

## **Our Saviour's Lutheran Church Cemetery Policies**

OSLC Cemetery  
Bethany Cemetery  
Riverview Cemetery

All rules and regulations set forth herein will become effective on January 1, 2013.

### **A. Rights of Interment**

1. The grant of interment rights will be limited to current active members and former active members of Our Saviour's Lutheran Church.
2. These rights are intended for use by the grantee and/or his immediate family. Rights will be granted for use by specific, designated immediate family members. Immediate family members include only the grantee's spouse, children or other legal dependents and parents. Rights of interment are intended for members of the Lutheran faith. Exceptions may be granted at the discretion of the Cemetery Committee.
3. Rights of interment may be obtained by application to the Cemetery Committee and full payment of fees in the amounts shown in Section 5, below.
4. Upon receipt of full payment, the Cemetery Committee will issue a Right of Interment Certificate for each site reserved. Right of Interment Certificates will be issued with the embossed seal of Our Saviour's Lutheran Church. All data relative to each certificate will be entered in the permanent cemetery records.
5. The Cemetery Committee is responsible for the preservation and up-dating of Cemetery records and area plots. All interments, space reservations, and other pertinent data shall be posted on Cemetery master records and plots. A copy of these records is to be on file in the Church Office and accessible to members of the Congregation. In addition, these records are to be made available to anyone by using appropriate means of modern technology. The information contained in these records shall, at a very minimum, show the name of the interred, date of birth, date of death, and the cemetery location of the named interred or the name of the Right of Interment Certificate holder and the cemetery location of the reservation. Other data elements may be added from time to time to these records as the Committee sees fit or as the need for that information becomes necessary.
6. Beginning January 1, 2013 the following types of cemetery sites will be offered:
  - a. A full-size single site (4 ft. x 8 ft.) that will accommodate a casket and vault for traditional burial – The fee for this right is \$1,000.00.
  - b. A half-size single site (4 ft. x 4 ft.) that may be used for one or two sets of cremains, with or without a vault – The fee for this right is \$550.00.
  - c. Memorial Garden – Cremains are interred directly into the earth without a container in the OSLC Memorial Garden. A small bronze plaque which includes the name and birth and death dates of the deceased is mounted on the permanent marker for this garden. The fee for this right is \$250 which includes the procurement and installation of the name plaque.
  - d. Fees may be waived by the Cemetery Committee in cases of demonstrated financial hardship
  - e. Specific sites will be assigned to the Certificate grantee on a first-come, first-served basis by the Cemetery Committee.

7. Fees will be appropriated by the Cemetery Committee to both the Cemetery Operating and Perpetual Care Funds. No less than 50% of the fees for each granted interment right will be appropriated to the Perpetual Care Fund. Fee amounts are subject to change at the recommendation of the Cemetery Committee and with the approval of the OSLC Parish Council.
8. Headstones and markers may be installed at full size and half size sites at the expense of the certificate holder or his/her estate. See Section B – Stones and Markers for specific requirements.
9. The Right of Interment Certificate is non-negotiable and non-transferable except to the Cemetery Committee. No sale of a Right of Interment Certificate is valid. Upon written request by grantee the Cemetery Committee will repurchase unwanted sites at one-half the current Interment Right fee. Granted burial sites that remain empty 75 years after the date of the grant will revert to Our Saviour's Lutheran Church, unless otherwise authorized in writing by the OSLC Cemetery Committee.
10. Every reasonable effort will be made to honor the burial site originally chosen; however, conditions may prevail rendering this impractical. For example: an unusually large tree may prevent opening a site, or the presence of subterranean obstacles may preclude the use of a site. To remedy the condition described above, the Certificate holder may choose one of the following options:
  - a. An alternative site
  - b. Such other options as may be presented by the Committee
  - c. Repurchase by the Committee in the amount of the current cost of a site
11. Authorization by the Pastor or member of the Cemetery Committee is required before a burial site may be opened. Upon request, satisfactory evidence – a Right of Interment Certificate – must be provided, or record of its issue must be entered in the cemetery records per Section 4.

## **B. Stones and Markers**

1. All stones or markers must be approved by the Cemetery Committee before installation. The Committee reserves the right to authorize the removal of such markers, etc., installed without permission, or which may be considered inappropriate, at the certificate holder's expense.
2. Stones and markers, regardless of size, will be required to have a cement base of appropriate depth. The dimensions of the base must exceed the dimensions of the headstone by three inches (3 in.) on each side. Stones and markers shall be composed of granite or other similar materials approved by the OSLC Cemetery Committee. Permanent stones and markers may be set prior to burial but must be set within six months of burial.
3. Footstones may not protrude above ground level. Footstones may not be set prior to burial.
4. Corner markers may not protrude above ground level.
5. Repair of stones and markers shall be the responsibility of the owners. When the owners of the stone or marker or appropriate family members or agents cannot be contacted, repairs will be made at the discretion of the Cemetery Committee.
6. Should any stone or marker become unsightly or dilapidated or should any stone or marker pose a safety hazard, the OSLC Cemetery Committee shall have the right to either correct or remove the stone or marker at the expense of the owner or the owner's appropriate family members or agents.

### **C. Decorations**

1. The OSLC Cemetery Committee is responsible for general maintenance and upkeep of OSLC cemetery properties.
2. Funeral flowers and wreathes placed on a fresh grave will be removed after a period of two weeks. Family members may remove flowers any time before the end of the two-week period.
3. All flower arrangements must be removed or placed on top of the stone or marker during the mowing season (April 1 through October 31). Metal, wire, or wooden structures (such as wreath stands) are allowed in the cemetery from November 1 through March 31, outside the regular mowing season
4. Deteriorated or unsightly flower arrangements will be removed by the Cemetery Committee.
5. Glass containers may not be used for floral arrangements.
6. Trees, shrubs, vines, flowers, and other plants may be planted only with the permission of the Cemetery Committee.
7. The Committee reserves the right to remove from any plot or from the cemetery(ies), either wholly or in part, any tree or bushes that shall be, in its judgment, detrimental to any adjacent plot, path or drive, or that shall be unsightly or obstructive, or the roots or foliage of which shall interfere with any adjacent plot.
8. American flags may be used to honor veterans of the United States armed forces at appropriate times such as Memorial Day and Veteran's Day. Torn or tattered flags will be removed when warranted.
9. Non-traditional decorations such as garden adornments, balloons, and beverage containers are discouraged and may be removed at the discretion of the Cemetery Committee.

### **D. Burial Requirements**

1. All caskets shall be buried in a vault or graveliner of suitable material (e.g. cement or polyguard).
2. The bottom of all vaults will be buried at least 53 inches below the surface of the ground with at least 30 inches between the top of the vault and the cemetery ground.
3. Cremated remains will be buried at least 24-30 inches below the surface of the ground in a suitable stone, metal, ceramic, concrete, or wooden urn. Vaults for cremain burials are optional.
4. Funeral directors are asked to contact the OSLC Cemetery Committee to schedule any necessary grave servicing, stone setting or other work.
5. Funeral directors are asked to remove excess earth from the cemetery property when opening graves or burial sites.

### **E. Cemetery Structures**

1. Installation of all Memorials, Monuments, Private Mausoleums, Flower Urns, Benches or any Permanent Structures must be approved by the OSLC Cemetery Committee.
2. All Monuments, Memorials or Permanent Structures must be made of Traditional materials such as Marble, Granite or Bronze, or have special approval by the OSLC Cemetery Committee.
3. Such approved installations will be performed by a Licensed and Insured contractor only, under the coordination of the OSLC Cemetery Committee, unless otherwise approved.

4. All interment fees must be paid in full before any monuments, memorials or related structures can be installed, unless otherwise approved by the OSLC Cemetery Committee.
5. All work must be performed during normal operating hours Monday through Friday only.
6. All lettering, emblems, vase rings, etc. for installation on OSLC Mausoleums, Columbaria and similar structures must be approved by and installed by the OSLC Cemetery Committee.

#### **F. Visitors and Public Access**

1. Visitors are welcome in the Our Saviour's and Bethany Cemeteries during normal daylight hours. Visitors should request permission from the OSLC Cemetery Committee or Pastor for access to cemetery properties after dark. Visitors to Riverview Cemetery should request permission from the OSLC Cemetery Committee or Pastor prior to visitation.
2. The following vehicles are prohibited within the cemetery: skateboards, bicycles, motorcycles, mopeds, scooters and similar vehicles, unless required for mobility for individuals with disabilities.
3. Visitors may not drive any vehicles onto cemetery property unless approved by the OSLC Cemetery Committee.
4. No meeting, assembly, tour, service, or similar gathering shall be held on OSLC Cemetery property without the permission of the Cemetery Committee or Pastor.
5. Visitors are asked to refrain from bringing pets or other animals onto OSLC Cemetery property except for service animals for individuals with disabilities.