

**CEMETERY RULES AND REGULATIONS
ST. MICHAEL AND ST. STANISLAUS CEMETERIES
BERLIN WI**

OWNERSHIP:

1. Grave ownership remains with the Cemetery Association, which has its own Board of Directors, separate from Parish Corporation or Officers. When payment is made for a grave(s), the “owner” merely purchases an *easement*, which means they are entitled to the *right to be buried* in the grave space that has been clearly designated by them & the Cemetery Association. The purchase of a grave space does NOT confer the right of ownership.
2. When a grave easement, ie. right to be buried, is purchased, the name of the person(s) to be buried *must be given at that time* otherwise the grave cannot be sold. The Cemetery Association will record the name(s) and date(s) of birth of those designated to be buried in the space(s).
3. Graves are sold only individually, and no longer in lots. When two (2) side-by-side single grave spaces are purchased, they are sometimes referred to as a “double grave space,” and they are purchased at the price of two single grave spaces.
4. Members of the Cemetery Association and those reasonably entitled thereto shall have perpetual right over said lot or grave to pass to and from other lots or graves to which no other means of access is available. This is for purposes of opening and closing a grave.
5. The purchase price of one grave will provide for the burial of one (1) full body casket OR two (2) cremation urns.

TRANSFER OF TITLE TO GRAVE (S):

1. When a lot or number of graves were purchased years ago, and there are no clear designations of who was to be buried in these spaces. In these cases where there are still open spaces, only the members of the immediate family, that is, the owner’s sons and daughters, have a right to be buried there. Spouses of the owner’s children (daughters/sons-in-law) and the owner’s grandchildren may be buried on said lot or grave *only* after a *RELEASE FORM* has been signed by *ALL the living members of the family who have the IMMEDIATE right to be buried on the lot*. This can be accomplished only through the pastor of the parish and the certificate of ownership must be presented at the time the request is made.
2. If there are more sons and daughters who have the right to be buried than space available, a *RELEASE FORM must be agreed upon and signed by all of the living children who have the immediate right to be buried before any one of those children can be buried there*.
3. Titles will be transferred through Release Forms only to spouses of the owner’s children, or grandchildren. A fee of \$25.00 will be charged for that transaction. Beyond that, the graves are to be sold back to the Cemetery Association at the original purchase price.

COLUMBARIUMS AND SECOND RIGHTS TO BE BURIED:

1. All monuments, including columbariums, must strictly comply with size and occupancy limitations as follows:
 - i) **Single Grave Space:** The foundation cannot exceed 5 feet and must have a minimum of 10 inches on either end and a minimum of 6 inches on front and back of a single headstone on a single grave. No monument may exceed 54 inches in height.
 - ii) **Double Grave Space:** The foundation cannot exceed 10 feet and must have a minimum of 10 inches on either end and a minimum of 6 inches on front and back of a double headstone on a double grave. No monument may exceed 54 inches in height.
 - iii) No columbarium may exceed the size provided for by a double grave space. (ie, columbariums meant to occupy three or more spaces are not permitted.)
 - iv) No more than six (6) persons’ cremated remains may be buried in a columbarium occupying a double grave space. (Second Rights of Burial may need to be purchased. See cost list below.)
 - v) No more than three (3) persons’ cremated remains may be buried in a columbarium occupying a single grave space. (Second Rights of Burial may need to be purchased. See cost list below.)
 - vi) Only cremated remains are permitted to be buried in a columbarium. (ie. no whole-body burials in a columbarium)
2. Second Rights to be Buried may need to be purchased in some circumstances. A Second Right to be Buried (SRB) provides for the burial of more than the stated burials per grave as stated above under “Ownership.”

Columbariums designed to hold more than 2 burials per grave space will need to purchase a second right to be buried for any extra burials beyond that.

3. In addition to any above-ground burials in a columbarium, in-ground burials may also be done in that same grave space(s), not to exceed 2 cremation burials or 1 full body burial per grave space. Second Rights to be Buried (SRB's) must be purchased for each burial (cremation or full) beyond the limits as stated above under "Ownership."
4. Second Rights to be Buried may only be purchased for the owner's immediate family members. This includes only the owner's spouse, children, parents, and legal guardian or ward.
5. Second Rights to be Buried for anyone outside of the immediate family of the owner may only be done with the written permission and signature of the owner, if the owner is still alive, or written permission and signatures of ALL living immediate family members, as defined above, if the owner is deceased.
6. Second Rights to be Buried may not be purchased outside of these guidelines, even if extra space is available. If the owner and all immediate family members, as defined above, are deceased, then no additional SRB's may be purchased.

FOUNDATIONS AND MARKERS:

- 1) No person shall be allowed to place a foundation for a monument without seeking permission. Permission will be issued *only* through the Parish Office. Permission will not be issued for a grave marker/monument until it has been verified that the grave is paid for in full.
- 2) Permit fees: \$15.00 per grave. The monument company pays for this permission to cover administration expenses.
- 3) Foundations
 - i) **Single Grave Space:** The foundation cannot exceed 5 feet and must have a minimum of 10 inches on either end and a minimum of 6 inches on front and back of a single headstone on a single grave.
 - ii) **Double Grave Space:** The foundation cannot exceed 10 feet and must have a minimum of 10 inches on either end and a minimum of 6 inches on front and back of a double headstone on a double grave.
- 4) The monument shall cover only the spaces of the graves purchased, and must not extend beyond the width of the graves or lot in question. Additionally, no monument or marker may exceed 54 inches in height.
- 5) All markers and monuments must be in line with other markers and monuments. The second marker on a gravesite must be surface mounted (flush with the ground). The foundation of a surface mounted marker must have a 6-inch border.
- 6) A permanent marker should be erected within a period of 1 year from date of burial by a reputable monument company at which time all temporary markers will be removed.
- 7) The monument company must contact the parish office or sexton to set an appointment for the laying of the foundation.
- 8) Monuments are the property and responsibility of the family. As such, if a monument becomes unsafe or needs repair, an attempt will be made by letter to contact the owner of the lot or his or her heirs. If no owner or heir can be contacted, the cemetery association reserves the right to take minimally necessary action, such as laying down a crumbling monument, to preserve safety.
- 9) Catholic cemeteries are consecrated ground, and no markers placed on consecrated ground may detract from the Catholic faith in any way. Therefore, any images or symbols used as, or inscribed upon, monuments should be Christian in nature. Secular symbols must receive prior approval from the parish office. Anti Christian, offensive, or other tasteless designs will not be permitted.

PLANTINGS AND DECORATIONS:

1. **FORBIDDEN: NO** trees or shrubs on or near the grave.
2. All containers, statues, metal posts, veteran's markers must be secured **on the foundation**. Perennials must be planted in pots or containers secured and placed only **on the foundation**. No separate flower or wreath stands are permitted.
3. **FORBIDDEN: NO GLASS CONTAINERS OR VASES ARE ALLOWED AND WILL BE REMOVED BY THE GROUNDSKEEPER AS NEEDED.**
4. Shepherd hooks not able to mount on the foundation must be placed in the ground **as close as possible to either side of the foundation (not behind or in front of the headstone)**.
5. Any plantings or decorations will be trimmed, removed, etc if in the judgment of the cemetery association this is warranted due to conditions or appearances of the cemetery. Also, the use of gravel, or stone (crushed or pea type) around the monument/grave is expressly **FORBIDDEN**.
6. Plastic flowers must be in plastic vases or containers on the foundation only. No other plastic or faux flowers arrangements are allowed.
7. **Statues:** Each gravesite is permitted concrete statues only. No porcelain or plastic statues are allowed. Statues that are allowed: Blessed Mother, Jesus, or an Angel. No animal lawn ornaments will be allowed. All Statues must be attached to the concrete foundation on either side of the headstone. All statues placed are the responsibility of the family or person who placed them there and should be maintained. All discolored or broken statues will be removed and disposed of by the groundskeeper as needed.
8. Spring clean-up in the cemeteries must be done by April 30th each year. Any old flowers, decorations, etc. not removed by this date that interfere with the mowing or general grounds upkeep will be removed and disposed of.

OTHER

1. Non-Catholics can be buried in the Catholic Cemetery if they are related to the Catholic party (i.e. A spouse or child). However, it is in violation of previous agreements between the State of Wisconsin and the Catholic Cemeteries to indiscriminately sell graves to non-Catholics as membership in the parish or the Catholic Church are a requirement for purchase of a grave easement.
2. A casket or cremation urn must be placed in an outer burial vault capable of withstanding the weight and pressures of the earth above and surrounding the vault.
3. The only vault the cemeteries will accept for burial or inurnment is one supplied through a licensed funeral home because of the liability involved in the burial.
4. No more than two (2) in-ground cremation burials may be buried in one grave space. 5. Only one (1) casket may be buried in one grave space. No urns may be buried in-ground in the same grave space as a casket.
6. No urns or cremated remains may be placed inside the casket of another person for a "double" burial. 7. Burials do not take place at St. Michael or St. Stanislaus Cemeteries on Sundays, holidays, or holydays.

COSTS (as of March 2021):

Graves: \$500 confers the right of one (1) casket burial or two (2) cremation urn burials. Second Right of

Burial: \$250 per person (whether a casket or an urn)

Opening and Closing: \$825 per casket summer burial (4/1 – 11/30)

\$1125 per casket winter burial (12/1 – 3/31)

\$350 per urn summer in-ground burial (4/1 – 11/30)

\$475 per urn winter in-ground burial (12/1 – 3/31)

\$200 per urn in a columbarium, any time of year.

Winter Storage: \$75 per casket (kept in the Chapel at Oakwood Cemetery) \$35 per urn

(kept in the Chapel at Oakwood Cemetery)

1. All costs are subject to annual review by the Cemetery Association. Forty percent (40%) of the cost of the grave is designated for perpetual care.
2. The cost to open and close a grave includes adult, child, and infant burials.
 3. Families of the deceased who choose **not** to have a burial during winter months can make arrangements through the local Funeral Director to have their deceased kept temporarily at the Griffith Memorial Chapel at

Oakwood Cemetery. Cost for the storage of a casket or urn is subject to change by their Cemetery Board.

Here is an example of how costs are calculated when second rights of burial are involved: A columbarium designed to hold six (6) cremation urns is purchased and placed on a double grave space (this is 2 side-by-side single grave spaces). The family pays the current purchase price for 2 single grave spaces, which allows for the burial of four (4) cremation urns. They will also need to purchase two (2) additional SRB's for the additional two (2) spaces in the columbarium. They *may* also purchase additional SRB's for in-ground burials on these same spaces. If they decide to bury two (2) cremation urns in each space, they purchase another four (4) SRB's. If they decided to bury a full-body casket in each space, they purchase another two (2) SRB's. Similarly, two (2) urns in one space and one (1) casket in the other would require an additional three (3) SRB's. When the time for burial comes, opening and closing fees for each burial will be charged according to the current cost schedule as listed above.

St. Michael St. Stanislaus Cemetery Association Berlin WI 54923 Revised 08/2021