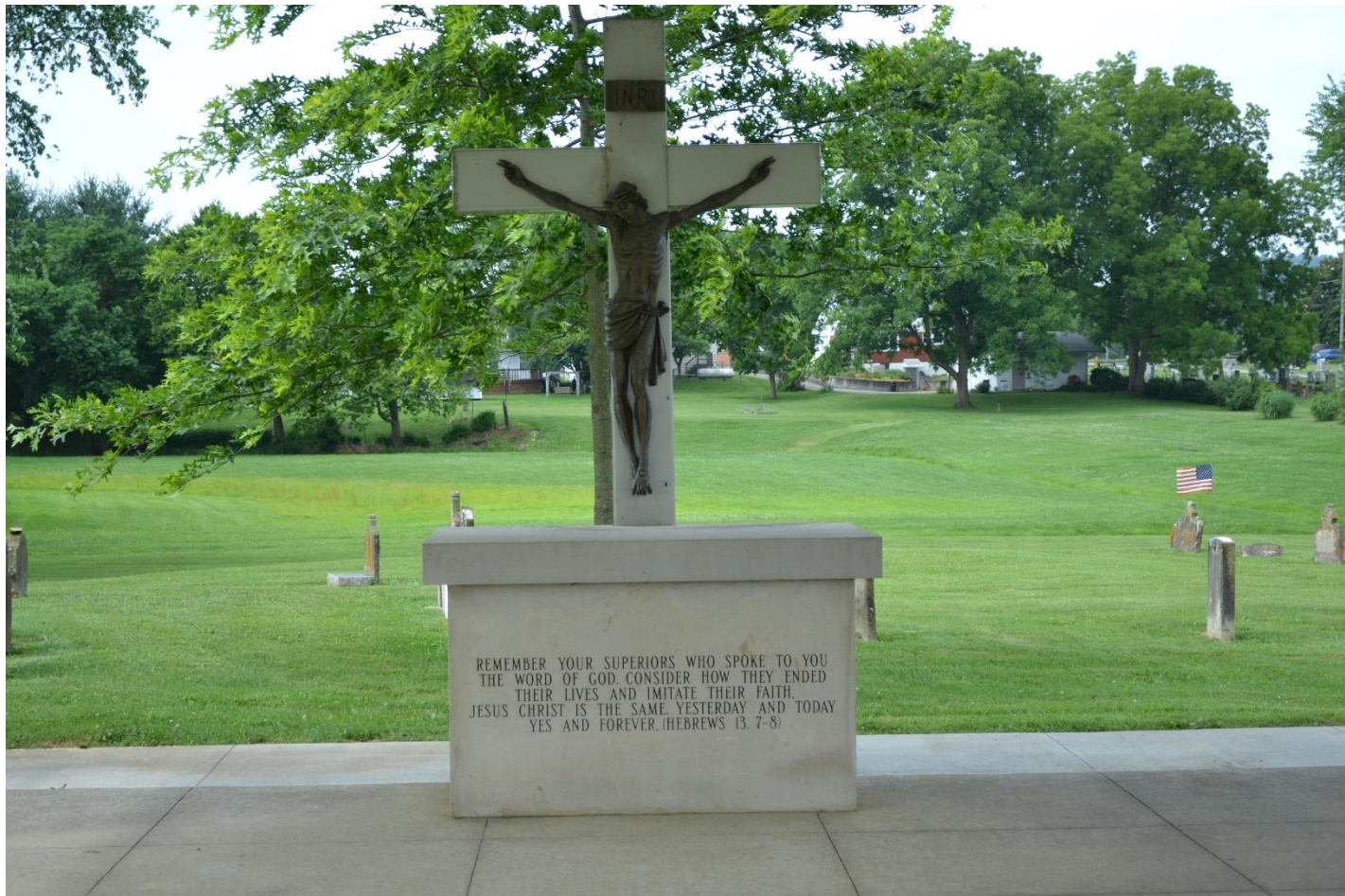


# St. Catherine of Alexandria Parish Cemetery

Of the Archdiocese of Louisville

## *Policy & Procedures Manual*



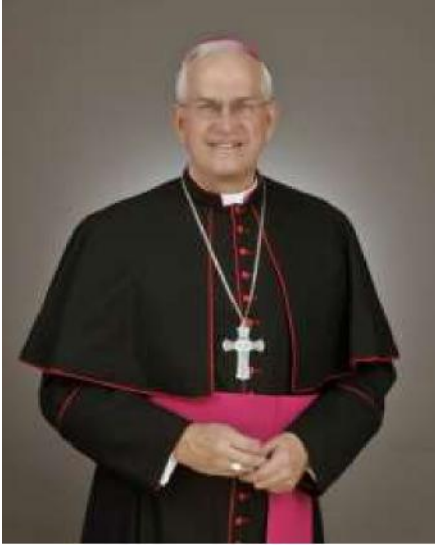
REMEMBER YOUR SUPERIORS WHO SPOKE TO YOU  
THE WORD OF GOD. CONSIDER HOW THEY ENDED  
THEIR LIVES AND IMITATE THEIR FAITH.  
JESUS CHRIST IS THE SAME, YESTERDAY AND TODAY  
YES AND FOREVER. (HEBREWS 13. 7-8)

St. Catherine Church  
413 N. 1<sup>st</sup> Street  
New Haven, KY 40051  
Phone: 502-549-3680 / Fax: 502-549-5410  
Email: parishoffice@saintcatherineschool.com

Adopted on September 1, 2017

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Dear Sisters and Brothers in Christ,

Our Catholic burial grounds have a special place in our hearts and minds as people of faith. These grounds are held as sacred places by the Catholic Church and the faithful. Our burial grounds hold the mortal remains of family and friends awaiting the Resurrection.

The Church expects those who have been baptized as Catholics to take full advantage of the Order of Christian Funerals. These rites include: prayers at the time of death and thereafter, a wake service allowing time for prayers and support, a Mass of Christian Burial celebrated for both the living and the dead, and burial in a Catholic Cemetery as the final resting place for those who have fallen asleep in Christ. The Catholic Cemeteries also

welcomes family members from other faith traditions; those who were together in life should not be separated in death.

Each visit to a Catholic Cemetery is a reminder to us of the love, fellowship and faith that we have shared with our deceased family members and friends. Each cemetery visit is also a reminder of Jesus Christ's promise to everlasting life.

Death as seen through the eyes of a Christian is not the end; it is simply a natural passageway to everlasting life. Burial in a Catholic Cemetery is a statement of continued belief in that everlasting life, even in death.

In today's changing and uncertain world, the Catholic Cemeteries will welcome and serve you and your family. Remember to state your preference for a Catholic Cemetery when planning funeral services.

Devotedly yours in Christ,

A handwritten signature in black ink that reads "Joseph E. Kurtz". The signature is written in a cursive style with a large, stylized initial 'J'.

Most Reverend Joseph E. Kurtz, D.D.  
Archbishop of Louisville

Dear Brothers and Sisters in Christ,

The Saint Catherine of Alexandria parish community and Cemetery has been serving the spiritual needs of the City of New Haven and southern Nelson County since 1844. Our beautiful cemetery consists of 13 acres of picturesque rolling acres adjacent to our Church property, making it an ideal location as the final resting place for our loved ones who have gone before us.

As the Archbishop mentioned in his introductory letter, all Roman Catholics are invited to take advantage of our cemetery for our loved ones who have passed from this life to the next.

In the future, or from time to time, you will continue to hear about opportunities to financially support our cemetery for generations to come. For instance, funds are always needed to help provide perpetual care for our cemetery and its grounds. As needs are determined, looking forward, our cemetery will continue to grow and will need to be further developed. Our cemetery committee stands ready to answer any questions you may have and asks for your continued prayers and support.

We at St. Catherine of Alexandria Catholic Church stand ready to continue the excellent support of its members as well as those who have gone before us. When visiting our cemetery, we hope you enjoy your stay and if you have any questions or suggestions, please contact the office to make them known.

Sincerely,

Rev. Matthew Hardesty  
Pastor

## **PURPOSE OF ST CATHERINE CEMETERY**

**St Catherine of Alexandria Parish Cemetery (SCC)** in New Haven, Kentucky is a ministry of the Archdiocese of Louisville. We offer the sacred rite of burial to the Catholic community and all of God's people. We commit ourselves to the Gospel and Catholic tradition. We affirm the sacredness of human life and profess the resurrection of the body and life everlasting.

A Catholic cemetery is a place that serves the faithful and witnesses to the Good News of Jesus Christ and the hope we share in the resurrection. To this end, it is a place where the signs and symbols of our Catholic faith are displayed with pride and reverence.

St Catherine Cemetery is intended for the interment of Catholics and non-Catholics who are entitled to Christian burial according to the rules and disciplines of the Roman Catholic Church. Any question of the burial of any person not entitled to Christian burial shall be decided exclusively by Cemetery Management in consultation with proper Church authority, and such decision shall be final and binding on the parties.

St Catherine Cemetery sells graves to Catholics and to others. Inscriptions on memorial markers are permitted so long as they do not conflict with any teachings of the Church. Determination as to the appropriateness of any inscription or symbol is the judgement of Cemetery Management in consultation with proper Church authority.

St. Catherine Cemetery will comply with the laws of the Commonwealth of Kentucky and follow the policies set forth by Catholic Cemeteries of the Archdiocese of Louisville.

SCC hereby adopts the following Policy for the mutual protection and benefit of the lot owners and the cemetery. All lot owners and persons using the cemetery shall be subject to said Policy and Amendments, as shall be adopted by the Cemetery Management of SCC. Any document or agreement that references this policy in the document shall have the same force and effect as if set forth in full therein. We reserve the right to modify this document as circumstances change and new issues arise.

This Policy has been developed with decades of experience of what promotes the common good. SCC asks all lot owners and visitors to observe this policy. With the help and support of those who frequent our cemetery, we will work to keep this cemetery a beautiful, holy & peaceful resting place for our loved ones.

## CEMETERY MANAGEMENT

Cemetery Management shall mean the Pastor or persons duly appointed by the Pastor for the purpose of conducting business of SCC. They include the following:

**Pastor/Administrator** of St Catherine Parish is appointed by the Archbishop of Louisville and is responsible for the oversight and cohesive management of SCC.

**Cemetery Board** consists of the Pastor/Administrator, Business Manager, Cemetery Manager and four (4) parish members. The Cemetery Board is responsible for setting policy and financial planning.

**Parish Finance Board** provides funding, budget approval and financial oversight.

**Business Manager** oversees all activities of the Business Office including the financial reporting and accurate recordkeeping for the cemetery. This position also provides information to the Pastor/Administrator and Cemetery Board as needed for their decision making process.

**Volunteer Cemetery Manager** oversees activities and maintenance issues within the cemetery.

## FUNDING FOR THE CEMETERY

The Cemetery is funded in three ways:

1. St Catherine Cemetery Endowment Fund was established in 2016. Interest earned from this account is used to provide perpetual care for the cemetery.
2. Gifts to St Catherine Cemetery are always welcome. These gifts or donations will help build the monies needed to insure the continued perpetual care during periods of inflation, economic decline or reduced cemetery activity. Suggested ways to make donations would be a) Include St Catherine Cemetery in your Estate Plan, b) Designate a Memorial Gift at the time of death. Gifts may be restricted to the Endowment Fund by the donor or restricted to other projects named by the parish. Gifts may also be used for general cemetery operations.
3. Grave Sales, Interment and Administrative Fees.

Make checks payable to: St Catherine Cemetery  
413 N First Street  
New Haven, KY 40051

## CONTACT INFORMATION

SCC is open to visitors 365 days a year, weather permitting. Hours of operation are determined by Cemetery Management and are subject to change when necessary.

Gates are open daily: 8:00AM – Dusk

Hours for interment: Monday – Saturday 8:00AM – 2:00PM

For Funeral/Burial Arrangements after business hours, please call the Pastor.

Business Office: St Catherine Cemetery  
413 N First Street  
New Haven, KY 40051

Phone: 502-549-3680 / Fax: 502-549-5410

Email address: parishoffice@saintcatherineschool.com

## VISITORS

We welcome and encourage visitors to St Catherine Cemetery. It is important for visitors to respect our cemetery and follow these guidelines:

1. **Visitors** – Visitors to the cemetery shall use only the roads and walkways, unless it is necessary to walk on the grass to gain access to one's lot. Cemetery Management expressly disclaims liability for any injuries sustained by anyone violating this rule.
2. **Maps** – Paper maps and information about specific grave locations can be obtained by contacting the Business Office during office hours.
3. **Conduct** – Any personal conduct which interferes with the rights of others or which in the opinion of Cemetery Management detracts from the operation of the cemetery is prohibited. These persons will be asked to leave the cemetery.
4. **Children** – Children under sixteen years of age must have proper adult supervision.
5. **Pets** – Pets must be kept on a leash at all times, kept away from memorials and landscaping, and cleaned up after.
6. **Soliciting and Advertising** – No one will be permitted to solicit sales of any product or advertise the sale of any product within the cemetery property.
7. **Motor Vehicles** – Automobiles, funeral cars, and trucks must be kept under control of licensed drivers at all times. Maximum speed within the cemetery is 10 MPH. Motor vehicles must remain on the roadways. Automobiles may not park or come to a full stop before an open grave unless such automobiles are in attendance at the funeral.

8. **Recreational Vehicles and Activities**– Cemetery Management reserves the right to refuse admission to the cemetery of any motorized or non-motorized vehicles not intended for funeral or cemetery purposes. Cemetery Management reserves the right to forbid any and all recreational activities that are deemed improper.
9. **Rubbish** – Throwing of rubbish on any part of the cemetery is prohibited.

**Cemetery Management reserves the right to modify these guidelines for visitors to our cemetery when it deems necessary.**

## DECORATIONS

Cemetery Management reserves the right to regulate the method of decorating lots so that uniform beauty may be maintained. Cemetery Management reserves the right to remove any flowers, vases, floral designs, or any type of arrangement or decorations when they detract from the beauty of the cemetery or become an obstruction to lawn care equipment.

1. Fresh flowers may be placed in temporary metal or plastic containers or in the in-ground vases year round. Breakable containers are never allowed. Containers cannot be buried in the ground. Containers of cut flowers that are part of a floral design at the time of a funeral will be removed by Cemetery Management after 5 days.
2. Artificial decorations in attached vases or saddles placed on above-ground markers are permitted any time. Solar powered votive candles and shepherd hooks are allowed any time when placed next to the foundation of the headstone. Breakable items are never permitted and will be removed.
3. Potted plants are permitted on Easter, Mother’s Day, Father’s Day, and Memorial Day. On those holidays, potted plants are permitted from the Friday afternoon before the holiday until the Sunday after when they will be removed by Cemetery Management.
4. American flags and a flag holder are attached to all memorial markers at the request of the family when a veteran has been identified as such. American flags may also be placed within 6” of the headstone. Flags must be of wood and cloth.
5. No coping, curbing, fencing, hedging, borders or enclosures of any kind shall be allowed around a lot and will be removed without notice. No shrubs or flowering bushes will be allowed. No mulch or other landscaping materials will be allowed on the grave. Lawns shall not be disturbed for any purpose except under the supervision of the Management.
6. Artificial decorations are permitted on the ground from November 15 through April 1 of each year. From April 1 thru November 15 of each year, Cemetery Management will remove all decorations that will become an obstruction to lawn care equipment.



**Any decoration that does not comply with these regulations will be removed. The cemetery will not be responsible for the loss of these items.**

## **TYPES OF BURIALS**

The grave is a space of ground in the cemetery used, or intended to be used for the interment of human remains of one person. One grave may be used for the following:

1. One human remains
2. One human cremated remains
3. One infant remains
4. \*One human remains and one cremated remains
5. \*Two human cremated remains
6. \*One human remains and one infant remains
7. \*One human cremated remains and one infant remains

\*Second Right of Burial Fee will apply.

Maximum container length for infant or cremains should be 40 inches

The Catholic Church recommends the pious custom of burying the body of the deceased. It does however allow cremation. The Catholic Church recommends cremation of the body take place after the Funeral Liturgy. Ashes should be laid to rest in a grave. They can never be scattered, divided or combined with other ashes.

## **RIGHT OF BURIAL AGREEMENT**

The Right of Burial Agreement shall be the written contract between SCC and the Lot Owner. Rights of Burial may be purchased prior to or at the time of death. Selection of a specific grave and purchase of said grave can be made by contacting the Business Office to schedule an appointment.

1. The Right of Burial shall mean an easement sold by the cemetery authorizing the use of specific graves for the interment of human remains. The ownership of the physical grave will remain with SCC.
2. Only natural persons can be recorded as lot owners (i.e. no business, estate or trust). A maximum of two persons will be recorded as lot owners for each grave or lot.
3. The Right of Burial Agreement will be issued when the purchase price has been received and all signatures have been secured. This document will serve as proof of ownership and should be kept indefinitely by the lot owner.
4. SCC does not hold specific graves for future purchase.
5. SCC does not accept payments toward a Right of Burial purchase.

6. Burial Rights for each grave allow for the burial of the remains of one person. A second burial right for a grave or group of graves can be purchased, as long as one of the two burials is in the form of cremated remains.
7. The Lot Owner may approve or reject the option for future purchase of the Second Right of Burial.
8. Purchase of the First or Second Right of Burial acknowledges receipt of, and agreement to comply with the SCC Policy.

<b>LOT OWNERS' RIGHTS AND RESPONSIBILITIES</b>
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Lot Owner shall mean the recorded owner of the burial rights for a specific grave or adjoining graves. This will include the person or persons who:

1. Has completed a Right of Burial Agreement
2. Has been the recipient of a Grave Transfer in accordance with SCC Policy.
3. All descendants of a class of a deceased lot owner acting in agreement. For example all children, or grandchildren, or great-grandchildren, etc. of a lot owner acting in agreement.

**Lot Owner may use the Right of Burial in the following ways:**

1. Burial of human remains authorized by the lot owner.
2. Transfer Right of Burial to another party and relinquish all lot owner rights over the transferred graves.
3. Assign Right of Burial to another party and retain lot owner rights over the assigned graves.

**Lot Owner has the following responsibilities:**

1. Provide proof of ownership if requested.
2. Purchase graves for the purpose of burial and not for resale or profit.
3. Approve or reject the Second Right of Burial over his/her graves.
4. Secure approval from Cemetery Management before any activity (burial, memorial marker installation or repair, etc.) is performed on a grave or lot. All related documents must be on file in the Business Office prior to that activity.
5. Pay all cemetery fees in full before any burial occurs.
6. Erect and maintain a memorial marker by an approved monument company. Memorials are owned by families, therefore, SCC is under no obligation to repair any memorial marker. The Lot Owner must approve the memorial markers for any assigned graves.
7. Maintain an accurate address on record at the Business Office. Any notice sent to the address on record at the Business Office shall be considered sufficient and proper legal notification.
8. Lot Owner is responsible for and must approve all activity that occurs on graves assigned to other parties.

## ASSIGNMENT OR TRANSFER OF BURIAL RIGHTS

**Assignment of Burial Rights** – Burial Rights may be assigned to another individual by completion of the “Assignment of Burial Rights” document. An assignment made by the Lot Owner can only be revoked or revised by the lot owner. The Lot Owner retains all rights and responsibility for the assigned lot. Management may require this form be notarized. Administrative fees will apply.

**Transfer of Burial Rights** -- Lot ownership may be transferred to another individual by completion of the “Transfer of Burial Rights” document. Once this form has been properly filed with the Business Office it becomes irrevocable and the recipient of the transfer becomes the lot owner. Management may require this form be notarized. Administrative fees will apply.

## RETURN OF GRAVES

All returns and exchanges of graves will be subject to approval by Cemetery Management. Management, in its sole discretion, shall determine if the graves being returned or exchanged can be resold and, therefore, if the return or exchange will be allowed.

**1. Graves Returned by Lot Owner**

Subject to the approval of Cemetery Management, a lot owner can request the return of unused graves. The lot owner will receive 100% of the amount paid. Administrative fees will apply.

**2. Graves Exchanged by Lot Owner**

Subject to the approval of Cemetery Management, a lot owner can return any unused graves for a 100% of the amount paid for the graves when applied towards the current purchase price of other graves. Administrative fees will apply.

**3. Graves Returned by the Spouse and/or the Descendants of the Lot Owner**

Subject to the approval of Cemetery Management, the spouse and/or all the descendants of the lot owner can request the return of any unused graves when the lot owner is deceased. The spouse and/or all of the descendants will be required to sign and file an affidavit with the cemetery office stating that there are no other descendants of the lot owner and that all of them are in agreement to return the graves. The spouse and/or all of the descendants of the lot owner will receive 100% of the amount paid. Administrative fees will apply. SCC will issue only one check.

**4. Graves Exchanged by Spouse and/or the Descendants of the Lot Owner**

Subject to the approval of Cemetery Management, the spouse and/or all the descendants of the lot owner can request the return of any unused graves when the lot owner is deceased. The spouse and/or all of the descendants will be required to sign and file an affidavit with the cemetery office stating that there are no other descendants of the lot owner and that all of them are in agreement to return the graves. The spouse and/or descendants of the lot

owner will receive 100% of the amount paid for of the graves when applied towards the current purchase price of other graves. Administrative fees will apply.

## **RIGHT OF DESCENT**

Upon the death of the Lot Owner(s) all remaining rights shall pass to the lot owner's descendants in the following manner:

1. In all cases the surviving spouse of the original lot owner of record has a right of interment in the lot. This right may be waived at any time but is not transferable and terminates with the burial elsewhere.
2. The Right of Burial is awarded according to assignments on file with the Business Office. If the assignment filed with the Business Office is in conflict with a later Last Will & Testament, the LW&T will prevail provided this LW&T specifically mentions the cemetery lot or graves. A mere residuary devise shall not be construed as including any interest in or control over any lot in the cemetery.
3. The remaining unassigned graves are available for use by all descendants (children, grandchildren, great grandchildren, etc. and their spouses) of the lot owner on a first come, first serve basis (at death) until all graves are occupied.
4. A specific grave may be assigned to one of the lot owner's descendants IF all descendants are in agreement. Written documentation must be on file with the cemetery to ensure all approvals have been received.
5. It is the responsibility of the petitioning descendant to provide a sworn affidavit of all living descendants over the age of 18. SCC will not be held responsible for a falsified affidavit.
6. It is the responsibility of the petitioning descendant to secure the notarized signature from each descendant for the reassignment of the specified graves. ALL descendants must be in agreement with signed documents. One refusal will void the proposed assignment.

## **INTERMENTS**

Interment is the burial of human remains or cremains.

1. As soon as is practical after death, please contact the Business Office to schedule funeral services at St Catherine Church and/or interment in SCC. If a Funeral Director or other agent is representing the Lot Owner, the arrangements made by the agent with Cemetery Management are binding on said Lot Owner. Cemetery Management has the right to require those arranging for interments to come in person to the cemetery office.

2. Form of burial (casket or urn) and specific location for burial must be determined.
  - a. New grave purchase - It may be necessary for the family to meet with the Cemetery Manager to select from available graves.
  - b. Use of a pre-need purchased grave may require proof of ownership. The Lot Owner must authorize the use of specified grave.
  - c. Burial in an older section of the cemetery may require a provisional grave location. This will be at the discretion of the Cemetery Manager. The Lot Owner may assume responsibility for any additional costs incurred by the use of the provisional location.
  - d. If burial is cremains, it may be possible to use the Second Right of burial of a direct ancestor (parent, grandparent). This will require the purchase of a Second Right of Burial. Allow extra time for this to be verified and documented.
3. The “Provisional Report of Death” issued by the Department of Public Health must be presented to Cemetery Management before interment is completed.
4. To request the opening of a grave, an “Interment Request” form provided by SCC must be completed. This document provides specific information about the deceased, Lot Owner, Next of Kin, grave location and type of burial. Signatures from the Lot Owner and Next of Kin are required. Any person signing the authorization for interment of human remains will be held responsible for the accuracy of the information. The signature of the funeral director IS NOT required.
5. Cemetery Management will not be responsible for the preparation of a grave unless the “Interment Request” form has been properly executed and filed with the Parish Office at least 24 hours prior to the scheduled time of the service.
6. All burials must be in a permanent outer burial container. The containers must be of concrete or steel construction. If they are of steel construction, they must be 12 gauge or thicker. St. Catherine Cemetery, will not accept 13 gauge steel liners. Outer containers for infant or cremains must not exceed 40 inches in length and must be approved by Cemetery Management (polystyrene and fiberglass outer containers are allowed). Variations from the above must be approved by Cemetery Management. The installation of these outer containers shall be performed by an approved supplier with suitable equipment and ability to perform the task.
7. If cremains or infant remains are the first burial, the remains are placed at the top of the grave. If the second burial is a casket, the cremains or infant remains will be removed and reinterred above or below the casket. If the second burial is infant or cremains, they will be placed near the bottom of the grave.
8. All interments on entering the Cemetery shall be under the exclusive charge and sole direction of the Cemetery Management. The Cemetery Management may temporarily suspend graveside services due to environment or safety concerns.

9. All burial services shall be conducted at the pavilion. The final interment process will be handled by Cemetery Management. The Funeral Director or his representative shall remain at the Cemetery until the interment process is complete.
10. When burial of cremains occurs at a time other than the day the funeral service, it is the responsibility of the family to schedule a priest, deacon or other minister to preside over the interment service. Cemetery Manager must be available to assist with the burial of cremains.
11. Viewing, Visitation or Catholic Mass is not allowed as part of burial services performed at the cemetery.
12. Cremains must be shipped to the family or a funeral home. Cremains shipped to the cemetery will not be accepted.
13. Besides being subject to the Policy of SCC, all interments shall be subject to the county, state and federal regulations.
14. Only persons approved by SCC shall be allowed to perform interments.
15. SCC, staff or its volunteers will not be held responsible for damages or injuries resulting from defects in burial vaults, concrete boxes, and lids.
16. Cemetery Management shall not be held liable for any delay in the interment of a body if:
  - a. instructions regarding the location of a lot cannot be obtained
  - b. the interment space cannot be opened where specified
  - c. the SCC Policy has not been complied with
  - d. the SCC Policy shall forbid such interment
  - e. a protest to the interment has been made

Cemetery Management reserves the right, under such circumstances, to return the human remains to the funeral home until full rights have been determined. Any protest should follow the grievance process.

## **DISINTERMENT**

Disinterment is the removal of human remains from the ground. Disinterment shall be allowed with the following stipulations:

1. Written authorization of the Lot Owner and the Next of Kin. In some cases, permission from the Chancery of the Archdiocese of Louisville may also be required.
2. Proper documentation on file in the SCC Business Office.
3. The memorial may have to be removed from the premises or altered and the lot owner will be responsible for the cost of such removal or alteration.
4. Administrative fees will apply and are required in advance of the disinterment.
5. Approval of SCC Management.

6. Disinterment must be witnessed by a Funeral Director and Cemetery Management. The disinterment of cremains does not require the presence of a funeral director.

SCC shall assume no liability for the damage to any casket, outer container, or memorial marker incurred during the disinterment.

## MEMORIAL MARKERS

The Memorial Marker shall mean any type of structure used to designate the location of a grave and may include the name of one or more persons. St Catherine Cemetery reserves the right to approve:

1. Graphics and script on the Memorial Marker. It is the desire of SCC that the design and script be appropriate for a place of Christian burial.
2. Construction and size of the Memorial Marker. These markers may vary in design from simple to elaborate, but must meet the size requirements as specified below.
3. "Request to Erect a Memorial Marker" form. Completion and approval of this document will ensure that all preliminary information has been provided and all signatures have been secured.

To avoid costly errors, it is important for the Lot Owner or the memorial dealer on their behalf to secure approvals from the Parish Office prior to purchase or development of the memorial marker. Cemetery Management reserves the right to refuse installation of memorial markers not approved by SCC. The Management will inspect all installed memorials and has the right to remove from a lot any memorial that does not conform in every detail to the approved design.

### **Memorial Markers**

Only one memorial per grave or one shared memorial per lot (two or more graves) is recommended, unless otherwise reflected in the burial rights agreement. A second memorial marker may be allowed in the event of a second burial in the same plot. ***In lieu of a second memorial: It is highly recommended that inscriptions for second burials in a grave be added to the existing memorial, if space allows.*** The only exception to this rule are veteran markers.

1. Memorials must be placed at the head of the grave on a concrete foundation as specified below. The maximum length of a single marker is 42 inches. The maximum length of a double marker is 84 inches. The maximum length of a triple marker is 126 inches. Memorial markers must not exceed 18 inches in width.
2. The second memorial marker must be placed level with the ground on a foundation. The marker must be placed at the foot of the grave.
3. Granite or bronze Veterans marker must be placed level with the ground. These markers are provided by the US government. If the marker is in addition to a privately purchased memorial it will be placed at the foot of the grave.

4. Death dates can only be inscribed on a memorial if a burial has taken place.
5. Names are allowed on the back of monuments. Dates are only allowed if a burial took place behind the memorial.

### **Foundations**

1. All memorial markers must be installed on a wet mixed concrete foundation. Minimum of 30 days cure time is required. Dry mix is never allowed.
2. All foundations must be dug as long and wide as the base of the monument that they are intended for. The depth of foundations for monuments up to 84 inches long is 18-20 inches. Larger monuments or monuments that are placed on a hill may require deeper foundations. Management, at its discretion, will determine the depth required for each monument. Post-hole foundations will be required at the discretion of Cemetery Management.
3. All soil removed must be hauled from the grave. Drive boards must be used to avoid causing ruts and damage to graves. All damage caused must be repaired to the complete satisfaction of Cemetery Management. Every effort is to be taken to ensure that the grave site is left in the same condition as before the foundations and memorials were installed.

### **Purchase/Installation/Maintenance of Memorial Marker**

1. The Lot Owner/descendants of the lot owner must authorize and approve all memorial work, placement or removal of any memorial marker. This will include memorial markers on graves assigned to another individual.
2. Memorial markers will be installed when all outstanding debts with the cemetery have been resolved and all documentation is in place.
3. All memorial work, placement or removal of any memorial, shall be coordinated through the Parish Office. Cemetery Management reserves the right to fix the days and hours when any memorial may be installed in SCC. The location and position in which a memorial marker is to be placed shall be determined by Management.
4. After installation, the finished memorial marker is subject to final inspection by Cemetery Management. Any memorial that does not conform in every detail to the approved design in the "Request to Erect a Memorial Marker" form may be rejected by Cemetery Management. The Cemetery Management reserves the right to remove such memorials from the premises. It shall be the responsibility of the Lot Owner and the memorial dealer to correct any errors or deficiencies in workmanship or material and assume all related costs.
5. It is the responsibility of the Lot Owner/heirs and assignees to maintain the memorial marker in a safe and proper state of repair.
6. In the event the cemetery, in its sole discretion, determines that any memorial erected is in need of repair or is in an unsafe condition, the cemetery shall notify the lot owner in writing



at his address. If the lot owner fails to correct such condition to the cemetery's total satisfaction within thirty (30) days after the date of notice, the cemetery may take any action as it may solely determine to correct such condition, including, but not limited to, repairing or removing the memorial entirely and the lot owner agrees to immediately pay to SCC the cost of any such action.

7. Non-cemetery workers shall operate as independent contractors. Proof of liability and workers compensation insurance must be on file in the Business Office 5 days before work begins.
8. Independent contractors shall refrain from scattering their materials over adjoining lots or blocking roads or walkways. When any heavy material is to be moved over lawns, planks must be laid to prevent injury.
9. Independent contractors shall assume responsibility for the cost of repairs, if in placing foundations or erecting monuments they cause damage to other memorials, lots, or property. If the independent contractor does not make arrangements within thirty (30) days for the necessary repairs, the cemetery will proceed with the repairs and bill the independent contractor. Failure to reimburse the cemetery for its costs will jeopardize future work by the independent contractor at SCC.
10. Cemetery Management reserves the right to stop all work of any nature, when in its opinion, proper preparations have not been made; or when work is being done in such a manner as to endanger life or property; or when work is not being executed according to specifications; or when any reasonable request on the part of Cemetery Management is disregarded; or when any person violates the SCC Policy.

## **PERPETUAL CARE**

Perpetual care shall mean the continued care of the cemetery property. It is understood to be general care and maintenance (include normal mowing and trimming of grass, planting and upkeep of trees and shrubs) within SCC. It also includes general maintenance of fences and roadways. Cemetery Management reserves the right to use legally approved chemical applications to beautify the cemetery property. Management reserves the right to do all grading, landscape work, improvements of any kind, and all care of lots; likewise to plant, trim, cut, or remove any trees and shrubs within the cemetery.

Perpetual Care shall in no case mean the maintenance, repair or replacement of any memorial placed upon any lot.

## GENERAL INFORMATION

1. The statement of any employee or authorized volunteer of SCC shall not be binding upon Cemetery Management, except as such statement coincides with the Right of Burial Agreement and St Catherine Cemetery Policy.
2. Modifications to SCC Policy
  - a. Cemetery Management reserves the right to temporarily amend, repeal or add to this Policy as it deems necessary to meet current or changing circumstances. Such temporary exceptions shall in no way be considered as affecting the overall policy.
  - b. Cemetery Management reserves the right to amend or repeal all or part of this policy or to adopt any new regulation with respect to its cemetery.
  - c. Cemetery Management reserves the right, in all matters not specifically covered by this policy, to do what in its judgment is deemed reasonable. Such determination shall be binding upon the lot owner and all parties concerned.
3. Cemetery Management reserves the right to refuse admission to SCC and to refuse the use of any cemetery equipment or facilities at any time to any person or persons, as the rules, judgment, and tradition may dictate.
4. Lot Owners or other involved parties may request resolution of issues with SCC policy or actions of Cemetery Management through a written Grievance Process. Information on this process is available in the Parish Office. Cemetery Management will make every attempt to resolve a grievance in a timely manner.
5. Cemetery Management shall have the right to assess fees and time of payment for interment, disinterment, or any other service rendered by the Cemetery. Any indebtedness due for work performed on a lot must be paid in full before an interment in the lot may be made, or any memorial may be erected.
6. Cemetery employees and authorized volunteers:
  - a. Shall do all work performed in the cemetery, except that performed by independent contractors as authorized by Cemetery Management.
  - b. Are not permitted to do any work for lot owners unless authorized by Management.
  - c. Are not permitted to receive any fee or gratuity directly or indirectly for any work performed.
7. Cemetery Management shall have the right to maintain guards if in its discretion it deems it necessary, but is under no legal obligation to do so.
8. Cemetery Management disclaims all responsibility for damage of any kind that may occur to memorials in the normal course of cemetery operations, performed with reasonable care and caution.
9. The Management reserves the right to correct errors that may be made by its employees or authorized volunteers or by any other person or persons
  - a. in making an interment, disinterment, or removals.

- b. in the location or placement of a memorial marker.
- c. in the description, transfer or conveyance of any interment rights in a grave.

<b>FROM THE MANAGEMENT</b>
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These rules and regulations are not considered to be all inclusive and are subject to change. They cover general areas and are supplemented by other operations instructions, the Order of Christian Funerals, existing civil and canon laws, and other instruments published by the Management.

Please observe these rules and regulations to keep our cemetery a proper and sacred place for the burial of our deceased loved ones. Thank you for your continued support and cooperation.