

**Damascus Baptist Church**  
**Cemetery Policy**  
6432 Ridge Road  
Appling, GA 30802

Trustees:

Lloyd DeFoor, Chair

Allen Amerson

Gene Fuller

Bob Lollar

Julie Edwards, Secretary

**Constitution and By-Laws**  
**Damascus Baptist Church Cemetery Fund**

**CONSTITUTION**

**PREAMBLE**

We declare and establish this constitution for the preservation and security of the funds in order that the DAMASCUS BAPTIST CHURCH CEMETERY shall have perpetual care.

**I. NAME**

This fund shall be known as the DAMASCUS BAPTIST CHURCH CEMETERY FUND, a non-profit organization.

**II. PURPOSE**

This fund is for the purpose of insuring that the DAMASCUS BAPTIST CHURCH CEMETERY should have perpetual maintenance and care. Anyone may make a donation to this fund. This fund is to be placed in savings or invested in order that the income might be used to furnish perpetual maintenance and care of said cemetery.

**III. POLITY**

The custodian of this fund shall be the Trustees of the DAMASCUS BAPTIST CHURCH CEMETERY and the Treasurer of the church. It shall be their duty without compensation, to deposit and invest such donations as may come in for this fund. Also, it is their duty on behalf of the DAMASCUS BAPTIST CHURCH to see that this DAMASCUS BAPTIST CHURCH CEMETERY be maintained and given proper care.

It is understood that no part of the principle of said trust be spent for any purpose. The income from this trust shall be used exclusively for the upkeep and maintenance of said cemetery.

# Constitution and By-Laws

## Damascus Baptist Church Cemetery Fund

### BY-LAWS

1. Anyone wishing to make donations to the DAMASCUS BAPTIST CHURCH CEMETERY FUND may do so.
2. At a called church conference (ref. Jan. 07, 2007), it was decided that any income from investments not needed for the perpetual care of the cemetery would be given to the church on an annual basis.
3. An annual financial report will be given to the church.
4. Any member of DAMASCUS BAPTIST CHURCH or others with a tangible connection with the church may be buried in the DAMASCUS BAPTIST CHURCH CEMETERY at the discretion of the Trustees.
5. To be buried at no cost it is necessary for the deceased to have been an Active Member. Active Members are defined as those officially joined members of the church that are currently and personally involved in the life of the church and may include homebound, enrolled students and active duty military.
6. Active members of DAMASCUS BAPTIST CHURCH who wish to be buried in the DAMASCUS BAPTIST CHURCH CEMETERY and who do not have plots marked off and/or reserved should contact the Trustees at the church office at (706) 541-1064. It is the responsibility of the Trustee Representative to show available plots for selection made by Active Members. They will then have 60 days for their markers to be put in place. Active Members are not required to pay a burial fee, however a maintenance fee to the DAMASCUS BAPTIST CHURCH CEMETERY FUND will be appreciated in order to continue fulfillment of perpetual care responsibilities.
7. All Non-Members who have tangible interest in the DAMASCUS BAPTIST CHURCH/ DAMASCUS BAPTIST CHURCH CEMETERY and wish to be buried there must pay a maintenance fee of \$1500 per plot (1 person) to the DAMASCUS BAPTIST CHURCH CEMETERY FUND. After the plot has been assigned, four stone markers (approximately 6"X6") with their initials on the smooth side, must be placed on the corners of the plot within 60 days. If more than one plot has been purchased joining each other (example, man and wife) only four markers are needed for both plots.
8. This constitution may be amended by giving members of DAMASCUS BAPTIST CHURCH written notice of proposed amendment thirty (30) days prior to the church conference, at which time it will require the approval by a three-fourth majority vote of members present. However, no amendment may be approved changing the intent and purpose of this constitution, insofar as this being an irrevocable trust for maintenance and upkeep of said cemetery.

## **Constitution and By-Laws**

### **Damascus Baptist Church Cemetery Fund**

The Requirements and Rules Regulating Burial of Parties in DAMASCUS BAPTIST CHURCH CEMETERY are as follows:

1. The Deceased prior to death or the family of the deceased shall have a plot approved by the Trustees of DAMASCUS BAPTIST CHURCH CEMETERY.
2. It shall be the responsibility of the estate and/or estate executor of the deceased or next of kin to provide a headstone within a year of the burial and to maintain it in perpetuity. If a headstone is not in place within the year, the Trustees may grant rights to other interested parties within the family lineage to provide.
3. It shall be against the rules of the DAMASCUS BAPTIST CHURCH CEMETERY to inscribe on any monument words which are detrimental and/or derogatory to any person, living or dead. Furthermore, no mention shall be made on the monument as to how the death occurred.
4. Any coping put around the grave (except for monument) shall be constructed of a permanent material (such as brick, stone, concrete, etc.).
5. If it is necessary to put top soil, spread and sloped, next to coping, it shall be the responsibility of the family of the deceased to have this completed.
6. For alignment of perpetual care and safety, a burial vault will be required. This is at the expense of the estate and/or estate executor of the deceased or next of kin to provide.
7. Burial will be conducted by a licensed funeral home and in accordance to Georgia law. The funeral home which has responsibility for burial is REQUIRED to contact Trustee Representative PRIOR to burial for correct plot identification. Burial will not be approved or allowed until approval signature of the Trustee Representative is obtained. As such, removal or relocation for any reason will be conducted by a licensed funeral home in accordance to Georgia law and shall be approved by signature of Trustee Representative.
8. The funeral home who handles the funeral is responsible for any damage done to other monuments or any property of the DAMASCUS BAPTIST CHURCH CEMETERY. It is required for a Trustee Representative to be present during the burial grounds preparations in order to monitor for any damages.
9. No trees may be planted in the cemetery and all plants must be in a container.
10. Glass containers or glass vases are not acceptable as flower holders.
11. Landscaping and maintenance of the cemetery will be under the direction of the Trustees.
12. The cemetery will be cleared of any debris at the discretion of the trustees and custodian.
13. All burial plots are non-transferable. If a plot is not used, the plot will revert back to the church. At no time may spaces be sold by the person to whom the lot has been issued.