

## CEMETERY REGULATIONS FOR ST. FRANCIS, TEUTOPOLIS, IL

In order to promote beauty, order, and economy, we, "The Cemetery Board" of St. Francis Parish, officially announce the following rules and regulations governing burials and maintenance in our Church Cemetery.

### I. POLICY

1. The pastor shall appoint a cemetery board of directors consisting of five persons (or not more than eighteen persons) one of whom shall be the cemetery manager. The officers shall be a president (which will be the pastor), vice president, secretary and treasurer. The vice president shall perform, in the absence of the president, all duties of the president.
2. There shall be four quarterly meetings during the year, in the months of January, April, July and October.
3. We shall abide by all civil, state and diocesan regulations.
4. The management of the cemetery, the sale of easements, the approval of headstones, etc., shall be conducted by the Pastor or the Cemetery manager.

### II. GRAVE EASEMENTS

1. No lots shall be sold. Only those existing lots shall be used for burial. Only eight graves are permitted per lot.
2. The cemetery open for burial consists of three sections: Children's' Section, Young Adult Section, Adult Section.
3. Parishioners and their Spouses will be charged \$500.00 for each grave easement, payable at the time of the first burial. An inactive parishioner will be charged \$700. They themselves decide if they are an active parishioner.
4. A non-parishioner, who is not a spouse of an active member of St. Francis Parish, will be charged \$700.00 per grave, payable at the time of the first burial.
5. A \$250 income care fee will be charged for each interment.
6. Reservation of an adjacent plot may be made at the time that an original easement is purchased but only under special circumstances and with the approval of the pastor. Children of a deceased parent may not reserve or pre-purchase an adjacent plot. Payment is required at time of reservation.
7. People who are 80 years of age and above may pre-purchase a gravesite. The location of this gravesite must be next in line.
8. Space in existing "family lots" may be transferred to other parties. Receipts of these sales must be approved and filed with the cemetery board.
9. Cremations are allowed, and multiple cremains may be buried on an existing burial plot. The cemetery manager must be contacted prior to the burial of any cremains so the proper location of burial is recorded .
10. Cremains must be treated with dignity and respect, and placed in a worthy vessel and must be buried in a timely manner. They may not be scattered, stored or displayed.
11. An active member of St. Francis Parish will not be denied burial in the cemetery on account of inability to pay for an easement. Such cases must be presented to the cemetery board for judgment.

### III. OPENING OF GRAVES

1. Friends and relatives of the deceased may open the grave with the proper civil authority, as stated in Section I, No. 3.
2. The president of the cemetery board, or, in his absence the vice-president shall be in charge of the opening of graves.
3. The responsibility of paying for opening will be that of the person or persons authorizing it and will be payable directly to whomever opened the grave, through the Pastor.
4. After the opening, the area must be left in a manner agreeable to the cemetery board.

### IV. VAULTS

1. All burials must be made in concrete or metal vaults. Wooden boxes will not be allowed.

V. GRAVE MARKERS

1. The foundation for the headstones must be level with the ground, must extend 6 inches beyond its outside edge on all sides, and be 3 (three) feet deep.

2. If there is an existing pre-poured concrete pad for the headstone, there will be a charge of \$125 for a single plot, \$250 for a double plot. It is the buyer’s responsibility to notify the monument company that they do not owe them for a foundation.

3. There is a restriction on the height of the headstone. The cemetery sexton needs to be notified if the headstone will be over 3 feet in height. An extra charge will apply if any stone exceeds 3 feet.

Height and cost regulations are as follows:

<u>Stone Height including the Base</u>	<u>Cost to Buyer</u>
Up to 3 feet.....	No charge
3 - 3½ feet.....	\$150
3½ - 4½ feet.....	\$250
4½ - 5 feet <b>maximum</b> .....	\$500

The foundation width must not exceed the total width of the plot. If multiple burials are made on a plot, the stone/s are not to exceed the maximum dimensions allowed for single burials.

4. No unsightly statues or ornaments will be allowed.

5. We recommend that you submit the specifications of all markers to the cemetery manager for approval before they are installed.

6. No wet-setting of headstones allowed.

7. The burden of keeping headstones or memorials in a safe and proper state of repair shall be on the buyer or his heirs.

8. The Pastoral council or the cemetery board is not liable for any vandalism or damage done to graves, markers, or flowers in the cemetery.

VI. PLANTING

1. No planting of trees, shrubs, or flowers will be permitted, except when authorized by the board.

VII. AUTHORIZATION

1. A written contract disclosing the exact location of the burial plot along with other burial information must be signed by the buyer and the pastor before any interment may be made.

2. Friends or relatives of the deceased have the right to appeal to the cemetery board any of the existing rules with good cause.

3. To file a complaint with the Illinois Department of Financial and Professional Regulation call 1-888-756-8331 or go to [www.idfpr.com](http://www.idfpr.com).

5. The cemetery board has the right to change, or amend any existing regulations and to set new fees.

VIII. FINANCE

1. The purchase and upkeep of equipment and general maintenance of the cemetery shall be financed by the sale of easements and an annual cemetery collection.

2. Any subsidizing of parish funds to the cemetery must be approved by the Pastoral Council.

N.B. Each year, as of February 1st, all flowers, pots, and cans (except those on the top of stones) are to be removed for proper summer maintenance.

Addendum: Definition of a plot—a gravesite of adequate size for one full-body interment.  
Definition of a lot—an area of ground consisting of 8 plots and usually designated for a specific family.

*Our goal is to provide dignified burial places in harmony with Church teaching and as an ongoing sign of our love and reverence for those who die in the Lord.*

PLEASE HELP TO KEEP OUR CEMETERY BEAUTIFUL!!