

GREENWOOD CEMETERY POLICIES OF SARON LUTHERAN CHURCH

311 Lake Street South
Big Lake, Minnesota 55309
763-263-2209

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The word “cemetery” is derived from a Greek word meaning “sleeping chamber,” an appropriate way to describe the final resting place of departed members of the Lutheran Christian communities who profess their confident belief in the promise of resurrection. From ancient times, bodies placed in Christian cemeteries have been situated so they face the east, the direction of the “rising sun.”

May the souls of all our faithful departed brothers and sisters rest in the peace of the risen Lord.

This policy manual is subject to change at any time and without notice. To be certain you are looking at the most current policy manual, contact the GWC Committee Chairperson.

ARRANGEMENTS TO BE CONSIDERED FOR BURIALS - SUMMARY:

Before the funeral:

- Contact Saron Lutheran Church: 763-263-2209 to make all the necessary “church / pastoral related” arrangements and to obtain GWC Manual (or view online on Saron's websight) which provides all necessary related cemetery information; IE: processes for purchase, size, monuments, cleanup, acceptable practices, contact numbers, etc.
- Contact Funeral Home. Give them the Saron Lutheran and GWC contact information. The Funeral Home will contact GWC with all the necessary burial information. The Funeral Home will help you with additional contact numbers for Monument Companies, Social Security Assistance, etc. They should also assist you with applying for additional Death Certificates, submission of Obituaries, etc.

The Funeral Home will also contact the excavating company and give them the GWC contact information.

- Contact GWC Committee Member to determine burial site and to purchase plot (s)– check made out to “Greenwood Cemetery.”
- Excavating Company: The Excavating Company will contact a GWC Committee Member regarding the staking off of any plot before they are permitted to dig.
- Monument Companies: The Funeral Home will usually give the monument company the GWC contact information – if not, you are required to provide it to them. The Monument Company will work with a GWC Committee Member regarding size, foundation, and placement of marker/monument. It is the family’s responsibility to make sure the monument company installs the proper cement apron under and around the marker / monument and that the marker/monument is within the size of the plot purchased – NO OVERLAPPING PERMITTED. NO FOOT STONES PERMITTED.

After Burial:

- Survivor’s family must add black dirt to the plot, up to grade level and seed with grass. There may be a pile of “black dirt” in the rear of the cemetery property for this purpose. If there isn’t, the family needs to arrange to have some brought in for their use.
- Monument placement – The GWC Committee member must mark the monument site. This must be done within a reasonably short period of time after burial. Again, it is the family’s responsibility to make sure the Monument Company installs the proper 4”- 6” cement apron for flat headstone/marker/monument and a 6” or larger cement apron for standing headstone/marker/monument under and around all headstones/markers/monuments and that the headstone/marker/monument is within the size of the plot purchased – NO OVERLAPPING PERMITTED. NO FOOT STONES PERMITTED. A staking/marketing fee will be assessed (See fee schedule).

COMMITTEE MEETINGS

- (1) When the Chairman of GWC Committee is absent from any committee meeting, a director will conduct said meeting.
- (2) During winter months, December through March, Committee meetings will be discontinued.
- (3) Whenever committee meetings are held during the summer months, those meetings should be held at GWC as much as possible and such meetings will be work meetings, to be held on Saturdays. These work meetings could include mowing, raking, planting, and general maintenance.
- (4) All committee meetings held must have a majority vote of members present at meetings for any action to be taken. Those committee members not present will represent a NO vote at such meetings.

COST OF PLOTS

(1) All fees are to be paid to “Greenwood Cemetery” prior to any burial. Costs are per burial/per grave site. These prices are subject to change at any time. The below use of the term “Plot” is defined as a single grave site (not a family sized plot).

NOTE: The reduced cost for additional plots only applies when purchased in multiples (more than one). If purchased one at a time, the full price will apply.

MEMBER	MEMBER	NON-MEMBER	NON-MEMBER
<u>PLOT</u>	<u>ADD'L PLOT</u>	<u>PLOT</u>	<u>ADD'L PLOT</u>
\$590.00	\$565.00	\$1,040.00	\$1,015.00

Plot prices include the cost of one (1) plot marking (\$40), administration costs (\$50) and “Perpetual Care” (*which is 1/2 of the plot purchase minus marking and administration costs*).

Miscellaneous Costs

- ▶ Cement Apron Fee: \$100.00 - Should the monument company, arranged by the family, not install the cement apron as required and defined in this policy manual, a Cement Apron Fee will assessed and an invoice sent to the family.
 - ▶ Disinterment: costs will be assessed to the requester at the time of request. Prior to disinterment, related costs must be paid in full to GWC.
 - ▶ Excavation: costs are determined by the excavating company and / or the funeral home.
 - ▶ Transfer Deed: costs will be assessed at the time of request and are to be paid to GWC prior to deed transfer.
- (2) Payment arrangements: Advance purchase of a plot by way of monthly payment arrangements can be arranged via the GWC Committee. However, a plot (s) must be paid for in full prior to a burial (s).
- (3) Upon full payment, the GWC Committee will issue to the purchaser, a Cemetery Deed for the appropriate plot(s).
- (4) Number of burials per plot: “1 coffin” OR
 “1 coffin + 1 cremation urn” OR
 “-0- coffins with 2 cremation urns maximum”

DISINTERNMENTS

- (1) The plot owner or next of kin must file a written statement giving permission to disinter a plot. They must file it with the City of Big Lake, Big Lake Township, and Sherburne County. A permit from the County Health Officer must be secured and presented, and the required fees paid in full prior to any plot being opened. At least 30 days written notice must be given prior to any disinterment.

This time provision does not apply when ordered by a court of law.

- (2) The cost of disinterment's will include all machinery costs and replacement costs related to the casket and landscaping, any damages incurred during the process, labor, etc. at the expense of the requester.

Administration and marking fee will also be assessed (see fee schedule).
Prior to disinterment, related costs must be paid in full to GWC.

INTERMENT

- (1) Maximum internments per plot - (see misc. costs):
 - a. A parent and a child may be buried in same plot if in the same casket
 - b. Two infants (under 1 year of age) may be buried in same plot
 - c. One body and one cremation urn may be buried in same plot
 - d. Two (2) cremation urns may be buried in same plot

Marking fees apply for both the first and second burials (see fee schedule).

Administration fee will be assessed for second burial in same plot (see fee schedule) .

Prior to interment, related costs must be paid in full to GWC.

- (2) Approved Burial Containers/Vaults: **Proof of approved burial containers must be provided to GWC.** All “full” burials must be made in approved vaults for in-ground burials, supplied by the mortuary, and made of reinforced concrete.

Cremated remains must be placed in approved burial containers.

- (3) Proper Notice: **Saron Lutheran Church / GWC must receive a minimum of 48 hours notice prior to any interment.** All plots must be marked by a qualified member of the GWC Committee before any excavation begins.
- (4) Human Dead Only: Internments are for the purpose of the human dead only. No pets, artifacts, or other material items will be allowed to be buried.
- (5) Plot Staking: Staking is done prior to a burial and must be performed by a GWC Committee member. Four (4) stakes will be used to mark the location of the plot to be dug; one stake will bear the name of the person being buried.
- (6) Marker Staking: Staking is done prior to placement of headstone and must be performed by a GWC Committee member. Four (4) stakes will be used to mark the location of the headstone to be placed; one stake or flag will bear the name of the person’s name which is on the headstone.
NO FOOT STONES PERMITTED.
- (7) Ordinances, Rules, and Regulations: No interment may be made unless all ordinances, rules and regulations regarding internments have been complied with, all necessary permits have been obtained, and payments to GWC have been paid in full.
- (8) Liability: Neither Saron Lutheran Church or GWC will be held liable in any way for any delay in the interment of a body for any reason.
- (9) Multiple Stacking of Caskets: Stacking of caskets will not be permitted in GWC.

MAINTENANCE / DECORATIONS

Survivor / Family Responsibilities:

- (1) Markers: The “general care” of plots in the GWC is the responsibility of the families of those laid to rest. General care includes maintenance, repair or replacement of markers and aprons.
- (2) Black Dirt / Seed: It is the responsibility of the survivors of the deceased to seed the grave with grass seed after the burial or as soon as weather permits and to insure the grave has sufficient black dirt to retain a level mowing field.
- (3) Plants / Urns: It is the responsibility of the survivors of the deceased to water and maintain living plants in urns / approved containers and to remove plants as they die off or are no longer in use. 1 large urn or 2 small vases per gravesite and placed ON the headstone or set in urn stand.

Discarding flowering plants: DO NOT throw the dirt in the cemetery’s disposal barrel. Instead, disperse the dirt in a convenient low area.

Disposal of pots: DO NOT throw pots in the cemetery’s disposal barrel as they are for volunteer use only. Bring pots home with you as there is no garbage service for the cemetery.

- (4) Fall Clean-Up – all summer decorations should be removed by **October 1st** of each year. This is in preparation for the fall and winter seasons and helps to limit the amount of debris within the cemetery as well as that which blows out of the cemetery into the neighboring properties.

DO NOT throw decorations in the cemetery’s disposal barrel. Bring decorations home with you as there is no garbage service for the cemetery.

FYI: Call Saron or a GWC member to confirm the date for Spring / Fall cleanup as the dates provided above are changeable due to weather and / or volunteer availability.

- (5) Spring Clean-Up – all winter decorations should be removed by **April 15th** of each year. This is in preparation for the spring and summer seasons and helps to limit the amount of debris within the cemetery as well as that which blows out of the cemetery into the neighboring properties. DO NOT throw decorations in the cemetery’s disposal barrel. Bring decorations home with you as there is no garbage service for the cemetery.

FYI: Call Saron or a GWC member to confirm the date for Spring / Fall cleanup as the dates provided above are changeable due to weather and / or volunteer availability.

- (6) Decorations Permitted:
Natural flowers, natural wreathes and statuettes that are heavy enough not to be blown about and that a weed whip will not damage it or be damaged by.

Artificial plants/flowers are permitted as long as they are maintained and not fading and/or unanchored. They must be placed ON the headstone, hung on a shepherd’s hook, or placed in an urn stand.

Maximum Allowed: 1 large urn or 2 small vases per gravesite and must be placed ON the headstone, hung on shepherd’s hook, or in an urn stand.

GWC reserves the right to remove any items above if they become unsightly or interfere with maintenance.

(7) Decorations Not Permitted:

ABSOLUTELY NO GLASS OF ANY KIND within GWC.

NO WIRE ORNAMENTS or WIRE HANGERS as they become dangerous projectiles when mowing and weed whipping.

No objects such as solar lights, pinwheels, shells, stones, toys, ceramic figurines etc. placed on the plot(s) or headstone without permission of the GWC Committee and -

- There should be no expectation that such non-permitted ornaments will be given special care during maintenance of GWC. However, efforts are made to re-station such ornaments if possible, so the family may retrieve them. Some margin is given the first season after a loved one passes.

No flower or decoration that can be blown out of their container or any container that can be blown away.

No grave blankets.

(8) Planting: No trees, shrubs, or flowers will be planted in the ground at any time.

(9) Anything that will limit the ability of GWC volunteers from being able to mow or weed whip in an effective, timely, and safe fashion, may also be denied and removed on a case by case basis.

(10) Anything that affects winter snow removal or plotting of graves sites will also be denied on a case by case basis.

GWC Responsibilities:

(1) Cutting of grass will be overseen by the GWC members and its volunteers at reasonable intervals along with tree trimming and the general preservation of roadways and boundaries of the cemetery.

(2) Those decorations not removed in a timely fashion as described prior, will be removed by the GWC volunteers who care for the cemetery.

(3) The GWC has the right to remove excessive decorations, unsightly decorations, flowers, damaged containers, and all items not permitted as stated above.

(4) GWC has the right to remove or alter any tree, shrub, vine, or memorabilia that makes mowing or general maintenance difficult or unsafe.

(5) Winter snow plowing for funerals can be subcontracted for all funerals.

MONUMENTS, MARKERS, AND FOUNDATIONS

- (1) Scheduling an Installation / Replacement: No marker will be installed or replaced without a GWC committee member being present to supervise the placement of all monuments, markers and foundations. The scheduling the installation or replacement must be arranged with a GWC committee member via Saron Lutheran Church – 763-263-2209.
- (2) It is **HIGHLY** recommended that a marker/monument/headstone include a metal flower urn/vase insert. This prevents the need for shepherd hooks or urn bases.
- (3) Setting / Placement: All markers will be set so that they are facing the east and will be placed at the head of the plot. No marker will extend beyond plot(s) width. No foot stones are allowed.
- (4) Plot Size: Total length of each grave site is 11' long. This includes 1' spacing on north side of each grave.
- (5) Number of Markers/Monument/Headstones Permitted: Only one (1) marker/monument/headstone is permitted for each burial/cremation - maximum 2 per plot.
- (6) Materials: No plot marker or monument may be constructed from porous materials such as limestone or sandstone. Nor can they be constructed from artificial materials (exception: military headstones).
- (7) Concrete Foundations and Aprons: A foundation and apron of concrete is required for all monuments / markers. Monument Company installs the proper 4"- 6" cement apron for flat headstone/marker/monument and a 6" or larger cement apron for standing headstone/marker/monument under and around all headstones/markers/monuments and that the headstone/marker/monument is within the size of the plot purchased – **NO OVERLAPPING PERMITTED. NO FOOT STONES PERMITTED.** A staking/marking fee will be assessed (See fee schedule). No "dumping" of leftover concrete is allowed.
- (8) Symbols / Iconography: The symbols and Iconography used on grave markers must be Christian in nature and be placed upon the grave by a qualified monument company.
- (9) Liability: Neither Saron Lutheran Church or GWC or will be held responsible for any damage, loss, or theft of any personal property. i.e., markers, monuments, and etc.

PERPETUAL CARE

- (1) There will be a Perpetual Care Fund for GWC. All monies collected for Perpetual Care of graves will be kept in a separate bank from all other funds of GWC. The fee for Perpetual Care will be a fixed amount per grave site and governed by the GWC Committee (see Cost of Plots).
- (2) Two (2) Committee signatures shall be required to remove any funds from this account. Both committee members must be current GWC committee members. Both committee members must be present at the bank when any funds are removed on the now **closed** GWC.
- (3) All funds collected under Perpetual Care, must remain in a special bank account and/or CD and cannot be used until all GWC plots have been sold and there is no room for expansion within the existing cemetery. Then GWC will be considered **closed** and new cemetery land could then be purchased.
- (4) After such time, the perpetual dollar fund can be used for defraying the cost of caring for maintaining and improving the cemetery sites, and the general maintenance of the **closed** cemetery. Such items can include grass seed, gas, mowing the lawn, cutting trees, or removal of trees, lawn mowers, lawn mower maintenance, etc. that pertain to keeping GWC respectable for years to come. Any income so received in excess of the amount necessary to pay for the care and beautification of the sites or any monies not spent in any year for this purpose shall remain in the perpetual care fund

PURCHASE OF PLOTS

- (1) GWC is intended for the burial of all Christians and their families. No plot shall be purchased for any other purpose than for burial of the human dead and the placement of appropriate memorials.
- (2) By purchasing a plot, the purchaser expressly agrees with the Cemetery Deed, which conveys the plot(s) that his or her rights are subject to such reasonable rules and regulations as the Saron GWC Committee shall adopt.
- (3) No cemetery plot can be resold, except back to the GWC Committee at the *original* purchase price.

RULES AND CONDUCT

- (1) Cemetery management will be vested in the GWC Committee in accordance with the policies adopted within and approved by the Saron Lutheran Church Council Committee. These cemetery policies will be reviewed yearly and updated when necessary.
- (2) No signs, notices, or advertising or soliciting of any kind will be permitted within the cemetery property unless authorized by GWC Committee.
- (3) Motor vehicles may be driven within the cemetery subject to these conditions:
 - a. The speed shall not exceed 5 miles per hour.
 - b. The vehicle shall only be driven or parked on marked driveways. No vehicles shall drive off the roadway.
 - c. All vehicles shall be equipped with appropriate mufflers so as to reduce noise to a minimum.
 - d. No ATV's or snowmobiles shall be permitted in the cemetery.
- (4) No person shall have in his or her possession a firearm or explosive, excepting an on-duty police officer and members of military organizations (i.e., National Guard, American Legion Honor Guard) at funerals and civic functions.
- (5) No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
- (6) Children under the age of 15 years must be under the direct supervision of an adult while in the cemetery.
- (7) All persons are prohibited from picking any flowers, injuring any tree, plant or shrub, or marring, defacing or removing any monument or stone or any structure within the cemetery.
- (8) No person, including lot owners, shall place any objects, (i.e. shells, toys, etc) on plots excepting items permitted (i.e. monuments, grave markers, urns, etc).
- (9) No person is permitted to erect fences or hedges on or around any plot.
- (10) No planting of trees, shrubs, or perennials is allowed on the plots without the express "written" permission of the GWC Committee.
- (11) No person may allow any animal to run at large in the cemetery.
- (12) Under no circumstances will anyone under the age of 18 be permitted in GWC to work unless accompanied by an adult.

TRANSFER OF PLOT(S)

- (1) The owner of a plot at GWC may transfer his / her plot back to GWC at the original purchase price paid.
- (2) A member of the family can transfer his / her plot(s) to any other person, by using the Transfer Deed or by using a personal Will, and they may transfer said plot(s) to any other person not related to them.
- (3) Any plot owner who wishes to transfer a plot or plots, must complete the Transfer Deed and have it witnessed and notarized. The Transfer Deed is provided by GWC upon request by the plot owner.
- (4) The Transfer Deed must be approved by the GWC Committee prior to any actual transfer of the plot(s). Once approved the GWC Committee will issue a new deed to the new owner. An administrative fee will be assessed for this service and it will be based upon the current fee schedule.
- (5) No plot will be permitted to be resold, disposed of, or otherwise used until the purchase price and all other unpaid charges have been paid in full to GWC.