

ADMINISTRATION OF CEMETERY OPERATIONS

ST. LUKE'S EPISCOPAL CHURCH, SIMEON
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1. Purpose:

To set forth the policies for all burials and related issues at the cemetery located on the grounds of St. Luke's Episcopal Church, Simeon.

2. Definitions:

A. A member of St. Luke's Episcopal Church, Simeon, is defined as a communicant in good standing of said parish. A communicant in good standing as defined in Title 1, Canon 17, Section 3 of the Constitution and Canons of the Protestant Episcopal Church in the United States of America, "is a person who for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God."

B. Burial space plan is the cemetery site survey originally created in October 1992 and periodically updated by the Cemetery Committee. The survey locates burial lots, casket burial spaces and cremains burial spaces.

C. Casket burial space is defined as the amount of land necessary for the purpose of one casket burial or the cremated remains of one or more (maximum of three) human bodies.

D. Cremains burial space is defined as a 3' by 3' space. A casket burial space may be used for up to three human cremains burial spaces.

3. Policy:

A. It is the policy of St. Luke's to offer rights to burial, if space is available, to members of the congregation who desire burial in the church cemetery.

B. Under special circumstances involving pastoral considerations, the rector* may authorize burial of a non-communicant in consultation with the Cemetery Committee and with the consent of the Vestry.

C. Burial rights at St. Luke's cemetery do not include the sale or deeding of property.

**Rector* can mean "priest in charge" if the parish currently does not have a rector.

D. Burial rights may be sold by the owner thereof only to the Vestry of St. Luke's for the amount of the original cost. Sale of burial rights by one person to another is not permitted, and in the event such sale is attempted, no transfer of burial rights shall be recognized by the Vestry.

E. The Vestry shall establish a Cemetery Committee as a working committee of the Vestry. The Cemetery Committee shall oversee the administration and operation of the cemetery.

F. All burials are subject to the guidelines set forth below.

4. Responsibilities:

A. Vestry

1. The Vestry of St. Luke's shall be responsible for the administration of this policy and recommending future amendments as may be warranted. The Vestry is the final authority in all issues related to the cemetery.
2. The Vestry will select the chairperson of the Cemetery Committee. In the event that the chairperson is not a member of the Vestry, the Vestry will also assign a nonvoting Vestry liaison to the Cemetery Committee.
3. The rector; or in the absence of the rector, the senior warden; or in the absence of both the rector and the senior warden, the junior warden is the final authority regarding questions of membership at St. Luke's.

B. Cemetery Committee

1. The chairperson of the committee will recommend no fewer than two and no more than four members of the congregation for membership on the committee. Membership shall be approved by the vestry annually. No more than one person from any household may serve on the committee at any given time. The rector serves as an *ex officio* non-voting member.
2. The Cemetery Committee shall be responsible for the administration of these guidelines and regulations, oversee the operation of the cemetery, manage the purchase of burial rights, and arrange for locating grave sites for burials.
3. Subject to the approval of the vestry, the Cemetery Committee shall establish and adjust fees for burial rights, monument deposits, or other services.
4. A quorum for all meetings of the Cemetery Committee shall consist of the chairperson and a majority of the members.

C. Funeral Directors

1. No interment will be initiated in the cemetery without the approval of the rector and chair of the Cemetery Committee or committee representative.

2. A member of the Cemetery Committee is responsible for marking the grave site and shall be present at the time of grave opening and interment.

5. Burial rights in St. Luke's Cemetery

A. Members of St. Luke's, Simeon

1. Entitlement of burial in the cemetery to members of St. Luke's is subject to availability of suitable space and payment of the appropriate fees.
2. Members of St. Luke's desiring burial in the cemetery are encouraged to make advance purchase of burial rights.
3. Gifting, inheritance, assignment or any other method of conveyance of burial rights is not permitted. As noted above, the sale of burial rights can only be made to the church at the original purchase price.
4. All persons who have purchased burial rights shall be provided both a statement confirming the purchase and a copy of this policy.
5. An exact and permanent record of these purchases shall be maintained by the Cemetery Committee.
6. The Cemetery Committee may approve burial rights to others who have furnished a written description of their connection to St. Luke's that is satisfactory to the committee. However, burial of any non-member is restricted to a lot in which there is evidence that a close family member (parent, spouse, child, or sibling of the deceased) is also buried.

B. Non-members of St. Luke's

1. There is **no** entitlement to burial of non-members in the St. Luke's cemetery.
2. The Cemetery Committee may approve burial rights for non-members under special circumstances which shall be evaluated by the Vestry before a decision is rendered.
3. All provisions of the burial rights section above also apply to non-members.

6. Lots, Spaces and Fees

A. A copy of the official burial space plan is posted in Berberich Hall at St. Luke's church. The location of new casket burial spaces and cremains burial spaces shall comply with the burial space plan, unless an exception is granted by a majority of the Cemetery Committee.

B. Older regulations and space plans included names in order to provide documentation of existing burials, but do not signify ownership.

C. Casket burial space is nominally 4' by 9' for lots 1-10 and 4' by 10 feet for lots 11-20.

- D. A maximum of three cremains burial spaces can be placed in a casket burial space.
- E. A maximum of two cremains interments are permitted in each cremains burial space.
- F. A schedule of current fees and deposits will be maintained at St. Luke's Church.
- G. The date of the latest schedule is controlling and supersedes any previous list of fees for burial services at St. Luke's.
- H. A document from St. Luke's confirming the "pre-purchase" of burial rights at a rate lower than the current rate will be accepted as payment in full.

7. Grave Openings, Interments, and Services

- A. No grave openings, interments or funeral services may be undertaken at St. Luke's without the presence of the rector and/or a member of the Cemetery Committee.
- B. Prior to excavation all burial spaces shall be probed to insure there is no previous interment. If so, another space must be chosen for interment with the approval of the rector and Cemetery Committee chair.
- C. When graves are excavated, care must be exercised to protect the integrity of existing grounds, plantings, monuments or other physical features. Cost of labor and material to repair damage is to be paid by the applicant. The sod at the site is to be removed, saved and replaced with care. Excess soil is to be disposed of on site by the St. Luke's representative supervising the interment. No construction debris shall be left on the site. If these conditions are not met, the grounds restoration fee (See item 12C) is forfeited and the Cemetery Committee will take appropriate action to restore the grounds.
- D. All casket interments will be made in industry-approved vaults. Cremains require no vault.

8. Markers, Headstones, and Work in the Cemetery

- A. All graves must be identified with a permanent marker within one year of burial. If no marker is installed, the monument deposit (See item 12C) is forfeited and the Cemetery Committee will take action to install an appropriate grave marker.
- B. Markers or monuments shall be consistent in design with those in the cemetery. No monuments of a bizarre or unconventional design shall be permitted. Markers, monuments and memorials, other than traditional markers and tombstones, must be approved by the Cemetery Committee.
- C. No installation work of any kind will be permitted in the cemetery without prior approval of location by rector and Cemetery Committee chair or designated member.

D. All monuments shall be installed on a concrete footing at least 4” larger in each dimension than the base of the monument and at least 8” deep.

E. All monuments, headstones, or other types of markers are the full responsibility of the heirs of the deceased for care and maintenance. If any such marker becomes unsafe, the cemetery Committee will notify the heirs of the deceased of the need to remove or repair, and the Cemetery committee reserves the right to repair or remove such marker at the heir’s expense.

F. Markers for cremains burial space shall be flat and installed at turf level.

G. No more than one headstone shall be allowed per casket burial space.

9. Disinterment

A. Permission for any disinterment must be initiated by a written application to St. Luke’s Episcopal Church, Simeon, P.O. Box 694, Charlottesville, VA 22902.

B. The request must include a complete explanation justifying the need for disinterment and/or evidence of judicial approval of the action if required.

10. Flowers and Decorations

A. No trees, shrubs, vines, or plants of any kind shall be planted in the cemetery by the holders of burial rights, their family, or friends.

B. It is preferred that decorations be natural and placed in approved in-ground unbreakable vases, or integral to the headstone.

C. No illuminated decorations or illuminated objects will be allowed.

D. Flowers and decorations in the cemetery can quickly become unsightly. Donors shall monitor the condition of all decorations placed on graves and remove items before they become a discredit to their loved ones.

E. The Cemetery Committee reserves the right to remove unsightly, dangerous, inappropriate or outdated, seasonal decorations. In accordance with the Episcopal Diocese of Virginia’s guiding Mission Priority of “Healing Across Differences,” Confederate flags and other Confederate emblems are considered inappropriate.

11. Memorial Garden

A. The Memorial Garden is reserved solely for the scattering of cremains. No containers are permitted in the Memorial Garden.

- B. There will be no fee for scattering of cremains in the Memorial Garden.
- C. There will be no markers or inscriptions of names of those interred on the stones, the stone benches or the stone wall.
- D. Names of those whose cremains have been scattered in the Memorial Garden will be placed on a plaque to be displayed in the Parish Hall. There is a nominal required fee for engraving of the name plate (Refer to Schedule of Fees) .

12. Fees to Reserve Lots and Grave Spaces

- A. The St. Luke's Church office and all local funeral directors have application forms, a copy of these regulations and the plat dated October 14, 1992 showing the location and number of all vacant lots. No burial will be scheduled until an application has been completed that includes the lot number, full name of the deceased, with the deceased person's date of birth, death, and status with regard to baptism, confirmation, and a commitment by the applicant to have a marker installed within one year following date of burial.
- B. Lots are either 10.3' by 20' or 15' by 20'. The smaller size lot is intended to have six grave spaces and the larger, eight.
- C. Payment for burial rights is due at the time the Application for Burial Rights is submitted. There is an additional conditionally refundable fee that is due prior to interment. Half of this amount is a grounds restoration fee, and the other half is a monument deposit. Half will be reimbursed when, upon the completion of burial, the sod has been replaced and the integrity of existing grounds, plantings, monuments, and other physical features has been confirmed by a representative of the Cemetery Committee. The remaining half will be reimbursed upon the installation of an appropriate permanent marker. See items 7C and 8A.