

OPERATING PROCEDURES FOR  
EBENEZER MEMORIAL ASSOCIATION

The Ebenezer Memorial Association on offers our deepest condolences to you and your family for the loss of your loved one. Thank you for considering Ebenezer Cemetery for their final resting place.

Our mission is to protect, preserve and to maintain the site, to preserve the historic value, to protect these sacred grounds and to execute an orderly and just process for the utilization of the cemetery facilities for the membership of Ebenezer AR Presbyterian Church.

Within this document, there are several guidelines that have been established to accomplish its stated mission and goals. We ask that you familiarize yourself with our guidelines. We also ask that you share this information with your family.

If you have any questions, please contact the General Manager of the cemetery or any member of the committee. You can reach us at the Ebenezer AR Presbyterian Church office (803) 3665119.

I have read the Operating Procedures for Ebenezer Cemetery which went into effect May 1, 2011, and agree to abide by this document.

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Signature

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Date

## ELIGIBILITY

Plots are reserved in Ebenezer Cemetery for members of Ebenezer Presbyterian Church and their immediate family members: mother/father, brother/sister, son/daughter, and affiliated members. The fee schedule is as follows:

Active Members of Ebenezer Presbyterian Church - \$750.00

Affiliated Member-\$1500.00 (Which includes: Father, Mother, Son, Daughter, Brother, Sister, stepfather, stepmother, grandparent, or grandchild of someone buried in Ebenezer Cemetery.)

All fees are non-refundable and non-returnable. Ebenezer Presbyterian Cemetery Committee reserves the right to change any and all fees at any time the committee deems it necessary to accomplish its stated mission and goals.

## PLOT RESERVATIONS

Plots can only be reserved for a person currently living. There must be a name provided for the reservation. A plot can only be used for the person it is reserved for.

Plots can only be reserved by a person who is an Active Member of Ebenezer Church, or an Affiliated Member.

All fees for reservations are outside and exclusive of any memorials or contributions made to Ebenezer Presbyterian Church or Ebenezer Presbyterian Church Cemetery.

A plot cannot be traded, leased, or sold.

A plot may be reassigned to another person at a later date, however:

- 1) Reassigned reservations must meet the eligibility requirements and be approved by the Ebenezer Memorial Association Board.
- 2) The owner must pay any difference in fees for reservations at the time of the changed reservation.

Once a plot is reserved and paid for it remains with the owner (name it is reserved for) until:

- 1) That person offers the plot back to Ebenezer Presbyterian Cemetery committee.
- 2) The person who purchased or paid for the reservation offers the plot back to the Ebenezer Presbyterian Cemetery committee at purchase price.

## GRAVE OPENING

All grave openings in Ebenezer Presbyterian Cemetery must be proceeded by:

- 1) Permission and consent of a member of the Ebenezer Cemetery Committee.
- 2) All fees must be paid BEFORE any grave can be opened. This includes payment from or from any funeral home service.
- 3) A PLOT RESERVATION sheet or form must be completed and signed BEFORE any grave can be opened.

### **\*\*NOTE\*\***

All fees are used by Ebenezer Cemetery Committee to provide maintenance and care of the cemetery. This is a reservation only. This is NOT a PURCHASE of a piece of property. All burials (except cremations) must utilize a vault.

## RECLAIMING PLOTS

Ebenezer Presbyterian Church Cemetery Committee reserves the right to reclaim all plots once all immediate family members are deceased.

The cemetery committee will periodically review plot reservations and attempt to reclaim all unused plots.

Once a plot is returned or reclaimed, the reservation fee will be retained by the Cemetery Committee and will be used for the perpetual care, protection, and preservation of the cemetery.

## CEMETERY CARE AND IMPROVEMENTS

All graves must be permanently marked with a stone or metal head or foot marker.

Only head and foot stones may be placed on a gravesite. Placement must be with the guidance of a cemetery committee member. Upright headstones are permitted. Please contact a cemetery committee member for guidance in placing any head or foot stones.

One marker per grave is allowed. One marker can be placed to mark two or more graves with foot stones per person.

After 30 days, any flowers, pots, holders, tie downs, vases, urns, hooks, or any items other than head and foot markers are subject to removal for any unsightly, faded, or displaced items.

No planting or placement of any items will be allowed without the consent of the cemetery committee.

Any special request will be taken into consideration by the cemetery committee. These requests must be submitted in writing.

### CREMATION PLOTS

Current standard plot size is 4 x 8.

Cost is same as standard plot for vault/casket.

There can be up to 4 cremation plots per standard plot.

All urns (or containers will be placed 3-4 ft deep.

All graves must be permanently marked with a stone or metal head or foot marker.

Where there is an existing headstone, it can be carved into, or a flat marker may be placed at the foot of the grave, or base of the headstone or a flat marker may be placed over each cremation plot.