

Christian Faith Moravian Church
Cemetery Rules and Regulations

ORGANIZATION.

The management of the Cemetery and its funds is placed in the hands of the Board of Trustees.

The Board of Trustees is to appoint members to form a Cemetery Committee. The committee is to consist of the Administrator, the Caretaker, one Trustee and one at-large person from the congregation. The Cemetery Committee serves as an executive committee handling the day-to-day care of the cemetery and is accountable to the Board of Trustees.

The Board of Trustees is to appoint annually an Administrator who will serve as the executive manager for burials, including but not limited to management of plot sales, location of plots and record keeping. The Administrator also serves as the Chair of the Cemetery Committee.

The Board of Trustees will select a Caretaker to manage the care of the grounds to keep the cemetery in a neat and orderly presentation.

The Cemetery Rules and Regulations may be amended by a majority vote of the Board of Trustees unless otherwise described in this document.

DUTIES.

Board of Trustees

Annually, appoint a Cemetery Committee as outlined above.

Annually, appoint an Administrator.

Annually, appoint a Caretaker.

Provide to the Church Council any proposed expenses and revenue for adoption into the church annual budget.

Provide to the Church Council any proposed expenses and revenue for adoption as a special project that would exceed \$100.00.

Oversee the Cemetery Fund in coordination with the church Treasurer.

The Cemetery Committee

The committee oversees the care and maintenance of the cemetery.

The committee oversees the administration of the cemetery.

The Administrator serves as the Chair of the committee.

Is to meet at least once annually to organize responsibilities, review plans for care, maintenance and development of the cemetery, designate a second person to be available

for the administrator's duties as a back-up should the administrator not be available (i.e. vacation, illness,...).

Annually prepare and present an annual report to the Church Council.

Administrator

The Administrator will oversee that the operation of the cemetery complies with the provisions of the Statutes of the State of Wisconsin, Chapter 157.

Manage the records of the cemetery. (i.e. committal forms, maps)

Oversees the Operation and Conduct of the Cemetery described elsewhere in this document.

Makes recommendations to the Board of Trustees for fees and costs for the operation of the cemetery.

Provides and coordinates supervision for location of corner markers to see that they are properly placed.

Manage the sale of plots.

Provide general supervision for location of plots for a funeral.

Provide general supervision for: assigning lots, digging graves, placing of monuments, planting trees and shrubbery.

Oversees the driveway to make sure it is operational during all seasons of the year and as needed for funerals.

Caretaker

Operates under the direction of the Board of Trustees and in consultation with the Administrator.

Provides maintenance of the landscape of the cemetery by the following:

Mowing the grass on a regular basis and as needed for funerals or special events.

Provide trimming of grass around the markers and landscape.

Remove rubbish and trash.

Report to the Administrator any issues that are inconsistent with the intended care of the cemetery. This may include but is not limited to the following: excessive trash/rubbish, driveway, fencing, flowers/ decorations, damage to headstones/markers, and the presence of non-approved landscape items.

FUNDING.

Revenue from the sale of plots:

For current members, in good standing, of the Christian Faith Moravian Church - **\$400.00 per plot.**

For non-member of the Christian Faith Moravian Church - **\$500.00 per plot.**

The cost of a plot is determined by a majority vote of the Board of Trustees of the Christian Faith Moravian Church.

Lots are sold on a cash only basis.

Contributions to the Cemetery Fund. The Cemetery Fund may be a combination of savings account and invested funds.

Revenue from a Capital Campaign as approved by the Church Council of the Christian Faith Moravian Church.

All funds (revenue and expenses) are to be managed by the Treasurer of the Christian Faith Moravian Church as a part of the congregation's ministry.

Annual fees for perpetual care of unoccupied lots.

The cost of opening a grave is determined by separate contract with a service provider and in coordination with the cemetery Administrator.

The cost of locating a grave is determined by separate contract with a service provider and in coordination with the cemetery Administrator.

BURIAL RIGHTS.

A grave plot may contain one of the following:

One casket burial

Two cremations.

OPERATION AND CONDUCT OF THE CEMETERY.

Monuments. All monuments must be laid on a foundation set by a professional monument provider according to accepted cemetery practice. All monuments must stand on the west end of the plot facing east. Monuments are to fit in the lot in which it serves (i.e. one monument might serve two lots for husband and wife).

Headstones. All headstones must be set in a manner to allow for ease of perpetual care. Headstones are to be level with the ground so that a mower may pass over and must be placed at the west end of the grave or at head of grave.

Corner Markers. All corner markers are to be located and placed on the corners of the

lots by a certified surveyor. Markers must be level with the ground and when placed should be measured and set with the Administrator present. If any markers are set without the Administrator's supervision and are not properly placed, the Administrator has the right to remove the same and place them in the proper location at the expense of the original installer.

Graves. All graves must be level with the ground nearby and no concrete or other obstruction may be placed on or around said graves.

Vaults: No vaults may be built above ground.

Obstructions.

No trees or shrubs may be planted within the cemetery without the approval of the Administrator and majority of the Board of Trustees of the congregation.

Only annual plants may be planted on the graves. Placement should be in consultation with the caretaker to allow for ease of mowing/trimming.

No fences or other obstructions are allowed which tend to make the maintenance of the lot more difficult. (i.e. mowing)

No landscape bark or rock is allowed on grave lots.

Rubbish. All rubbish must be picked up removed from the cemetery. Excess dirt and stones may be moved to a location identified and approved by the Administrator.

Perpetual Care on Lots:

No lots are sold except on a perpetual care basis.

If fees are collected on an annual basis for perpetual care of an unoccupied lot the following applies: *When uniform care of a lot has been given for two consecutive years or more, for which assessments are unpaid, after notice as provided in the Wisconsin Cemetery Laws, right to interment is forfeited until delinquent assessments are paid. When uniform care has been given for five consecutive years or more and the assessments are unpaid, upon like notice, title to all unoccupied part of the lot shall pass to the Christian Faith Moravian Church and may be sold. The proceeds of such sale shall be placed in the fund for perpetual care of the occupied portion of the cemetery.*

[See Section d, under Section 7, Chapter 157.11 Wisconsin Cemetery Laws.]

“Adornment” [including but not limited to: potted plants, artificial plants] to a grave must be removed by March 1st, May 15th and November 15th of each year to allow for maintenance and upkeep. Failure to remove “adornment” by identified dates may be resolved as the Caretaker deems necessary.

Application for burial shall be made to the Administrator, who shall assign the place of burial.

To have any minister or designated person from another denomination conduct a funeral on this cemetery shall require the consent of the pastor of the Christian Faith Moravian

Church.

The Administrator or designee of the Cemetery Committee manages application for the purchase of a burial plot.

The Board of Trustees duly adopted the Cemetery Rules and Regulations of the Christian Faith Moravian Church on November 11th, 2008.

Chair of the Board of Trustees

Secretary of the Board of Trustees

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