

# Mt. Sylvan Policies For Cemetery Use

All who serve on the Cemetery Committee of Mt. Sylvan UMC believe strongly that we have a sacred trust. A sacred trust in that we celebrate the memory of the saints of our congregation, and others, who served as disciples of Lord Jesus Christ. As a body we honor the memory of those who rest at the Mt. Sylvan Cemetery by being attentive to the perpetual care, and maintenance of that space.

It is incumbent upon us to periodically, review and update various elements of the Policies for Mt. Sylvan UMC Cemetery use guidelines that begin on the following page of this document.

In this updated document the Cemetery Committee has made every effort to provide greater clarity of understanding of the policies to the congregation.

Those who serve on the cemetery committee are:  
David Bryant, Priscilla Coleman, Willard Flintom, Richard Jakobczyk,  
George Laing (Chair), Gerald Lindsey, Marie Palmer (Secretary),  
Terry Rhodes, Linda Skinner (Vice Chair), and George Tilley.

## **POLICIES FOR MT. SYLVAN CEMETERY USE**

**As of February 4, 2019**

### **Mt. Sylvan United Methodist Church**

**1. No plots will be assigned in advance of need.**

a) No grave will be opened without the permission of the Chairperson of the Cemetery Committee, or in his / her absence, a member of the Cemetery Committee whom he / she designates. The cost of opening and closing the grave will be paid by the family.

b) All caskets must be placed in a vault for burial underground in Mt. Sylvan UMC Cemetery.

c) The Cemetery Committee will maintain two accurate maps of the cemetery, with one copy kept in the fireproof file cabinet in the church office.

d) The Cemetery Committee, in cooperation with the Trustees of Mt. Sylvan UMC will maintain the beauty of the cemetery in perpetuity.

**2. Active Member**

A burial plot will be made available, at no charge, as the need arises, for any active member of Mt. Sylvan UMC.

a) An active member will be defined as a person who supports the life of the Church with his /her prayers, presence, gifts, service and witness.

b) An adjacent plot will be reserved for the spouse of the deceased. If a minor child precedes its parents in death, plots will be reserved for the parents. A reserved plot may not be sold or traded.

**3. Inactive Member**

A burial plot may be made available to an inactive member of Mt. Sylvan UMC (one who no longer supports the Church with his / her prayers, presence, gifts, service and witness) under the following conditions:

a) The inactive member's surviving family will be assessed a fee of \$1,000 for the Cemetery Fund. This fee must be paid before a grave is opened.

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b) The Cemetery Committee Chair and /or Vice Chair must approve making the plot available.

### **4. Non-Member**

A burial plot may be made available to a non-member of Mt. Sylvan UMC under the following conditions:

a) The non-member's spouse, parents or minor child were previously buried in the Mt. Sylvan Cemetery and a plot is available.

b) The non-member's surviving family will be assessed a fee of \$1,000 for the Cemetery Fund, which must be paid before a grave is opened.

c) The Cemetery Committee Chair and or Vice Chair must approve the plot available.

5. Former pastors of Mt. Sylvan UMC and their spouses will be allowed plots if requested by the family. No fees will be charged to the former pastor or spouse.

6. Money in the Cemetery Fund shall be used for maintenance and perpetual care of the cemetery. This account is managed by the Business Manager of Mt. Sylvan UMC under the direction of the Cemetery Committee and Trustees.

7. The Cemetery Committee will be authorized by the Church Council to solicit gifts to the Cemetery Fund from the general membership of Mt. Sylvan UMC

8. Surviving family members are responsible for removing floral arrangements from the cemetery after burial. Seasonal or other floral arrangements must be removed before they become unsightly.

9. No trees, bushes or flowers may be planted in the cemetery.

10. These rules may be amended by majority vote of the Church Council of Mt. Sylvan UMC following recommendation by the Cemetery Committee and the Trustees.

11. The Cemetery Committee will update the "online" Mt. Sylvan Cemetery census on a regular basis with a listing of all new burials and photographs of the permanent grave markers when installed.

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12. Mt. Sylvan UMC and the Cemetery Committee request that a new burial receive a permanent grave marker within one year after burial. When the family and Chair of Cemetery Committee meet to select the burial plot, the family will be asked to complete the "Headstone / Marker Agreement," copy attached.

### 13. PLACING OF CREMAINS IN CURRENT GRAVE SITE

A marker for cremains will be 18 x 12 x 3 inches and must be installed within one year of burial. The family will be asked to sign "Headstone / Marker Agreement."

#### Active Member

At the request of the family, interment of cremains in the grave site of a family member, will be allowed. This must be approved by the Chair and or Vice Chair of the Cemetery Committee. The cremains may be placed directly into the soil or buried in an urn upon wishes of the family.

#### Inactive or Non-Member

At the request of the family and approval of the Chair and or Vice Chair of the Cemetery Committee, the interment of cremains in the grave site of a family member will be allowed. The cremains may be placed directly in the soil or in an urn depending upon the wishes of the family. The charge of \$300 must be paid to the Cemetery Fund of Mt. Sylvan UMC before the interment.

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### MEMORIAL GARDEN

*Cremains in an urn will not be permitted in the Memorial Garden.*

The Memorial Garden is located in front of the Columbarium and consists of shrubs, walks, and meditation benches. This area may be used for placement of cremains in accordance with the following guidelines:

The placement of cremains in the Memorial Garden will be conducted by the senior pastor or by another minister at the discretion of the senior pastor. The location for the cremains will be at the discretion of the senior pastor.

Cremains may be scattered or buried as part of the service conducted by the pastor.

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### Active Member

The only charge will be for the engraving of the name, date of birth and date of death on the Memorial Stone. The charge will be paid by the family directly to the monument company.

### Inactive Member

Placement of cremains of an inactive member must be approved by the Chair and / or Vice Chair of the Cemetery Committee. The cost of \$250 must be paid by the family directly to the Cemetery Fund of Mt. Sylvan UMC. The cost of engraving the name, date of birth and date of death on the Memorial Stone will be paid by the family directly to the monument company.

### Non-Member

Use by a non-member must be approved by the Chair and / or Vice Chair of the Cemetery Committee and will be restricted to spouse, parent or child of an active member. The cost will be \$300 paid by the family to the Cemetery Fund of Mt. Sylvan UMC. The cost of engraving the name, date of birth and date of death on the Memorial Stone will be paid by the family directly to the monument company.

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### COLUMBARIUM (Located in Mt. Sylvan Cemetery)

Purchase of a niche in the Columbarium provides a place for an urn with cremains.

**LOCATION:** At the time of purchase of a niche, the owner may select an available niche but the final decision will remain with the Chair and or Vice Chair of the Cemetery Committee.

**CARE AND MAINTENANCE:** The Cemetery Committee of Mt. Sylvan UMC will be responsible for the care and maintenance of the Columbarium and the surrounding garden.

**DECORATIONS:** All decorations are prohibited on or around the Columbarium and memorial grounds.

**FEES:** A niche (12" x 12") will accommodate two urns and may be purchased from Mt. Sylvan UMC for \$1,800.

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**CERTIFICATE:** After purchase of a niche, a certificate will be issued identifying the person (s) whose name (s) are to appear on the niche. One of the individuals will be designated as the owner of the certificate. The church will maintain a permanent record of the names of those persons whose cremains are interred in the Columbarium and the location of each niche in which those cremains are interred.

**CONTAINER:** The container for the cremains must be ceramic or non-corrosive metal capable of withstanding the elements and suitable for removal and relocation. The container must be of a size and shape that permits placement in the niche and removal from the niche without the use of force or tools. The family is responsible for notifying the funeral director of the size of the niche and type of container needed. Each niche is a 12" cube.

**ENGRAVING:** The church will contract for the engraving of the granite niche covers. The cost will be incurred by the owner or family of the deceased. Only the name(s), date of birth and date of death will be engraved on the niche door. A sample of the two choices is shown below:

Style: A

BLOOMQUIST EUGENE AARON JAN 20, 1918 – FEB 1, 1998  AGNES MARIE WILLIAMS SEP 1, 1919 – JUN 30, 1999
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OR

Style: B

BLOOMQUIST  AGNES MARIE WILLIAMS SEP 1, 1919 – JUN 30, 1999
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A niche may not be sold or traded. On request by the certificate holder or estate, the church may re-purchase a certificate for just cause, as determined by the Chair and /or Vice Chair of the Cemetery Committee. The re-purchase price will be the contract sum less an administrative fee of \$100.

If at any time both persons named on a current certificate have been deceased for more than six months, and if the cremains of neither person have been placed in a niche or have been removed, then the Chair or Vice Chair of the Cemetery Committee will contact the responsible parties to determine their desire to retain ownership. It is important to keep "next of kin" contact information.

If both persons named on the certificate are deceased, and the cremains of only one of those persons have been placed in the niche, then the Church will not issue a new

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certificate. Only the cremains of persons named on a current certificate may be placed in a niche together. The "empty" niche space will remain unused in a case of this type. Any request for exception will be considered by the Cemetery Committee.

If the Cemetery Committee is unable after exercising due diligence to contact the owner of a certificate for a period of three years, then the church may void the certificate. After a certificate has become void, the church will have the right to issue a new certificate to new purchasers. The owner of a certificate which has become void will not be entitled to a refund of the fee.

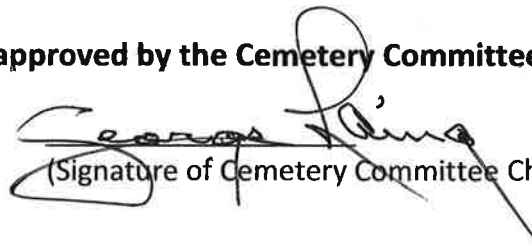
**SECURITY OF THE NICHES:**

The niches shall be closed securely by a member of the Cemetery Committee.

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**These policies have been reviewed and approved by the Cemetery Committee**

Feb. 4, 2019  
(date)

  
(Signature of Cemetery Committee Chair)

**Mt. Sylvan Trustees approved these policies**

2/28/2019  
(date)

  
(Signature of Trustees Chair)

**Church Council approved these policies**

4-23-2019  
(date)

  
(Signature of Church Council Chair)

**MT. SYLVAN UNITED METHODIST CHURCH**  
Cemetery Committee

**POLICIES FOR MT. SYLVAN CEMETERY USE**  
**As of February 4, 2019**

**MT. SYLVAN UNITED METHODIST CHURCH**  
**Cemetery Committee**  
**HEADSTONE / MARKER AGREEMENT**

Complete in duplicate with a copy for the family and Cemetery Committee.

This document will be completed by the Chair of the Cemetery Committee, or in his/her absence a member of the Cemetery Committee, when he /she meets with a family to select a burial plot

*It is desired by Mt. Sylvan UMC and the Cemetery Committee that a new burial receive a permanent headstone / marker within one year after burial.*

*Please sign the name and the contact information of the person who will be responsible for obtaining the headstone / marker.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Cemetery Committee Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_ I have received a copy of the Policies for Cemetery Use of Mt. Sylvan UMC.