

St. Sebastian Cemetery Association Regulations

ARTICLE ONE—MANAGEMENT

1. The Cemetery Board shall consist of these officers: The Manager (by Archdiocesan law, the manager is the Pastor); a President, a Secretary, and a Treasurer.
2. In parochial Cemeteries, the Pastor is constituted the Manager, with full authority to determine the rights of burial and the rules and regulations of the Cemetery. If the Pastor wishes, he may appoint a lay member as his delegate.
3. The President, Secretary, and Treasurer are elected from among the members of the Association.
4. Only one new member is elected each year (in the order of President, Secretary, and Treasurer). The term of office is three years. Officers may be re-elected.
5. Any dues paying members of the Association has the right to vote.
6. All provisions of Church Law and Civil Law are an obligation of the Cemetery Board.
7. Any business concerning Cemetery matters should be conducted with the President of the Cemetery Association or the delegate of the Pastor.

ARTICLE TWO—MEMBERSHIP

1. All persons who live within the Parish limits as determined by Archdiocesan Law and are registered members of the St. Sebastian Parish are expected to be members of the St. Sebastian Cemetery Association. All those who have cemetery plots in other Cemeteries are excused. Any member of the Parish who refuses to become a member of the St. Sebastian Cemetery Association will not be granted burial in St. Sebastian Cemetery without paying a fee of \$1,500.00.
2. All persons who, at the time of the writing of these rules, live outside the Parish lines, but who have actually been members of the Cemetery Association may continue their membership provided they fulfill the requirements for non-resident members as stated in number three (3) of this Article.
3. Long time members of St. Sebastian Parish who are forced by retirement, old age, sickness, or similar reasons to leave the parish may keep their membership in St. Sebastian's Cemetery Association by either continuing their annual dues or payment of a single fee of \$500.00.
4. The annual dues will be \$15.00 per person for all over 21 years of age. Payment of dues begins on January 1st of the year following one's twenty-first birthday. Families moving into the Parish after the first of the year begin paying dues on January 1st of the following year. Dues must be paid by March 1st. If not by this date, a penalty of \$15.00 plus back dues must be paid to regain membership.
5. If dues are not paid by March 1st, it will be required to pay double the current rate for every year missed, up to 5 years past. If more than 5 years of no payment, the non-member fee will be required.
6. Anyone buried in the adult section of the Cemetery must pay an additional fee of \$25.00 for each grave for plotting and maintenance, except perpetual members.

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7. Perpetual membership fee is \$400.00 and includes:
 - a) Opening of grave – (plotting and maintenance only)
 - b) Lifetime Membership
 - c) They are still responsible for reservation and footer fees
8. Perpetual membership money is to be kept in a separate Perpetual Membership Savings Account.

ARTICLE THREE—NON-MEMBERS OF ST. SEBASTIAN’S CEMETERY ASSOCIATION

1. Non-parishioners who are not members of the Cemetery Association will be charged a fee of \$1,500.00 for a grave in the adult section of the Cemetery and \$50.00 for a child buried in the infant section of the Cemetery. Burial of cremation ashes in an approved container on a plot with one container or one casket will be charged \$300.
2. For rows that have fully poured concrete footers the footer fee is to be paid to the cemetery association. The fee for non-members will be \$500 for a single plot and \$1000 for a double plot.

ARTICLE FOUR—THE ORDER OF BURIAL

1. The general rule is to bury members in the order in which they die.
2. A gravesite may be reserved in the St. Sebastian Cemetery for a surviving husband or wife. (The Pastor and Cemetery Board may make exceptions to this rule.) The reservation must be made and the fee of \$25.00 must be paid before the next burial.
3. A gravesite may be reserved in order of burial. This reservation fee is \$75.00 for each gravestone paid on the date of reservation. A headstone will be in place within one (1) year of reservation date, as described in Article Five under Maintenance.

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 other part of the cemetery property.
3. Decoration of graves with flowers, wreaths, or in any other manner is not encouraged. Such decorations are permitted on the Feast of All Souls and Memorial Day.

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4. Footers for the head stones must extend at least three feet into the ground, or 1 foot with rebar and must extend four inches on all sides beyond the actual dimensions of the base stone to the complete depth of the footer. The style, size, and shape of the head stones should be in keeping with the simple design of the other headstones in that particular part of the Cemetery.
5. All new rows will have a continuous footer poured the entire length. The initial cost of the footer will be paid by the cemetery association. Anyone reserving a plot will be responsible to pay the footer fee for their plots to the cemetery association. This cost is \$228 for a single plot and \$456 for a double plot.
6. No trucks, tractors, cars, trailers, etc. are permitted on cemetery property when the ground is wet and/or soggy.

ARTICLE SIX—OPENING AND CLOSING OF GRAVES

1. The Pastor/Manager has the right to require full payment of fees (including back dues) before granting permission “to open the grave”. Fees and dues as stated in these rules transfer burial rights, but NOT ownership of any part of the Cemetery.
2. The relatives of the deceased will be responsible for the opening and closing of the grave.
3. This work may be done by the volunteer services of neighbors and friends or by hired labor. In any case, the work is to be done under the direction of the Cemetery Board.
4. The grave will not be opened until the Pastor/Manager has certified that the deceased has the right to be buried in St. Sebastian Cemetery.

ARTICLE SEVEN—ANNUAL REPORT

1. An annual report giving a record of all internments, together with the annual financial report including all receipts and expenses shall be submitted to the Pastor/Manager and St. Sebastian Business Manager.

ARTICLE EIGHT—ANNUAL MEETING

1. There shall be a meeting of the St. Sebastian Cemetery Association during the first 3 months of the year on a day and at a time stipulated by the Pastor/Manager. Members are expected to pay their dues at this meeting.
2. A second meeting will be held during the fall of the year. Election of new officers will take place during this meeting.

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ARTICLE NINE—EXCEPTIONS

1. The Pastor/Manager will decide any case not foreseen by these rules after consulting with the Cemetery Board.

ARTICLE TEN—CREMATION

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

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St. Sebastian Cemetery Board:

President	Matt Bruns
Secretary	Greg Hartings
Treasurer	Nick McClurg
Pastor/Manager Delegate	Matt Bruns
Pastor/Manager	Rev. Kenneth Schnipke, C.P.P.S.

Amendment to Article 1.2, 2.1, 2.3, 2.6, 3.1, 5.3, 5.5, 7.1, 10.1, 10.2, 10.3 were approved by the Pastor/Manager and Cemetery Board on May__, 2016.

Amendment to Article 2.1, 3.1 were approved by the Pastor/Manager and Cemetery Board on April 17, 2023

Amendment to Article 2.1, 2.4, 2.5, 3.1 were approved by the Pastor/Manager and Cemetery Board on November, 2023

Amendment to Article 2.7, 2.8, 3.2, 5.4, 5.5, 8.1, 8.2 were approved by the Pastor/Manager and Cemetery Board on January, 2026