

CEMETERY RULES AND REGULATIONS
ST. MICHAEL AND ST. STANISLAUS CEMETERIES
A MINISTRY OF ALL SAINTS CATHOLIC CHURCH
BERLIN, WI

OWNERSHIP:

1. Grave ownership remains with the All Saints Catholic Parish, Berlin WI which has its own Cemetery Board, separate from Parish Advisory Council.. 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. The purchase of a grave space does **NOT** confer the right of ownership.
2. When a grave easement, ie. the 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 Manager 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. The Pastor, Members of the Cemetery Board, Cemetery Manager or Cemetery Sexton 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 and one (1) cremation urn OR two (2) cremations.

BURIAL PERMISSION AND TRANSFER OF TITLE TO GRAVE (S):

1. In cases where there are still open, undesignated spaces in a family’s cemetery lot, only the members of the immediate family, that is, the owner’s spouse, children, parents, legal guardian or ward, have a right to be buried there. If there are more persons who have the *IMMEDIATE* right to be buried than spaces available, a *RELEASE FORM must be agreed upon and signed by 1/2 of living family members who have the immediate right to be buried before any one of those people can be buried there.* This can be accomplished only through the parish office via the cemetery manager. A fee of \$50.00 per grave space will be charged for that transaction.
2. 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 1/2 of 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 parish office via cemetery manager. A fee of \$50.00 per grave space will be charged for that transaction.
3. Titles can also be transferred to spouses of the owner’s children or grandchildren thereby making them the new deedholder. This may only be done by the cemetery office. A fee of \$50.00 per grave space will be charged for that transaction . Beyond that, the graves are to be sold back to the Cemetery at 1/2 of the original purchase price.

FOUNDATIONS AND MARKERS:

1. No person shall be allowed to place a foundation for a monument on a grave space. Installation can only be done by an authorized monument company.
2. 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. All designs of a monument must be approved and signed off on by the Priest.
3. The monument company must contact the parish office or sexton to set an appointment for the laying of the foundation and pay the permit fee of \$30.00 per foundation. This fee must be paid before the foundation has been placed.

4. FOUNDATION AND MONUMENT SIZE SPECIFICATIONS

- 4.1. *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.
- 4.2. *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.
- 4.3. 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. Any monument larger than the above requirements will need to be reviewed and approved by the Priest and cemetery sexton and/or cemetery manager.
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. 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.

PLANTINGS AND DECORATIONS: All decorations shall be placed on the foundation only. All decorations placed off of the foundation, will be removed without notice.

1. FORBIDDEN:

- 1.1. NO trees or shrubs on or near the gravesite may be planted in the cemetery.
- 1.2. No glass containers or vase are allowed and will be removed by the cemetery sexton as needed without notice.
- 1.3. No gravel or stone (crushed or pea type) may be placed around the monument/grave.
- 1.4. No pinwheels are allowed. Pinwheel wires cause damage to lawn maintenance equipment and will be discarded without notice.
- 1.5. No Sitting Benches are allowed (unless they are attached to the foundation and used in place of the headstone)
- 1.6. Landscaping is to be done ONLY by the cemetery sexton.

2. STATUES

- 2.1. Only concrete statues are permitted. No porcelain or plastic statues are allowed.
- 2.2. Only religious statues are allowed. For example: Blessed Mother, Jesus, or a Saint or an Angel.
- 2.3. NO animal lawn ornaments or gnomes will be allowed and will be removed without notice.
- 2.4. 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 without notice.

3. FLOWERS

- 3.1. Plastic flowers must be in plastic vases or containers on the foundation only. No other plastic or faux flowers arrangements are allowed.
- 3.2. Perennials must be planted in pots or containers secured and placed only on the foundation. No separate flower or wreath stands are permitted.

4. OTHER

- 4.1. Veterans Markers and stepping stones must be secured on the foundation.
- 4.2. Shepherd's hooks should be mounted on the foundation. Only one shepherd's hook per gravesite is allowed. 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**). Shepherd's hooks that interfere with lawn care will be removed and discarded without notice.

4.3. Solar Lights must be securely mounted on foundations or in a flower urn. **Solar lights placed off the foundation will be discarded without notice.**

5. Any plantings or decorations will be trimmed, removed, etc. if in the judgment of the cemetery sexton, cemetery board or cemetery manager this is warranted due to conditions or appearances of the cemetery.

****The cemetery is not responsible for these items, nor is it responsible for theft or damage to anything placed on the gravesite.****

CEMETERY CLEAN UP DATES EFFECTIVE JANUARY 1, 2025

Spring Clean Up: All fall/winter decorations are to be removed by April 15th and NO new decorations are allowed until after May 1st of each year.

Fall Clean Up: All spring/summer decorations are to be removed by October 15th and NO new decorations are allowed until after November 1st of year each.

For the above this includes any old, faded flowers, decorations, wreaths or that will interfere with mowing or general grounds upkeep.

BURIAL REQUIREMENTS

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 or one (1) casket and one (1) cremation urn be buried in one grave space.
5. If on a single grave space a niche monument is placed to hold 2 cremains, a second right of burial may be purchased.
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.

COLUMBARIUMS AND SECOND RIGHTS TO BE BURIED:

1. All monuments, including columbariums, must strictly comply with size and occupancy limitations as stated under "Foundations"
 - i) 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.)
 - ii) 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.)
 - iii) 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.)
 - iv) NO other columbariums will be allowed.

2. Only cremated remains are permitted to be buried in a columbarium. (ie. no whole-body burials in a columbarium)
3. 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 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.
4. 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 under "Ownership."
5. 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.
6. 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 1/2 of living immediate family members, as defined above, if the owner is deceased.
7. 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.

Exceptions to the above may occur at the discretion of the Priest, Sexton, Cemetery Manager and/or the Cemetery Board.

Fee Schedule: See Fee Schedule

**All Saints Catholic Parish, Berlin WI
St. Michaels & St. Stanislaus Cemetery**

Fee Schedule (Effective January 1, 2025):

Graves:	\$600 confers the right of one (1) casket burial and one (1) cremation or two (2) cremation grave space (inurnment)
Second Right of Burial:	\$300 per person (whether a casket or an urn) plus grave opening fees
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)
Redesignation or Transfer of Grave Space.....	\$50 per grave space
Foundation Permit Fee.....	\$30

*This covers the cost of one person’s remains in one urn. If there are more than one person’s remains in an urn, an additional recording fee \$175.00 will be charged.

Please note that the Catholic Church encourages burial or inurnment in a proper cemetery soon after death, and *strongly* discourages co-mingling remains of two or more people in one urn. This is because the church recognizes and seeks to maintain the dignity of the body, even after death.

1. All costs are subject to annual review by the Cemetery Board. Fifty percent (50%) 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.
4. Please contact the Cemetery Manager with any questions regarding the rules or costs at 920-290-2700 or 920-361-5252 or via email cemetery@allsaintsberlin.org.