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RULES FOR THE USE OF ST PAUL'S LUTHERAN CHURCH CEMETERY

A copy of these Rules shall be furnished to every purchaser of burial rights, (as well as, to any prior purchaser of burial rights upon request) along with the most "current donation rates and charges". A copy of these updated rules will also be given to Funeral Home Directors prior to any burials in our cemetery.

Losing a loved one can be a tragic and sad occurrence in our life. One of the ways we mourn is to honor our dead with an attractive, dignified resting place. St. Paul's Cemetery Committee, St. Paul's Church Council and Congregation want to provide to those coming to visit and those who someday will be buried in our cemetery, a dignified sacred setting.

Cemetery History:

On July 23, 1865 the congregation voted to create a cemetery on the north side of the church building. The first burial was on January 9, 1866 for Anna Hintzmann. It was on this day, that Pastor Hahn solemnly dedicated this ground as "God's Acre"; thus the West Cemetery of St. Paul's was created. Part of the cemetery was laid out into family plots for those who were able and willing to buy them; whereas, the south half of the acre was reserved for burying serially, according to a European custom.

In 1926, the congregation obtained an additional acre of land opposite the church, as additional space for cemetery purposes that was needed; this area is now known as St. Paul's East Cemetery.

In 2017, a columbarium was purchased and constructed on the northeast corner of our East Cemetery using funds donated to St. Paul's from the estate of Delphine Thueme in memory of her son Dwight Thueme.

For the mutual protection and benefit of visitors and burial right holders, St. Paul's Council has adopted the following rules and regulations in order to maintain our cemetery in a dignified, sacred setting.

I. MANAGEMENT: The cemetery shall be governed by St. Paul's Church Council who may adopt rules and resolutions for the operation and maintenance of the cemetery. (Per current congregation approved Constitution C12.05a and Bylaw C12.05.01b)

The Church Council shall appoint a Cemetery Caretaker whose responsibilities are outlined in the current Congregation/Council approved Resolution C13.07.E20 St Paul's Constitution.

II. PURCHASE OF BURIAL PLOTS AND COLUMBARIUM NICHES:

1) Purchase of burial plots and/or niches shall be granted to 'present' and 'past' members of St. Paul's Lutheran Church congregation, Casco, Michigan. No plot or niche shall be used for any other purpose than for the burial/inurnment of the human dead. See Cemetery Caretaker or Church Administrator for "current donation rates and charges" document.

2) Special purchase requests will be referred to the Church Council for resolution.

3) A deed with row and number will be given to purchaser and a copy will remain with church records. The current mailing address of "purchaser" is to be on file in church office. It is the responsibility of the lot owner to notify St. Paul's office administrator of any future change in their post office address.

4) In the event of a death, purchase of plot or niche is to be paid prior to burial or inurnment. Special circumstances will be referred to Church Council for resolution.

5) All sales and transfers of burial plots and columbarium niches shall be made on a form approved by St Paul's Church Council and signed by appointed Cemetery Caretaker, which grants a right of human burial or human inurnment only and does not convey any other title or right to the burial plot or columbarium niche sold.

6) Burial plots and columbarium niches can only be sold back to St. Paul's. Upon return of the original deed, St. Paul's will reimburse the amount on the original deed. Future resale of this plot or niche will be made only by St. Paul's Lutheran Church.

7) The cost of each burial plot or columbarium niche shall be set by resolution of St. Paul's Church Council. The current donation price of plots/niches shall be available from St. Paul's Cemetery Caretaker or Church Office Administrator. Purchase of plots or niches may periodically be increased due to increasing cemetery maintenance costs.

8) Checks for purchasing plots or niches are to be written to St. Paul's Lutheran Church and will be deposited in St. Paul's Lutheran Church Cemetery Capital Improvement Fund.

III. SELECTION OF BURIAL PLOT(S) OR COLUMBARIUM NICHE(S)

1) Cemetery map/columbarium diagram is to be obtained from Cemetery Caretaker or Church Office administrator. Purchaser will complete purchase application, selecting row and number location(s) for future burial/inurnment.

2) Cremains will be buried in an approved, non-hazardous container, safe for burial in a burial plot or columbarium. No cremains shall be scattered or dispersed within St. Paul's Cemetery.

3) In one burial plot, a total of 4 'human cremains' can be buried in ground or placed above the ground in "Family Estate Columbarium Headstone (4 urns or 1 casket and 3 urns). Unless the grave was purchased with specific intent of cremains burial, the burial vault must already be in place before any cremains can be buried. Special circumstances to be referred to St. Paul's Church Council for resolution.

4) Each niche can hold up to two (2) urns of appropriate size. (Niche size is 12x12x12). Should one niche be reserved for two urns, urn sizing must accommodate the reduced spacing.

IV. GRAVE AND NICHE OPENINGS:

- 1) For specific opening/closing costs, see the current St. Paul's Cemetery "Donation rates and schedules" document. St. Paul's Cemetery Caretaker and Office Administrator shall be notified at least 48 hours in advance of any need for opening/closing of burial plot or columbarium niche.
- 2) Fees for grave site openings (digging original grave) are to be collected by Funeral Home Director and paid to Funeral Home or appropriate contracted company. **St. Paul's is not responsible for the digging of graves**; but Cemetery Caretaker must be notified (and available, if needed) for oversight of grave diggings, prior to digging.
- 3) No grave shall be dug within six (6") of the boundary line of any burial plot.
- 4) Burial of cremains (refer to III. 2 Cemetery rules) placed into a burial plot, can be dug by the family (18 inches - 24 inches deep) under the supervision of St. Paul's Cemetery Caretaker or see current St. Paul's Cemetery "Donation rates and schedules" for cost of digging site for cremains by St. Paul's Cemetery Caretaker.

V. PLOT MARKERS AND MEMORIALS:

- 1) Footings or foundations under grave markers are required to be 48 inches deep and 4-6 inches wider and longer than the size of the headstone to be placed.
- 2) All footings shall be placed just inside of the established plot line. Footings shall be at the head of the grave in a parallel line with other established graves.
- 3) Grave markers are to be placed at the 'head' of the graves as follows:
 - a) Single plot grave markers to be in line with center of grave plot.
 - b) Two plot/two name grave markers (including Family Estate Columbarium Headstone) are to be in line with center of both graves, equally spaced on either side.
- 4) Individuals doing excavations of footings for grave marker stones must notify St. Paul's Cemetery Caretaker prior to any work being done and caretaker must inspect work prior to footings being poured. Cost of footings or foundations are the responsibility of purchaser/heirs/family of burial plot.
- 5) Should any monument or memorial (including any marker or memorial that was in place before current rules established) become unsightly, broken, moved off of its proper site, dilapidated, or a safety hazard, St. Paul's Church Council shall have the right, at the expense of the purchaser/transferee of the cemetery plot, to correct the condition or remove the same. St Paul's Church Council shall make reasonable attempts to contact the purchaser/transferee of the cemetery plot prior to such work beginning.
- 6) The maintenance, repair and upkeep of a cemetery memorial or marker is the responsibility of the heirs or family of the person buried at that location. St. Paul's Lutheran Church has no responsibility or liability regarding the repair, maintenance, or upkeep regarding any such marker or memorial. However, wherever any lot has a neglected appearance caused by the sinking of the ground or monuments, or headstones leaning or fallen, or from any other cause or neglect, St. Paul's Cemetery Caretaker/designee may perform the work necessary to put the lot in proper condition. If heirs/family unable to be located to help with expenses to improve lot; expenses will be paid from St. Paul's Cemetery Capital Improvement Fund.

VI. FUNERALS AND INURNMENTS:

- 1) All funerals and inurnments in St. Paul's Cemetery will be with full knowledge (and direction if needed) of St. Paul's Cemetery Caretaker and Office Administrator, who may require a copy of plot/niche deed if needed for confirmation of purchase.
- 2) 7-14 days following burial, **all cut flowers need to be removed from the grave site by the family**; and as soon as possible thereafter, the earth will be leveled to existing grade with settling in mind and grass planted by family/heirs of the person buried at that location, under supervision of Cemetery Caretaker. No plot or grave will be covered in whole or in part by sand, gravel, broken stone cinders or other substances which may prevent free growth of grass.

VII. PLOT MAINTENANCE:

- 1) No plot or grave shall be defined by any fence, railing, roping, trees, shrubs, embankments, depressions, or other markers to define boundaries.
- 2) No person shall be allowed to remove the sod from graves or from any portion of plots or make changes upon their plots after having been graded without the approval of the Cemetery Caretaker.
- 3) Trees and Shrubs planted within plot site:
 - a) Trees and shrubs may only be planted or removed upon the approval of St Paul's Church Council through a recommendation by the Cemetery Committee.
 - b) No shrub will be allowed to grow taller than 12 inches above the adjoining monument or headstone. The cemetery caretaker shall direct the trimming of cemetery shrubs.
- 4) Plants and Flowers:
 - a) Between April 1st and November 1st of each year: Permitted will be: hanging baskets (artificial or real) with flower stand pole of such construction to not impede grass cutting or trimming. Flower pots on ground are discouraged and will be removed if they impede grass cutting and/or trimming of area. Any receptacle that is not filled with plants by the 1st day of July in any year, will be removed from the plot, as will any receptacle in which plants have died from neglect or natural causes. (Families/heirs will be contacted first, to take care of any neglected plants on gravesites)
 - b) If cut flowers are placed on plots or graves at any time, it is the family/heirs responsibility to remove as soon as become unsightly. Cemetery caretaker/designee may contact family/heirs when become unsightly or caretaker, at any time, may also discard, unsightly flowers/plants left unattended.
- 5) Winter decorations may be placed anytime between November 1st and April 1st of each year.
- 6) Care by plot owners: Nothing in these rules shall be construed as preventing plot owners from cleaning or caring for their own plots provided, they comply with the rules in so doing. Questions to Cemetery Caretaker.

VIII. COLUMBARIUM MAINTENANCE:

- 1) There shall be no vases, pots, flowers, markers, wreaths, statues, commemorative items or other decorations permitted anywhere on the Columbarium. Any such ornamentation will be removed and disposed of immediately.
 - a. Funeral flowers and wreaths may be displayed in a designated area (see Cemetery Caretaker prior to inurnment) at the time of inurnment and removed by the family five days after the inurnment, or as soon as becomes unsightly.
2. All niche engraving of granite plaques must be ordered through St. Paul's Office administrator, using "Inch Memorials of Northville". Refer to "Columbarium Niche Engraving" document and St. Paul's Cemetery donation schedule.

VIII. GENERAL CEMETERY CARE AND MAINTENANCE:

- 1) General maintenance of the cemetery shall be the responsibility of St Paul's Church Council, Cemetery Caretaker, and Cemetery Committee. It shall include (but not be limited to) such items as the upkeep of driveways, drainage, annual Spring and Fall clean ups, cutting of the grass, raking of leaves, and snow removal from driveways. Any costs related to these issues will come from the St Paul's Cemetery Capital Improvement Fund.
- 2) St. Paul's Church Council shall have the right to authorize the Cemetery Caretaker and/or Cemetery Committee to remove trees, shrubs, and plants which have grown out of proportion and become unsightly or objectionable.

X. GENERAL CEMETERY RULES:

- 1) The hours of the cemetery shall be from dawn or if light, no earlier than 7am to dusk (if light, no later than 9pm). (Exceptions if accompanied by a member of the Church Council or Cemetery Caretaker.)