



GUIDELINES FOR ST. PETER'S UMC CEMETERY COMMITTEE

Organization: The St. Peter's United Methodist Church Cemetery is owned by the congregation of St. Peter's United Methodist Church, Montpelier, VA. It is governed by the Church Board of Trustees. A Cemetery Committee, consisting of volunteer members of the congregation, is charged with overseeing its operation and administering its funds. The cemetery is for the burial of church members and their families in accordance with the guidelines and procedures set forth in this document.

Cemetery Committee: The Board of Trustees will appoint three (3) members to serve on the Cemetery Committee not to exceed 3 years. One of these members will be appointed as Chair, another as Treasurer, and the third as Secretary. The committee shall operate under the leadership of the Board of Trustees for the control and maintenance of the cemetery plots, overall grounds maintenance and care as outlined in these Guidelines.

Meeting Times: The Cemetery Committee shall meet quarterly and as the need arises between meeting dates.

Officers and Duties:

The Cemetery Committee Chair shall preside over all meetings of the committee and will serve under the guidance of the Board of Trustees.

The Cemetery Committee Treasurer shall account to the Board of Trustees and the Church Council for all monies collected, dispersed, and invested through the actions of the Cemetery Committee. All accounts shall be audited yearly as prescribed by the United Methodist Book of Discipline and the Board of Trustees.

The Cemetery Committee Secretary shall maintain an accurate record of all meetings of the committee.

The Cemetery Committee shall inspect regularly the cemetery to insure that these Guidelines are being honored. During these inspections, the committee shall dispose of natural and artificial flowers and burial plot ornaments as required by these Guidelines.

Cemetery Fund: The Cemetery Committee may recommend to the Board of Trustees that The Cemetery Committee enter into a contract with any bank, trust company, savings and loan institutions, mutual fund, or other appropriate financial agency it determines will benefit the account.

The Cemetery Fund shall be used only for improvements, development and maintenance of the cemetery. Under no circumstances will the principal or interest of the Cemetery Fund be used for operation expenses or maintenance of St. Peter's UMC or the Board of Trustees. However, this does not preclude the Cemetery Committee's option to loan funds to St. Peter's UMC.

Burial Records: An accurate record documenting all persons buried in St. Peter's UMC Cemetery, the burial plot number, and date of burial will be created and maintained. This record shall be kept in the administrative office of St. Peter's UMC with a copy given to the Committee Chair for short notice availability.

Cemetery Upkeep: The Cemetery Committee shall arrange for regular grounds care, including, but not limited to, grass mowing, tree trimming, and shrub and tree removal.

Plot Fees: Upon the recommendation of the Board of Trustees, the Church Council has set a plot fee of \$1,000.00 for each remaining plot and to future plots as created to any eligible family member. Payment of a plot fee only grants the use of a particular plot, it does not in any way convey title to property, establish a lease agreement or in any way deprive, release or impair the Board of Trustees from exercising their due authority and responsibilities for the cemetery property. Furthermore, if and when a payee fails to adhere to these guidelines and procedures, the Board of Trustees reserves the right to cancel any and all agreements.

No one may sell or transfer their rights to any other individual.

Refunds: Payments for cemetery plots shall be refunded should the member decide not to use the plot. The member shall notify the Cemetery Chair in writing. Refunds shall be made, without interest, upon written notification that the entitlement guidelines can no longer be met.

Entitlement: Cemetery plots shall be assigned only to members of St. Peter's UMC for their personal use or for use by their spouse, their parents, their children, or their grandchildren.

Procedure: A person or persons desiring burial in the church cemetery shall contact the Cemetery Chair for plot selection and assignment. All plot fees shall be paid in full at the time of plot assignment.

Markers: Following the interment of plots, the plot shall be marked with an appropriate permanent marker denoting family name. The cost of the marker will be in addition to the cost of the cemetery plot. All markers will be placed in line with other markers in the same row. A Cemetery Committee member or designee must be present when grave markers are set in

place. The church will not be responsible for vandalism or damage to grave markers and flower vases. It is the expectation of the Board of Trustees of St. Peter's UMC that no offensive language or images will be depicted on the grave marker. The Board of Trustees reserves the right to remove any marker deemed offensive to this sacred burial ground.

Flowers: The Cemetery Committee is authorized to remove and dispose of all live flowers from the cemetery grounds ten (10) days following the day of the funeral. Periodically all old and faded artificial arrangements will be removed and disposed of away from the cemetery grounds.

No established plantings, decorative articles, or ornamentations shall be allowed. It is further noted that flower arrangements shall be placed close to the grave markers or headstones so as not to interfere with the care and maintenance of the cemetery. All seasonal adornments will be removed after two months.

Funeral Arrangements: Permission to open graves and allow interments or disinterments must be granted through the cemetery committee before any grave is opened. A state approved vault, grave liner, or receptacle shall be required for all interments. When a grave is closed, all dirt will be tamped as the grave is refilled. All excess dirt shall be placed where directed by the Cemetery Chair. The Cemetery Association does not provide caskets, burial vaults, or the labor and equipment to open a plot.

The Committee must be presented with a burial permit in accordance with local and state laws before interment is completed. The Committee will not be liable for the burial permit or responsible for the accuracy of the data it contains or the identity of the person to be interred.

Records: Two (2) copies of the Cemetery Contract shall be signed by the person electing a plot and paying the plot fees. One copy shall be given to the purchaser and the other copy will be retained for the cemetery records.

