

HOLY FAMILY PARISH CEMETERY

POLICIES AND GUIDELINES

INTRODUCTION: Holy Family Parish Cemetery is located north of the church building along Cherry Lane. The Parish also maintains the cemetery known as the Holy Trinity Cemetery located ¼ mile east of the church on Cherry Lane. The following policies and guidelines apply to both cemetery sites. Right of burial is reserved for current parishioners, former parishioners and non-parishioners with familial ties to Holy Family. The holder of burial rights is known as the lot holder. The lot holder has title only to the burial rights on a given lot, not to the land itself.

PRICE OF GRAVE LOTS: (Cost of lots reviewed periodically).

Any current supporting parishioner that has contributed of their time, talent and treasure to the life of Holy Family Parish will pay \$250.00 per grave lot. Parishioners who are inactive because of health, nursing home living, etc., are considered in the category of supporting parishioner. Any former and non-parishioner that can show proof of familial ties to the Holy Family Parish will pay \$500.00 per grave lot. The purchaser of a grave lot must be a baptized Christian.

One grave lot can have one full body burial or two cremation burials.

A burial right is for one burial. When second burials (i.e; cremation) are allowed in one lot, an additional charge of \$150 for parishioners and \$300 for non-parishioners will apply.

Grave lots for infant burials are free of charge. Opening/closing costs will apply.

Final decision on all sales is at the discretion of the Pastor/Superintendent and the Cemetery Committee.

CREMATION BURIALS: Cremains should be buried in a new cemetery lot. One full grave lot can have two cremation burials. When two people (i.e.; husband/wife, brother/sister, etc.) request to purchase a lot(s) in advance where one person wants to be a full body burial and the other a cremation burial it is suggested for them to buy two separate lots unless death is imminent for the person who wishes to be a full body burial. No burials are allowed on top of existing vaults without the approval of the Cemetery Custodian and with written permission from all immediate family members. All cremation burials require the use of an approved, non-biodegradable (i.e: marble, granite or other hard surfaced) sealed vault or urn. The cost of opening and closing of cremation burials is the responsibility of the family. Burials can only be done by authorized Cemetery personnel. Any special circumstances will be at the discretion of the Pastor/Superintendent and the Cemetery Committee.

OPENING AND CLOSING OF GRAVES: The cost of opening and closing all graves is the responsibility of the family and can only be done by authorized Cemetery personnel. This cost may vary from year to year and season to season.

PERPETUAL CARE: All grave lots are sold with perpetual care. Perpetual care includes upkeep and maintenance of Cemetery property. Perpetual care funds are invested (never to be used). Interest from the Perpetual Care Fund is used for purchasing supplies, equipment and labor expenses. 50% of revenue collected from the sale of graves lots goes to the Perpetual Care Fund (never to be used) and the other 50% to a long-term fund to be invested in a money-market or similar fund that has the best return, to be used only in extreme emergencies. The Parish General Fund will initially pay cemetery expenses with a one-time annual transfer of funds occurring before fiscal year-end or June 30th.

CERTIFICATE OF BURIAL: When a grave lot is purchased, the buyer is issued a “Certificate of Burial” for a specific grave lot. The owner of the certificate has the right or privilege of burial rights but does not own the real estate. Only the Holy Family Cemetery Committee has the right to sell, transfer or buy back grave lots with written approval. Lot holders who wish to relinquish burial rights must inform the Cemetery Custodian of this decision. A refund for the amount originally paid for the lot minus a \$50.00 transfer or buy back fee, less perpetual care may be made. The perpetual care portion of the lot price cannot be refunded. Contact the Cemetery Committee for sale or reimbursement policy.

The Cemetery Custodian will assign the grave lot. When grave lots are reserved prior to death, sites will be assigned in order of next available space. The base and monument must be installed within one year of the purchase date.

MONUMENTS: No monument can be placed on any grave or lot without the permission or written approval of the Cemetery Custodian. Any ornamentation or symbols should be in keeping of the sacred character of a Catholic cemetery. The monument and base rest on a concrete foundation. The foundation must extend 4 inches beyond the perimeter of the base. The top of the foundation must be flush with the ground level for ease of mowing. The maximum height of the base and monument combined cannot exceed 26 inches above the foundation. Flush in-ground markers cannot be placed randomly in the cemetery and will only be allowed if placed in line within a row of monuments. Refer to monument guidelines for further details.

CEMETERY RULES: Family members are responsible for seasonal placement of flowers, flags, wreaths, etc. on all graves. They are also responsible for the removal of the same. Placement of items shall not interfere with grass mowing and maintenance of the cemetery. Other rules include:

- 1) Visitors are allowed in the Cemetery from sunrise to sunset.
- 2) No glass or ceramic decorations, vases or pots are allowed.
- 3) No planting of trees, shrubs or flowers regardless of size.
- 4) All decorations must be secured to the stone or set on the stone base. Decorations should not be set on the ground in front of or around the stone.
- 5) Shephard’s hooks or similar holders are allowed – one per stone.
- 6) Solar lighting is allowed if it has a metal base type – two per stone.
- 7) All decorations must be removed by November 15th.
- 8) In order to maintain the appearance of the cemetery, repositioning or removal of unsightly decorations will be at the discretion of the groundskeeper.

CONFLICTS: Any of the above policy may be appealed to the Pastor/Superintendent and Cemetery Committee for consideration.

Pastor/Superintendent: Father Alan Wierzba

Committee Members:

Wayne Mauer, Chairperson

Janice Schreiner, Secretary/Custodian

Kevin Schreiner, Cemetery Custodian

Duane Rauen, Groundskeeper

Greg Nowicki, Richard Urmanski, Richard Schaetzl, Kenneth Kraft

Updated: January 25, 2022

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MONUMENT AND FOUNDATION GUIDELINES

- 1) Holy Family Cemetery requires a 4-inch lip on all foundations that will be set in the cemetery meaning the foundation shall extend 4 inches beyond the perimeter of the base. The monument base must be a minimum of 4 inches in thickness. The top of the foundation must be installed flush with the ground level for ease of mowing.
- 2) Prior to placing any orders for monuments and foundations, the monument companies are required to complete a request sheet. A diagram of the proposed monument must accompany the request to ensure that the memorial conforms to Catholic principles. Any ornamentation or symbols should be in keeping of the sacred character of a Catholic cemetery. All requests must be approved by the Holy Family Cemetery Custodian prior to ordering the monument.
- 3) A single lot foundation cannot exceed 3'10" (46") in length. The maximum height of the base and monument combined cannot exceed 26" above the foundation.
- 4) A double lot foundation will not exceed 7'10" (94") in length. The maximum height of the base and monument combined cannot exceed 26" above the foundation.
- 5) A three or four lot foundation will not exceed 11'0" (132") in length. The maximum height of the base and monument combined cannot exceed 26" above the foundation.
- 6) Government markers may be attached to the back of a vertical monument, or on the face of a slanted granite monument by a certified monument company. Flush in-ground markers cannot be placed randomly in the cemetery and will only be allowed if placed in line within a row of monuments. A concrete foundation with the standard 5-inch lip is required for government markers if not attached to an upright monument.
- 7) Foundations and monuments in the baby section will be approved on a case-by-case basis.

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125074 County Road U (Poniatowski)
Edgar WI 54426

Monument Order/Request Form

Monument Company Placing Order: _____

Contact Name: _____

Phone/Fax Number: _____

Email Address: _____

Date of Order: _____

Customer Name on Monument: _____

Base Size (Must Include Height): _____

Monument Size: _____
(Not to Exceed Guidelines)

Foundation Size: _____

Section and Lot (if known): _____

Total Amount Submitted: _____

Contact Person Signature: _____

Special Instructions:

For any questions or further information please contact Jan Schreiner at (715) 241-8898.
Staking fee of \$35.00 must be received and approval granted before monument installation can take place.
Please send staking fee payment to: Schreiner Construction LLC, 223828 Laurie Ann Ln, Wausau WI 54401.

For Cemetery Use Only

Date Received: _____

Approved by: _____

Date: _____