

CEMETERY POLICY - APPENDIX H

New Castle Presbyterian Church Policies and Procedures

CEMETERY POLICIES & REGULATIONS

The New Castle Presbyterian Church Cemetery was established in 1800 and is located at 0 Young Street in New Castle, Delaware.

The Cemetery's purpose is for the committal of embalmed or cremated remains as permitted by the State of Delaware. The Cemetery is Church property and is a non-commercial venture.

ELIGIBILITY: The Cemetery is available for the use of members and friends of the New Castle Presbyterian Church as well as the general public.

SALE OF LOTS: Each person wishing to have remains interred in the Cemetery at a future date or for a date certain in the case of a recently deceased person will be required to complete an application form. The completed application shall be subject to review for eligibility and approval by the Pastor(s) or by the Session when requested by the Pastor(s). The application shall also provide a description of the gravestone or monument to be placed in the cemetery. A copy of the approved application shall be given to the applicant.

The cost of a single grave is on schedule A. Proceeds from the sale of the lots shall be deposited in the Cemetery Fund. Receipt of fees will be expected at or before the time of interment. The Cemetery schedule of plot prices and burial fees may be revised from time to time.

Certificates of Ownership will be issued to all families buying lots. An appropriate numbering system will be maintained with the record being housed at the office of the Church. A map of the Cemetery will also be on file at the Church office.

REQUEST FOR MAKING A BURIAL OR GRAVE LOCATION:

When a burial request is received, the Trustee assigned to the Cemetery should be contacted immediately. The Trustee will contact the individual and make arrangements for the grave opening and closing with Cooper Wilbert Vault Co. The family or the funeral director will make payment to: NEW CASTLE PRESBYTERIAN CHURCH. Cooper Wilbert Vault Co. will bill the church for their services. The Trustee will locate the grave and mark it for Cooper Wilbert Vault Co. A Trustee or other church representative will be present at the service. The Trustee or other church representative will be responsible for receiving the proper documents for the burial. Following the service, the Church records will be updated, along with the records of the City of New Castle.

When scheduling interment, Sundays or late Saturday afternoons are to be avoided. Opening and closing of the grave for Sunday or late Saturday afternoon will result in additional charges to the family. Scheduling should allow for inclement weather conditions and the location of the grave (with regard to obstacles such as tree roots) and any other conditions resulting from the unique nature of our Cemetery.

MONUMENT PERMIT: The cost of the Monument permit is in Schedule A. Monument placement should be supervised by a Trustee to insure accurate location and proper foundation construction to eliminate sinking and tilting of the monument. The monument company should agree to

guarantee the installation for a reasonable period of time. The Church Session shall have final approval as to the size and design of gravestone or monuments placed in the cemetery.

GUIDELINES FOR LOT OWNERS AND VENDORS:

Gravestones and monuments must be placed on a concrete foundation as large as the gravestone or monument of the base stone, if one is used. Foundations for above ground monuments must be flush with ground level. Foundations for flush gravestone must be below ground level so the gravestone sits flush with the ground level. All foundations must extend below the frost level line which is 30 inches.

Above ground monuments in multi grave lots are limited to one upright monument for the lot and one additional flat marker (flush with the ground level) for each grave in the lot. For old lots where there are existing monuments additional monuments may be placed to match the existing ones.

CONDUCT OF ALL COMMITTAL SERVICES IN THE CEMETERY: All committal services conducted in the Cemetery shall be arranged in consultation with the Pastor(s) of the New Castle Presbyterian Church. With the Pastor's permission, other officiates for a service of committal may be invited to conduct or participate in any such service.

CONTAINERS FOR REMAINS:

A concrete or metal vault with a one piece lid is required for all casket burials. Cremated remains properly sealed in a burial urn may also be interred in a cemetery lot.

LOCATION OF INTERMENTS: Grid numbers and letters are set on two sides of the cemetery for locating gravesites. The owner's file is to be checked to verify the location and lot number for the burial and the relationship of the deceased to the owner of the lot. A map is to be on file in the office of the church. The Trustee responsible for the Cemetery is to have a map in the event the office is not open.

PERMANENT RECORD OF INTERMENTS: The Trustees shall oversee the maintenance of permanent written records of all burial sites. This record will be composed of the data in the completed applications for interment which will be organized and kept in a permanent Cemetery file.

FLOWERS:

Decorations may be placed on the grave sites at any time. They can be removed by the family or they will be removed as part of the regular Cemetery maintenance if they become unsightly.

MAINTENANCE OF THE CEMETERY: The Board of Trustees shall be responsible for the maintenance of the Cemetery grounds and the gravestones and monuments.

INTERPRETATION & AMENDMENT OF POLICIES & REGULATIONS: The Session shall decide all questions concerning the interpretation and administration of the above policies and regulations; and may amend and publish them as deemed necessary from time to time.

Schedule A

Sale of lots

The cost of a single lot is \$1,000.00

Gravestone or Monument Charges

The gravestone or monument permit is \$300.00.

Grave Opening Charges:

Monday through Saturday:	Single depth:	\$650.00
	Cremation:	\$340.00
Additional fee for late Saturday and all day Sunday:		\$150.00
Additional per each half hour for arrival after 3:30 pm:		\$ 45.00

These charges are set in agreement with Cooper Wilbert Vault Co. The price includes opening and closing and tent setup for the funeral service. The cremation price does not include a tent setup. For pre-planned funerals, grave opening and vault/liner charges will be made to the funeral home.

**NEW CASTLE PRESBYTERIAN CHURCH
APPLICATION FOR CEMETERY PLOT**

Date of Application _____

Name of Applicant _____

Address _____

Name of Deceased _____

Is this purchase pre-planned?

No

Date of Death _____

Date of Interment _____

Age _____

Relation to Applicant _____

Funeral Director _____

Type of Vault: Concrete Vault Metal Vault Urn

Yes

Birth Date of Person to Be Interred _____

Relation to Applicant _____

Size of Lot

Single

Other

Signature of Applicant _____