christian motifs that reflect the religious nature of the Catholic tradition. When designs are chosen that appear secular, approval must be obtained by the pastor.

1. It is the duty of the pastor to observe church law in reference to monuments and markers and forbid any marker that may be contrary to Catholic teaching and good taste.
  - a. All imagery and engravings must accord with the dignity of a Catholic cemetery as a sacred space, consecrated to God. Images and items of a secular nature are not permitted. If there is a question as to the fittingness of an intended image or engraving, consultation with the pastor is required.
2. Monuments are to follow the size regulations set forth by the cemetery where it is located.

**Services:**

1. Any service or ceremony not conducted by the pastor shall have prior approval of the pastor.

**Disinterment:**

1. No disinterment shall be allowed except with the permission of the cemetery authorities and only with written authorization of the next of kin and in accordance with proper legal procedures.
2. The cemetery authorities shall assume no liability for damage to any casket, outer container, or marker incurred during the disinterment process.
3. The expense of disinterment shall be the sole responsibility of the next of kin.

**SPECIFICS OF CEMETERIES**

Page 5 - *St. Aloysius*

Page 6 - *St. Bernard*

Page 7 - *St. Francis*

Page 8 - *St. Henry*

Page 9 - *St. Wendelin*

## ***ST. ALOYSIUS CEMETERY REGULATIONS***

All persons registered in St. Henry Parish: St. Aloysius, Carthage - St. Bernard, Burkettville - St. Francis, Cranberry Prairie - St. Henry, St. Henry - St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing at the cost of \$250.00. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee. Non-registered members may purchase a plot at the cost of \$3,000.00. Footer fees are an additional charge.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

All those who hold a plot in the St. Aloysius Cemetery agree to the following terms and conditions upon purchasing/reserving the plot.

1. Plots are sold/assigned in order.
2. A monument will be erected within 1 year or the gravesite will not be held.
  - a. Monies associated with the reservation will be forfeited and a new reservation will need to be made in association with the current fees of the cemetery.
3. Every monument will be placed on a cement footer.
  - a. Footers must extend at least 36 inches deep into the ground
  - b. Footers must extend 4 inches on all sides beyond the dimensions of the monument base.
  - c. Headstone foundations may be no longer than 50 inches for a single grave and 92 inches for a double grave.
4. Only one monument may be placed on any grave except for veterans who may have an additional plaque indicating their service to their county.
5. Once a headstone is placed it may not be removed without the permission of the pastor/manager and Cemetery Committee. If permission is granted the footer may not be removed and the plot(s) will be considered abandoned. There will not be a refund for the abandoned plot. The person removing assumes liability for all damage done to the cemetery or to other headstones.
6. Temporary markers shall be removed one year from the date of burial.
7. Mausoleums and stone grave coverings are not permitted in the cemetery.
8. Appropriate decorations of graves with flowers, wreaths, etc. are permitted
  - a. No glass containers are permitted
  - b. At no time may flowers, shrubs, or trees be planted at the gravesite.
  - c. Decorations must be removed when they show signs of weathering, fading, or deterioration.
    - i. The groundskeeper has the right to remove unsightly decorations.

## **ST. BERNARD CEMETERY REGULATIONS**

All persons registered in St. Henry Parish: St. Aloysius, Carthage – St. Bernard, Burkettsville – St. Francis, Cranberry Prairie – St. Henry, St. Henry – St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing at the cost of \$250.00. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee. Non-registered members may purchase a plot at the cost of \$3,000.00. Footer fees are an additional charge.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

All those who hold a plot in the St. Bernard Cemetery agree to the following terms and conditions upon purchasing/reserving the plot.

1. Every monument will be placed on a cement footer.
  - a. Footers must extend at least 36 inches deep into the ground and
  - b. Footers must extend 6 inches on all sides beyond the dimensions of the monument base.
  - c. Headstone foundations may be no longer than 50 inches for a single grave and 92 inches for a double grave.
2. Only one monument may be placed on any grave except for veterans who may have an additional plaque indicating their service to their county.
  - a. When a plaque is being used as the only monument, it must be centered in the place of a normal monument. It must follow the footer requirements.
  - b. St. Bernard Cemetery is not responsible for any government plaque placed on the ground or on a monument.
3. Those installing the monument are responsible to set the stone level and seal it properly.
4. Mausoleums and stone grave coverings are not permitted in the cemetery.
5. Temporary markers shall be removed one year from the date of burial.
6. Appropriate decorations of graves with flowers, wreaths, etc. are permitted with the following regulations:
  - a. No glass containers are permitted
  - b. At no time may flowers, shrubs, or trees be planted at the gravesite.
  - c. Flowers are permitted on the ground only two weeks prior to and two weeks following Memorial Day. Any items remaining after the allotted time will be removed.
  - d. Must be removed when they show signs of weathering, fading, or deterioration.
    - i. The groundskeeper has the right to remove unsightly decorations.
  - e. Decoration shall not interfere with the maintenance of the grounds therefore they should be kept on the gravestone.
    - i. The groundskeeper has the right to remove any decorations inhibiting maintenance and groundskeeping.

## **ST. FRANCIS CEMETERY REGULATIONS**

All persons registered in St. Henry Parish: St. Aloysius, Carthage - St. Bernard, Burkettsville - St. Francis, Cranberry Prairie - St. Henry, St. Henry - St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing at the cost of \$250.00. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee. Non-registered members may purchase a plot at the cost of \$3,000.00. Footer fees are an additional charge.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

All those who hold a plot in the St. Francis Cemetery agree to the following terms and conditions upon purchasing/reserving the plot.

1. Gravesites will be reserved in the order of next available.
2. A monument will be erected within 1 year or the gravesite will not be held.
  - a. Monies associated with the reservation will be forfeited and a new reservation will need to be made in association with the current fees of the cemetery.
3. Every monument will be placed on a cement footer.
  - a. Footers must extend at least 36 inches deep into the ground and
  - b. Footers must extend 4 inches on all sides beyond the dimensions of the monument base.
  - c. Headstone foundations may be no longer than 50 inches for a single grave and 92 inches for a double grave.
4. Memorial Headstones are not to exceed the following dimensions:
  - a. Couples and Triples - 5' length, 3' width and 18" depth
  - b. Individual - 3.5' length, 3' width and 18" depth
5. Only one monument may be placed on any grave except for veterans who may have an additional plaque indicating their service to their county.
6. Once a headstone is placed it may not be removed without the permission of the pastor/manager and Cemetery Committee. If permission is granted the footer may not be removed and the plot(s) will be considered abandoned. There will not be a refund for the abandoned plot. The person removing assumes liability for all damage done to the cemetery or to other headstones.
7. Temporary markers shall be removed one year from the date of burial.
8. Mausoleums and stone grave coverings are not permitted in the cemetery.
9. Appropriate decorations of graves with flowers, wreaths, etc. are permitted
  - a. No glass containers are permitted
  - b. At no time may flowers, shrubs, or trees be planted at the gravesite.
  - c. Must be removed when they show signs of weathering, fading, or deterioration.
    - i. The groundskeeper has the right to remove unsightly decorations.

## **ST. HENRY CEMETERY REGULATIONS**

All persons registered in St. Henry Parish: St. Aloysius, Carthage - St. Bernard, Burkettsville - St. Francis, Cranberry Prairie - St. Henry, St. Henry - St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing at the cost of \$250.00. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee. Non-registered members may purchase a plot at the cost of \$3,000.00. Footer fees are an additional charge.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

All those who hold a plot in the St. Henry Cemetery agree to the following terms and conditions upon purchasing/reserving the plot.

1. Plots are sold/assigned in order in Section E.
2. Every monument will be placed on a concrete foundation:
  - a. Sections A-D: Concrete foundations must be 36 inches deep.
  - b. Section E: Foundations will be designed and set by the cemetery management.
3. Memorial headstones:
  - a. Sections A-D: Memorial headstones cannot exceed 36 inches in length for a single plot or 72 inches for a double plot. Headstones may not be higher than 48 inches. It must be recessed a minimum of 3 inches on all sides of the concrete foundation.
  - b. Section E: Memorial headstones cannot exceed 36 inches in length for a single plot or 72 inches for a double plot. Headstones may not be higher than 48 inches. It must be recessed a minimum of 3 inches on the front and back sides of the concrete foundation.
  - c. Infant Section: Memorial headstones cannot exceed 24 inches in length, 12 inches in depth, and 24 inches high.
4. Military plaques:
  - a. Encouraged to be placed on the memorial headstone
  - b. Permitted to be placed on an extended concrete foundation adhering to 3 inches of foundation on all sides.
    - i. Extended concrete foundations must be placed so that no grass will be between it and the headstone foundation.
5. Mausoleums and stone grave coverings are not permitted in the cemetery.
6. Appropriate decorations of graves with flowers, wreaths, etc. are permitted with the following regulations:
  - a. No glass containers are permitted
  - b. At no time may flowers, shrubs, or trees be planted at the gravesite.
  - c. No decorations shall be placed in the ground (rods, vases, candles, etc.) that impede or cause additional labor to grass trimming; therefore decorations should be kept on the grave
  - d. Decorations must be removed when they show signs of weathering, fading, or deterioration.
    - i. The groundskeeper has the right to remove unsightly decorations.
  - e. During Memorial Day (one week prior through two weeks past) there are no restrictions as to the placement of wreaths, potted plants, or flowers. Any items remaining after the allotted time will be removed.

## **ST. WENDELIN CEMETERY REGULATIONS**

All persons registered in St. Henry Parish: St. Aloysius, Carthagenia – St. Bernard, Burkettsville – St. Francis, Cranberry Prairie – St. Henry, St. Henry – St. Wendelin, Wendelin are considered parishioners therefore eligible to purchase plots in the cemetery of their choosing at the cost of \$250.00. Former members of the parish who were forced by retirement, old age, or sickness to leave the parish retain the status of a parishioner with the approval of the cemetery committee. Non-registered members may purchase a plot at the cost of \$3,000.00. Footer fees are an additional charge.

Each adult registered parishioner is eligible to purchase one grave in their name and for any deceased minor child. Special circumstances will be considered to allow additional plot purchases and will be approved by the cemetery committee.

All those who hold a plot in the St. Wendelin Cemetery agree to the following terms and conditions upon purchasing/reserving the plot.

1. A footer will be erected within 6 months or the gravesite will not be held.
  - a. Monies associated with the reservation will be forfeited and a new reservation will need to be made in association with the current fees of the cemetery.
2. Every monument will be placed on a cement footer.
  - a. Footers must be placed within 6 months of plot purchase.
  - b. Footers must extend at least 36 inches deep into the ground
  - c. Footers must extend 3 inches on all sides beyond the dimensions of the monument base
3. Monuments for a single grave cannot exceed 36 inches in height and monuments for a double plot may not exceed 48 inches in height.
4. Infant monuments may not exceed 12 inches in depth, 24 inches in length, and 24 inches in height. Footers are designed and set by the cemetery management.
5. Only one monument may be placed on any grave with the exception of veterans who may have an additional plaque indicating their service to their county.
  - a. When a plaque is being used as the only monument, it must be centered in the place of a normal monument. It must follow the footer requirements.
5. Those installing the monument are responsible to set the stone level and seal it properly.
6. Mausoleums and stone grave coverings are not permitted in the cemetery.
7. Appropriate decorations of graves with flowers, wreaths, etc. are permitted with the following regulations:
  - a. No glass containers are permitted
  - b. At no time may flowers, shrubs, or trees be planted at the gravesite.
  - c. No decorations shall be placed in the ground (rods, vases, candles, etc.) that impede or cause additional labor to grass trimming; therefore decorations should be kept on the grave
  - d. Decorations must be removed when they show signs of weathering, fading, or deterioration.
    - i. The groundskeeper has the right to remove unsightly decorations.
  - e. During Memorial Day (one week prior through two weeks past) there are no restrictions as to the placement of wreaths, potted plants, or flowers. Any items remaining after the allotted time will be removed.

*This (10 page) document shall supersede and replace any previous or prior rules and writings concerning St. Aloysius, St. Bernard, St. Francis, St. Henry, and St. Wendelin Cemeteries and Committees, and may be amended by the majority vote of the Parish Cemetery Board and approved by the Parish Pastoral Council.*

Dated: 7 August 2021

Approved by:

Pastor: J. Andrew Shea

Parish Cemetery Board Representatives:

St. Aloysius: Samuel Mercurio

St. Bernard: Mark King

St. Francis: Bob Donatone

St. Henry: Victor Spina

St. Wendelin: John A. Guggerelli