

St. John the Baptist Cemetery Association

ARTICLE ONE—MANAGEMENT

1. The Cemetery Board shall consist of these members: a manager, a president, an advisor, and four committeemen. The Cemetery Board members are described below in articles 1.2, 1.3, 1.4, 1.5 and 1.6.
2. In a parochial cemetery, the pastor is constituted the manager, with full authority to determine the rights of burial and the rules and regulations of the cemetery.
3. The president is elected for a one year term. The president is elected from among the three men that served the prior year on the Men's Sodality and the Cemetery Board.
4. The advisor is a long standing member of the Cemetery Board. In this important role, the advisor oversees the cemetery and makes recommendations to the Cemetery Board and the Parish Council on needed improvements, upkeep, and cemetery policy.
5. Three of the committee men are from the Men's Sodality. One of the men should have served the prior year on the Men's Sodality and the Cemetery Board. The other two committee men are new members, elected each year at the annual meeting of the Men's Sodality in January.
6. A representative of the Parish Council constitutes the fourth committee member.
7. All provisions of church law and civil law are an obligation of the Cemetery Board.
8. Any emergency not foreseen by these Regulations shall be decided by the Cemetery Board.

ARTICLE TWO—MEMBERSHIP

1. All persons who are registered members of the St. John the Baptist Parish are expected to be members of the St. John the Baptist Cemetery Association.
2. Annual dues for continuing membership in St. John the Baptist Cemetery Association are \$10 for each parishioner 21 years of age and older.
3. Long time members of St. John the Baptist Parish who are forced by retirement, old age, or sickness to leave the parish may keep their membership in St. John's Cemetery Association and benefit from all the privileges.
4. Regular payment of annual dues entitles you to burial in St. John's cemetery.
5. Membership may be lost by non-payment of the annual dues. Payment must be made during the months of January or February of each year.

ARTICLE THREE—NON-MEMBERS OF ST. JOHN'S CEMETERY ASSOCIATION

1. There will be a charge of \$1000 for each grave for people who are not members of St. John's Cemetery Association. Those 21 years of age and under will be charged \$150.
2. Burial of cremation ashes of former members of the parish may be added to a parent's grave, with approval of the immediate family. Example: A son or daughter moves away from home and stops paying annual dues to the St. John Cemetery. The cremation ashes of the son/daughter can be buried on top of the parent's grave, in an approved burial container. The charge for such a burial is \$300.

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3. Cremation ashes of unrelated, non-parishioners will not be allowed to be buried on top of an existing grave at St. John the Baptist Cemetery.
4. Exceptions to the above policy may be permitted with the approval of the Cemetery Board.

ARTICLE FOUR—PRIVELEGES

1. Up-to-date payment of dues by the head of the family carries with it the right to a grave space for the spouse and for each member of the family not out of high school provided the deceased person is still a resident of the parental household.
2. A grave space may be reserved next to an immediate relative buried at St. John's Cemetery (e.g. a father and/or mother may reserve a space(s) next to a deceased son/daughter). A reservation fee of \$50 per grave and \$263 for the footer must be paid before the next burial. This fee is for reservation only, and annual dues must still be paid until age 65. Couple is \$100 for plots and \$425 for the footer.
3. For persons 65 years or older the following applies: a man or wife (one needs to be 65 of age) or single person may reserve a grave for both or the single person for himself or herself. The reserved grave will be in line with the last grave. A suitable monument must be erected within six months, if possible. The cost of a grave so reserved is \$50. Anyone reserving such a grave is exempted from paying annual dues.
4. The pastor or manager has the right to refuse burial for any parishioner who lost membership by non-payment of dues, or any parishioner who refuses to pay the costs noted above. The pastor/manager, for good cause, has the right to waive the fees.
5. The payment of dues and fees noted above entitles Association members to burial rights ONLY. Property rights and title remain in the possession of St. John the Baptist Parish.
6. Only the pastor/manager can permit the opening of a grave.
7. A non-reserved grave will cost \$50.
8. One grave plot can accommodate one of the following: one casket, one casket + one cremation urn, or two cremation urns. A grave plot cannot accommodate two caskets.

ARTICLE FIVE—MAINTENANCE

1. No work of any kind may be done on the cemetery property except with the approval of the Cemetery Board and under the direction of the board.
2. No planting of any kind will be permitted on any grave or any part of the cemetery property without the permission of the pastor/manager and/or Cemetery Board.
3. Decoration of graves with flowers, wreaths, or any other devices is permitted on the occasion of the burial and also on All Souls and Memorial Day.
4. Glass containers are absolutely prohibited.
5. The relatives of the deceased will be responsible for the opening and closing the grave.
6. NO HEAVY POWER EQUIPEMENT OF ANY KIND, i.e. trucks, tractors, cars, trailers, etc. are permitted on cemetery property when the ground is wet and/or soggy.

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ARTICLE SIX—MARKERS

1. It is the duty of the pastor/manager to observe church law in reference to monuments and markers and forbid any marker that may be contrary to Catholic teaching and good taste.
2. A single base of headstone may be no longer than 44". A double base headstone foundation may be no longer than 100". A triple headstone may be no longer than 150". The maximum width is 14". The maximum height is 56".
Examples: **Double headstone could be on one plot if both husband and wife are cremated or one is cremated and other has traditional burial (casket vault). 44" inch base maximum. ** Double headstone could also be put on two plots if both are having a traditional burial (casket vault). 100" base maximum.
Lots will not be reserved out of order, however double or triple plots will not be divided by aisle (plots 22 & 23).
3. With the exception of veterans, only one headstone may be placed on any grave. Veterans may place an additional stone or plaque indicating their service to their country. If plaque is mounted to foundation total length of monument is reduced by length of plaque plus 44".
4. Once a headstone is placed on a lot it may not be removed without the permission of the pastor/manager and Cemetery Board. If permission is granted, the footer may not be removed and the lot(s) will be considered abandoned. There will not be a refund for the abandoned lot(s). The person removing the headstone assumes all liability for damage done to the cemetery or to another headstone.
5. Old grave markers that are beyond repair will be removed and placed in a remote location on cemetery property. Every effort will be made to notify family members before a move takes place and they will be given an opportunity to replace the markers. Since the grave location is recorded on the cemetery map, the Cemetery Board will not be responsible for installing a replacement grave marker.
6. Mausoleums and stone grave coverings are not allowed on St. John the Baptist Cemetery.
7. All adult graves must have some type of concrete or steel vault.
8. Temporary markers shall be removed one year from the date of burial.
9. To show respect, all burials with bodies must be in a coffin.

ARTICLE SEVEN—CEREMONY

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

ARTICLE EIGHT—CREMATION

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1. The cremated remains of a body should be treated with the same respect given to the human body from which they come. This includes the use of a worthy vessel to contain the ashes. Only vault boxes are permitted.
2. The cremated remains shall be buried in a regular grave; no more than two sets of cremated remains are allowed for each grave lot.
3. The practice of scattering cremated remains is not allowed at St. John the Baptist Cemetery.
4. A grave with cremated remains shall have a suitable headstone.

ARTICLE NINE—DISINTERMENT

1. No disinterment or removal of a body shall be allowed except for good reason, and then only with the permission of the cemetery authorities and only with written authorization of next of kin in accordance with proper legal procedure.
2. The cemetery authorities shall assume no liability for damage to any casket, outer container or marker incurred while making disinterment or removal.
3. The expense of disinterment shall be the sole responsibility of the next of kin.

ARTICLE TEN—EFFECTIVE DATE

1. These regulations become effective March, 2016
2. These St. John the Baptist Cemetery Regulations were revised and approved by the pastor, Fr. Eugene H. Schnipke, C.P.P.S.

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Cemetery Committee By-Laws and Guidelines

The purpose and function of the Cemetery Board is to regularly maintain the parish cemetery property and surrounding grounds to keep their appearance neat and well kept. This reflects the respect of the whole parish, for our deceased members, and their families and ourselves.

The parish employs a groundskeeper whose duty is to do required mowing, grass trimming, weed spraying, fertilizing, and light trash pick-up. These tasks are not the responsibility of the Cemetery Board.

The responsibilities of the cemetery committee might include, but are not limited to, the following:

1. Removal of large, fallen branches and dead or dying trees and their stumps;
2. Replanting replacement trees from time to time;
3. Tree mulching, spraying, pruning and watering as conditions warrant;
4. Grave site maintenance:
 - a. Remove excess dirt from newer graves after an appropriate time;
 - b. Replenish dirt on all graves and turf depressions as settling occurs;
 - c. Reseed to maintain grass cover after first year has gone by;
 - d. Notify Council as dirt and mulch piles are depleted or other needs arise;
 - e. Purchase seed, spray, fertilizer, and related items;
5. Maintain upkeep on outdoor parish statues (clean, paint, seal) as required. No unsolicited upkeep or repairs can be done to grave markers themselves without the expressed consent of the families of deceased via the Parish Council.
6. Perform other maintenance deemed appropriate as situations arise or as they are called to attention by parishioners as can readily be accomplished by the committee, referring other situations of questionable responsibility or capability promptly to the Parish Council. This is especially in regard to preventative measures where neglect will only exacerbate the problem, become more costly to repair, or increase the parish's exposure to liability.
7. The Parish Council has established that as a minimum the cemetery committee shall convene for a session once in the spring, in midsummer, and again in the fall of each year to carry out these tasks as required.

The persons constituting the cemetery committee are not to be overly burdened in their tasks, but are merely the vanguard of the Men's Sodality at large which consists of all registered men of the parish whose responsibility is to assist in maintaining our parish as required. It is suggested that the spring session which most likely will be the busiest would also entail the services of the other members of the Men's Sodality in order to facilitate the timely completion of all the work required to be done at this time.