

## **Lower Providence Presbyterian Church**

### **Cemetery Policies and Procedures**

**Session Approved: April 2024**

Grave & Niche Owner definition: Sale of graves/niches is limited to LPPC current members, former LPPC members, and non-LPPC members who have family buried in the cemetery who are direct parent or child.

Graves/Niches are subject to Policies and Procedures: All lots/niches in LPPC Cemetery are conveyed to the purchaser by Deed after final payment, but the rights of the purchaser are subject to the Cemetery Policies and Procedures here within and all future Cemetery Policies and Procedure instituted by the LPPC Session.

Changes to Policies and Procedure: These policies and procedures may be changed or amended, without notice, at any time by the LPPC Session.

Endowment Care: All graves/niches sold in the LPPC Cemetery will receive endowment care. Endowment care is the normal repair and maintenance (mowing, removal of debris, removal of holiday/seasonal items) of LPPC Cemetery.

- Endowment care does not cover replacement of grave markers or monumental structures (other than Columbaria), or flower vases. Separate arrangements (fee may apply) for this additional care must be coordinated and approved by the Cemetery Supervisor.

Rights to Lots: All graves/niches in LPPC Cemetery will be sold with endowed care and are conveyed by deed for burial purpose only.

Burials: Burials within LPPC Cemetery have been delegated by LPPC Session to be under the control of the Cemetery Supervisor or his/her designee.

- All graves shall be opened and closed under the supervision of the Cemetery Supervisor or his/her designee.
- Charges for interments/inurnments are established by the LPPC Session.
- Burial Fees due may be paid either through the funeral home or through the Cemetery Supervisor.
- Additional fees may be charged by LPPC for special services requested by the family or necessary because of special circumstances.
- All special services and requests must be approved by the Cemetery Supervisor and the Senior Minister.
- All full burials must be in concrete liners, over boxes, or vaults designed and manufactured for this purpose.
- Vaults must be purchased from a third party. All vaults shall comply with the laws and regulations of Pennsylvania and Montgomery County.

Days and Hours:

A. Burials/Inurnments are restricted to Monday through Saturday between the hours of 9:30 am – 2:30 pm.

B. LPPC recognizes situations may occur necessitating burial to take place on Sunday. Sunday burials are a special service and thus must be approved by the Cemetery Supervisor and the Senior Minister before being scheduled. A special service fee for Sunday services shall be charged and all services must be completed by 3:30 pm.

C. All funerals shall be scheduled to allow cemetery employees or designees the opportunity to complete all appropriate work in a safe manner before dark.

Notice of Interment/Inurnment: The right is reserved by LPPC Cemetery to be notified at least three (3) working days before any interment/inurnment in order that the grave/niche may be properly prepared.

Interments per Individual Grave: Only one casket per regular grave (4' x 8') shall be allowed. No interment of any body other than of a human being shall be permitted. Regular graves designated for one casket shall allow for a maximum of two cremated remains (4' x 4').

Inurnments in Columbaria: Up to 2 sets of cremains may be housed in a niche.

Permit: No interment/inurnment will be permitted without the proper burial permit as required by the State of Pennsylvania. LPPC is not responsible for securing any permits. Cremated remains must be properly labeled and accompanied by acceptable documentation to certify identity of the cremated remains.

Seeding of Graves: All graves will be made level with the surface of the surrounding lawn and shall be seeded by LPPC, without charge to the lot owners.

Memorials, Markers, Monuments:

- A. Cemetery staff or designee shall construct foundations (fee applies).
- B. Memorials not placed at the head of the grave must be set flush with the surface of the ground.
- C. Each grave may only have one raised memorial.
- D. Memorials may not exceed eight (8) feet.
- E. No memorial shall be placed on an occupied lot until all cemetery fees are paid in full. No memorial shall be placed at a pre-need lot until said lot is paid for in full. No further engraving of a previously installed memorial shall be authorized until all cemetery fees have been paid in full.
- F. The cemetery reserves the right to inspect all memorials after installation and require changes if improperly set. LPPC requires all final engravings be completed after interment.
- G. Memorials are allowed to be set only during normal cemetery work hours.

- H. The maximum size of a memorial is not to exceed 40" for a single grave and 60" for a double grave. Memorials must be centered (equally spaced) on the grave. Footstones are not allowed.
- I. No above ground structures are permitted.
- J. Columbarium niches may only be adorned by a brass marker purchased from and installed by LPPC (fee applies).

Care and Improvements: All work in regard to perpetual care and improvements of lots shall be approved by LPPC Property Chair and Cemetery Supervisor.

Fences: No lot or grave shall be defined by fence, railing, hedge, unauthorized memorial, mausoleum or any other object.

Planting, Trimming and Pruning of Trees and Shrubs: Only with permission from LPPC, Cemetery Supervisor, or the Property Chair shall plant, trim, prune, or remove any part of the trees or shrubs in the cemetery. If any tree or shrub situated on any lot by means of its roots, branches, or otherwise becomes dangerous or overgrows to the adjacent lots, walks or avenues, LPPC has the right, and it shall be its duty to enter upon the lot and remove the trees or shrubs, or any parts thereof as they see fit.

Landscape Regulations:

- A. LPPC, Cemetery Supervisor, or his/her designee have the authority to remove all floral designs, flowers, weeds, trees, shrubs, or plants of any kind from the cemetery as soon as, in his/her judgement, they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the general standards maintained.
- B. LPPC Cemetery is not liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached.
- C. LPPC Cemetery is not responsible for plants or plantings of any kind damaged by the elements, thieves, vandals, wildlife or by other causes beyond its control.

Flowers and Flowerpots:

- A. Cut flowers during the remainder of the year are removed and disposed of, as the flowers deteriorate, and they become wilted or unsightly.
- B. LPPC will not be responsible for the storage of any pots, shrubs, or plants that are picked up for disposal.

Buy Back of Lots: LPPC has the right to reclaim any graves, as abandoned, when not used for 50 years after the last burial in the lot, if the owners or their heirs cannot be located. Should an owner contact the LPPC Cemetery Supervisor or his/her designee that they no longer want their deeded lot/grave, LPPC will buy back the grave/lot for \$50.00/grave.

Credit for graves: Credit, in the amount of the original purchase price of grave(s) surrendered, will be applied toward the purchase of a niche in the LPPC columbarium.

Miscellaneous Regulations:

- A. Concrete liner, steel or concrete vault will be required as a receptacle for the casket.
- B. The speed of a vehicle shall not exceed fifteen miles per hour within the confines of the cemetery.
- C. Picking flowers, breaking, or injuring trees or shrubs or in any way injuring any monument or headstone is prohibited and subject to severe penalty according to State law.
- D. If anything is placed on a grave which is deemed improper, it will be removed by the LPPC Cemetery Supervisor or his/her designee.

### **Cemetery Charges**

**Property:**

- Grave (4' x 8') members .....\$1,800 (current LPPC members)
- Grave (4' x 8') non-members.....\$2,700 (Non-members refers to former members and non-members with family previously interred)

**Columbarium:**

- Niche (2 urns) .....\$4,000 (current/former LPPC members only)

**Services:**

- Opening Grave Fee, full burial..... \$500
- Opening Grave Fee, cremation, per container..... \$200
- Foundation (1) ..... \$ 1.00 per square inch
  - Example 1: Foundation 26" x 14" = \$365.00
  - Example 2: Foundation 52' x 14' = \$730.00
- Special Requests (i.e., special plantings, 3<sup>rd</sup> party work) 200% of actual material cost plus labor
- Columbarium Niche Opening fee.....\$150
- Niche Plaque, etching, installation.....\$450

**Support Services:**

- Officiating Minister..... \$200
- Organist..... \$150
- Soloist..... \$150 or per soloist agreement
- Custodian..... \$100
- Traffic Officer..... \$ 50
- Use of Sanctuary (non-member) ..... \$300