



St. Mark's Episcopal Church

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Rules and Regulations for the Governing of the Cemetery of Saint Mark's Episcopal Church Revised by the Vestry, August 4, 2007

ARTICLE I

At the meeting of the Vestry, following next after their election, they shall elect a Superintendent of the Cemetery.

ARTICLE II

The Superintendent shall keep a book of certificates or permits for interment. The Superintendent shall also keep a register of all interments with the following items: Name, cause of death, age, date of burial, date of death, and number of plot (and position of grave) in which the deceased is buried. The Superintendent shall also keep a correct account and revised list of lot holders, and such transfers of lots as shall be made. The Superintendent shall have the general charge and management of the cemetery and the improvements therein, subject to the approval of the Vestry. The Superintendent shall take charge of the tools and fixtures; superintend all work done on the premises; direct and approve the erection of all railings, posts, monuments, tombs and other fixtures, and planting of trees and shrubbery in the lots and otherwise in accordance with the rules, and have the general direction and management of funerals. The Superintendent is authorized to employ workers as required, and no payment will be made to anyone for work done or service rendered unless ordered and approved by the Superintendent. Nor shall any disinterment or reinterment be made without a permit from the Superintendent.

ARTICLE III

Those who purchase lots and pay the required purchase price shall receive a Cemetery Deed for a right of burial of human remains signed by the Clerk of the Vestry and the Superintendent of the Cemetery, and sealed with the corporate seal of the Church, which said Cemetery Deed shall be subject to the requirements of the Charter and the Rules and Regulations now adopted, or which may hereafter be adopted.

ARTICLE IV

No alteration or amendment shall be made to these Rules and Regulations without a copy of the proposed change having been first given to the Clerk of the Vestry, and two weeks written notice of such proposed change being given to each Vestry Member, and the alteration being adopted by a majority vote of the whole number of Vestry.

ARTICLE V

Lot holders and their friends shall have free access to the Cemetery grounds during daylight only. Visitors shall not pluck any flowers or shrubbery, or injure any trees, plants or grass, or write on or deface any tombstone or headboard or monument, or injure or deface any other fixture or ornament of the grounds, except as specifically noted in a Article VI below; nor shall anyone dig up or change or interfere in any way with the public walks.

ARTICLE VI

No flowers, shrubs, trees, monuments, or other thing shall be planted, erected, removed, taken from, or destroyed in the Cemetery without the consent and supervision of the Superintendent, or other person appointed by the Superintendent. Lot holders who have received permission to plant flowers, shrubs, or trees on their lot are responsible for the care and trimmings of such plantings on a timely basis. If they fail to do so, the Vestry or Superintendent may arrange for such trimmings or the removal of the planting, after a due attempt to contact the lot holder. The Vestry reserves the right to remove from the Cemetery at any time anything that may be objectionable to a majority of the Vestry (whether placed with or without consent of the Superintendent.)

ARTICLE VII

Because of the limited number of burial lots, only baptized members of Saint Mark's Church in good standing, former members in good standing who have moved away, family members of the foregoing, immediate family members of those already buried here, or others with the expressed approval of the Vestry shall be entitled or permitted to purchase such lots. This provision also applies to the transfer of lot ownership by the lot holder to another person. The price of the lots, which shall include perpetual care, shall be fixed from time to time by the Vestry.

ARTICLE VIII

Sec. A. The charges for digging graves shall be determined annually by the Vestry. Graves shall be dug a minimum of five feet, but shall not exceed such depth without specific approval by the Vestry. The charges for digging shall include not only the digging, but the filling up and seeding the grave, and removal of superfluous dirt. In all cases, charges should be paid directly to the Cemetery Superintendent.

Sec. B. Charges for special operations incurred in opening a grave, such as walling the sides, capping the opening, blasting, deepening beyond five feet, Sunday or holiday work, and other requests and requirements, will be added to the charge, at cost.

Sec. C. All in-ground interments shall be made in a non-collapsible container or burial vault as approved by the Superintendent.

ARTICLE IX

The Superintendent shall have notice so as to provide at least two full calendar working days for the digging of graves, and the person in charge shall not break the ground until directed to do so by the Superintendent.

ARTICLE X

The Superintendent of the Cemetery, subject to Vestry approval, may make special arrangements for burial, including those for still-born or very small infants. At all times, the Superintendent shall ensure that any funeral held at the Church, or burials at the Cemetery, are in accordance with any laws or regulations respecting funerals, burials, or cemeteries in force at the time.

ARTICLE XI

Sec. A. All Cemetery monuments erected for in-ground burials shall be supported on a concrete pad of standard stone, sand and cement mixture, which shall be poured into a prepared excavation. Said pad shall be finished level with the earth at the final level of the grave, and sized to extend at least three inches beyond the perimeter of the monument on all sides thereof, and being not less than three feet deep into the earth below the bottom of the supported monument. All upright monuments shall be limited to placement at the North end of the plot only.

Sec. B. All corner posts shall be planted flush with the earth which forms the final grave level.