

# CEMETERY RULES & REGULATIONS

ST. MICHAEL THE ARCHANGEL CATHOLIC CHURCH  
CEMETERY RULES & REGULATIONS

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These rules and regulations have been adopted for the protection of all grave holders, to preserve the appearance of St. Michael the Archangel Catholic Church Cemetery according to well-laid plans. It is our earnest desire to cooperate with our grave holders, and your cooperation in return will be greatly appreciated. Grave holders and visitors are asked to comply with these regulations so that all will enjoy the appearance of the cemetery.

## Definitions

**BURIAL** – the opening and closing of a grave, grave space, burial space crypt or niche for the purposes of interment, entombment, or inurnment.

**BURIAL RIGHT** – a right of interment, entombment or inurnment granted by St. Michael the Archangel Catholic Church Cemetery in the Diocese of Gary and is an easement for the specific purpose of burial.

**BURIAL VAULT** – a concrete, steel, fiberglass, plastic or other rigid container placed in the open grave prior to the casket.

**COLUMBARIUM** – a column of niches on a wall of a mausoleum or a stand-alone structure (indoors or outdoors) to hold urns of cremated human remains.

**DISINTERMENT** – the recovery of human remains by exhumation, disentombment or disinterment.

**EASEMENT** – A legal document granting the right of interment, or inurnment to a lot holder.

**FOUNDATION** – a concrete in-ground base installed at the head of a grave to support a grave memorial.

**GRAVE** – a space of ground in a cemetery used, or intended to be used, for burial of human remains but shall also include a crypt or a niche space.

**GRAVE HOLDER** – the person or persons who have purchased interment rights, or who hold same by right of inheritance pertaining to the laws of the State of Indiana, or their designated agent. (Lot Holder, Plot Holder, or Burial Space Holder)

**INTERMENT** – burial in the earth but also include entombment or inurnment

**INURNMENT** – burial in a niche in a columbarium but shall also include earth burial.

**MEMORIAL** – a grave marker, flush, bevel, slant, or upright monument, headstone, grave marker, or tablet or inscription on niche front for one or more deceased persons.

• **FLUSH MARKER** – a single piece of granite, or a combination granite & bronze that when installed is set flush with the ground

• **MONUMENT** – Two pieces of granite consisting of a die on a base.

• **SLANT or BEVEL MARKER** – a single piece of granite, or bronze or combination granite & bronze that when installed will rise above the ground level or upright monument which is a tablet on a base.

**NICHE** – a small opening in a mausoleum, garden crypt, or stand-alone columbarium in which an urn of cremated human remains is entombed.

**URN** – a decorative container to hold cremated human remains.

## General Information

1. Only Authorized Vehicles, by St. Michael Parish Office, may enter the cemetery
2. All interments, inurnments, and disinterment's in St. Michael the Archangel Catholic Church Cemetery shall be done in strict compliance with the laws, rules, and regulations of the properly constituted authorities of St. Michael the Archangel Catholic Church, the Diocese of Gary, the town of Schererville, the county of Lake, and the State of Indiana.
3. Every interment shall be made in a casket contained within a vault of stone, concrete, or a combination thereof. Such a container will be provided at the expense of the grave holder.
4. Maintenance (mowing and trimming around grave) of the grounds is the duty of St. Michael's Cemetery grounds-keeping crew.
5. Absolutely no planting of trees, bushes, shrubs, or perennials, etc. is allowed. If planted these

plantings will be removed. Exception is St. Michael ground crew.

6. The Church and Cemetery are not responsible for any items left at the grave which may become damaged, vandalized, lost, stolen, or removed.

7. No domestic animals of any kind shall be allowed within the cemetery grounds. This provision shall not apply to dogs assisting the handicapped.

8. The possession of firearms within the cemetery grounds is forbidden, except that the military or other organizations may carry arms for the purpose of firing over the grave at the burial of a member.

#### Sale of Grave Spaces

9. Single or double grave spaces (easements) may be purchased in the current available section of the cemetery. Grave space size is 3 ½' W x 10'L x 6'D. Location of lots will be in accordance with cemetery master plan which is kept on file in the church office.

10. Sale of Graves and/or Columbarium space is restricted to currently registered active parishioners and their immediate family (spouse, dependent child) at the parishioner rate.

A registered active parishioner is defined as an active member of St. Michael Parish who has a record of reportable donations (\$250.00) for a minimum of one year prior to the time of sale. Grave and/or Columbarium space may be purchased for non-parishioners, as long as the non-parishioner is the parent or non-dependent child of a registered active parishioner, at the non-parishioner rate.

11. There will be an opening and closing fee for each grave with a casket and for cremains in a grave space. Refer to price list for pricing or call the parish office. These fees will be included in the Funeral Directors billing.

12. Grave space may be paid for entirely at the time of purchase or may be secured by not more than 24 monthly installment payments. A Certificate will not be issued until paid in full.

13. Any unpaid balance must be paid in full before burial may take place.

14. Each grave space will accommodate a standard adult vault. A maximum of two burials are permitted per grave provided they meet one of the following criteria: (Known as Second Privilege)

-Full body interment and one cremated remains (based on available space)

-Full body interment and one infant (based on available space)

-Two infants

-One cremated remains and one infant

15. Payments for a grave space do not convey the right of property but conveys only an easement for the specific purpose of burial and the privilege to use the grave space or part of the grave space subject to the rules and regulations of St. Michael the Archangel Catholic Church Cemetery.

16. Prices are subject to change with the approval of the St. Michael the Archangel Catholic Church Cemetery Committee.

17. Each Grave Holder shall notify St. Michael Parish Office of any change in his/her post office address.

#### Memorials/Grave Markers/Head Stones

18. All graves must be properly marked with an approved grave memorial. Only one memorial is allowed per grave space and a double memorial is allowed for two side-by-side grave spaces.

19. One additional memorial, 18 X 10 inches, will be allowed for cremains burial in a grave. This memorial must be placed within 12 inches of the original memorial headstone on the grave.

20. No hand-made memorials will be allowed on the grave.

21. No footstones are allowed on a grave.

22. All memorials must be made of uniform quality of granite.

23. Memorials on infant (1yr. and under) graves shall be of uniform size 14" x 6".

24. Grave memorials must be set at the head of the grave only.

25. Approval of any memorial/monument must be done at the parish office before it is ordered, inscribed, and erected; this is in compliance with the regulations of the cemetery.

26. The memorial will not have any Emblem, Insignia or Inscription on it that is not consistent with Roman Catholic Doctrine and Practice.

27. All memorials must have a foundation. A foundation keeps the memorial level and prevents settling. Foundations shall be built with the approval of the cemetery staff. Charges for this work

must be paid at time of placing foundation order. Foundations will be built at the convenience of the cemetery staff.

28. All stone work shall have the surface next to the foundation sufficiently true and level to allow every part to be in contact with the foundation. Changing of grade to accommodate any irregularities or other defective workmanship in the base stone will not be allowed.

29. All memorial settings must be done between the hours of 9:00AM and 4:00PM when the Parish office is open unless arranged by the office otherwise. No setting or erecting of memorials will be permitted on Sundays or Holidays, or when ground is soft due to rain or thawing.

30. St. Michael the Archangel Catholic Church and Cemetery are not financially responsible for vandalism or theft, intentional or otherwise. It is recommended you consult your homeowner's policy inasmuch as some policies provide this coverage.

30. Memorials for adult graves in Sections K and L (surrounding Mt. Calvary) must follow these guidelines: A maximum height of 8" will be strictly adhered to: (L x W x H)

SINGLE DOUBLE

Flush Memorials:

Granite: (L x W x H) (L x W x H)

Minimum Size 24 x 12 x 4 36 x 12 x 4

Maximum Size 28 x 16 x 4 60 x 18 x 4

Bronze on Granite: (L x W x H) (L x W x H)

Minimum Size 24 x 12 on 28 x 16 x 4 36 x 10 on 40 x 14 x 4

Maximum Size 24 x 14 on 28 x 18 x 4 44 x 14 on 48 x 18 x 4

Veteran Bronze on marble or Granite: (L x W x H) (L x W x H)

Bronze Only 24 x 12

Minimum Size 24 x 12 on 28 x 16 x 4 (2) 24 x 12 on 54 x 16 x 4

Maximum Size 24 x 12 on 28 x 18 x 4 (2) 24 x 12 on 60 x 18 x 4

Bevel Memorials: (L x W x H) (L x W x H)

Minimum Size 24 x 12 x 8 36 x 12 x 8

Maximum Size 54 x 12 x 8

\* Veteran Size 28 x 16 x 8 \* 54 x 16 x 8

\* memorial size for veteran bronze

31. Memorials for adult graves in all other sections of the cemetery must follow these guidelines: (L x W x H)

SINGLE DOUBLE

Flush Memorial:

Granite: (L x W x H) (L x W x H)

Minimum Size 24 x 12 x 4 36 x 12 x 4

Maximum Size 28 x 16 x 4 60 x 18 x 4

Bronze on Granite: (L x W x H) (L x W x H)

Minimum Size 24 x 12 on 28 x 16 x 4 36 x 10 on 40 x 14 x 4

Maximum Size 24 x 14 on 28 x 18 x 4 44 x 14 on 48 x 18 x 4

Veteran Bronze on Marble or Granite: (L x W x H) (L x W x H)

Bronze Only 24 x 12

Minimum Size 24 x 12 on 28 x 16 x 4 (2) 24 x 12 on 54 x 16 x 4

Maximum Size 24 x 12 on 28 x 18 x 4 (2) 24 x 12 on 60 x 18 x 4

SINGLE DOUBLE

Bevel Memorials: (L x W x H) (L x W x H)

Minimum Size 24 x 12 x 8 36 x 12 x 8

Maximum Size 54 x 12 x 8

\* Veteran Size 28 x 16 x 8 54 x 16 x 8

Slant Memorials: (L x W x H) (L x W x H)

Minimum Size 24 x 10 x 14 36 x 10 x 12

Maximum Size 24 x 12 x 18 54 x 12 x 18

\* Veteran Size 28 x 10 x 16 54 x 10 x 16

\*memorial size for veteran bronze

SINGLE DOUBLE

Bevel and Slant Memorial with a base: (L x W x H) (L x W x H)

Minimum Size Base 30 x 14 x 6 42 x 14 x 6

Maximum Size Base 34 x 18 x 6 66 x 18 x 6

All bases must be at least 6 inches longer than the length of the marker and at least 4 inches wider than the width of the marker.

Upright Monuments:

Single Monuments: (L x W x H) (L x W x H)

Minimum Size Tablet 22 x 6 x 20 Maximum Size Tablet 24 x 8 x 38

Minimum Size Base 32 x 12 x 6 Maximum Size Base 34 x 14 x 8

Double Monuments: (L x W x H) (L x W x H)

Minimum Size Tablet 30 x 6 x 20 Maximum Size Tablet 48 x 8 x 38

Minimum Size Base 40 x 12 x 6 Maximum Size Base 66 x 14 x 8

All bases must be at least 10 inches longer than the length of the tablet and at least 6 inches wider than the width of the tablet. Maximum monument height is 46 inches.

Veteran's memorials that are ordered from the funeral home and not used as the primary memorial may be placed on the back of an upright memorial/monument or within 12 inches from the original memorial headstone on the grave only(#18). The cost will be to the family of the deceased.

Otherwise, no footstones or 2nd memorials are allowed for a single person.

Cremation

32. Cremated remains, in an approved cremation container (urn), must be interred in a full size grave at a minimum depth of 24" or in a Columbarium Niche. Inurnments may be made only in approved containers. Previously sold cremation lots, 12"x24", are no longer available for purchase.

33. Cremated remains must be in an approved non-biodegradable, unbreakable container made of concrete, marble/marbleon for in-ground burial. Urns composed of paper, cardboard, plastic bags, glass, ceramic, wood, or any other material deemed unacceptable by the Cemetery Committee will not be accepted for inurnment.

Columbarium

34. Columbarium niches are sold for the inurnment of cremated human remains only.

35. Sale of Columbarium space is restricted to currently registered active parishioners and their immediate family (spouse, dependent child) at the parishioner rate. Refer to price list for pricing or call the parish office. The price of the niche includes the opening and closing fees and a 10" x 3" inscribed plaque.

A registered active parishioner is defined as an active member of St. Michael Parish who has a record of reportable donations (\$250.00) for a minimum of one year prior to the time of sale.

Columbarium space may be purchased for non-parishioners, as long as the non-parishioner is the parent or non-dependent child of a registered active parishioner, at the non-parishioner rate.

36. Niches may be entirely paid for at the time of purchase or may be secured by not more than 24 monthly installment payments. A Certificate will not be issued until paid in full.

37. Any unpaid balance must be paid in full before inurnment may take place.

38. Niche size is 12"x12"x12" and the approved urn must fit within these dimensions. Urns are available for purchase from the parish office.

39. Inurnments may be made only in approved containers of proper size for the columbarium niches. No more than one burial (urn) is permitted per niche and the remains of only one person is permitted per urn.

40. Lettering on plaque will be done only by an authorized vendor. Lettering for niches will be of a font and size determined by St. Michael the Archangel Catholic Church Cemetery with no variation. The plaque will include first and last name (max. 28 letters), relationship line (max. 35 letters), and dates (max. 35 letters).

41. Nothing will be allowed to be adhered to niche; anything adhered to the niche will be removed. Attaching decorations to the fronts of the niches can cause damage to the granite. Potted plants,

mementos, flags, vigil lights, etc. will not be permitted on or around the columbarium.

#### Grave Decorations

42. Decorations are permitted year-round subject to the rules and regulations listed below. We ask that you follow these guidelines to better enable the cemetery maintenance staff to maintain the cemetery grounds and to add to its beauty.

43. The following items are not allowed on the cemetery grounds:

- Aggregate, gravel, concrete, bricks, chips, mulch, decorative stones, etc.
- Trees, bushes, evergreens, shrubs, and perennials
- Fencing or borders
- Shepherd hooks
- Glass
- Decorations in the aisle ways

Many of these objects can be picked up and hurled by mowing equipment, making them a hazard to visitors and the cemetery staff. They will be removed and disposed of immediately, without notice.

44. Vigil lights may not be made of glass. Because vigil lights are fragile, we are not responsible for breakage due to vandalism, weather, or accidents.

45. The cemetery performs an annual cleaning in the spring (usually March), at which time all decorations will be removed and disposed of. If you desire to save your decorations for the future use, we recommend that you collect your decorations before spring cleanup begins. Specific dates of cleanup will be posted in the bulletin/website.

46. Fresh cut flowers should be placed in plastic or metal containers only. Glass containers are not permitted in the cemetery due to the increase in risk of injuries to employees and visitors.

47. In-ground plantings and artificial flowers are allowed, however, they must not extend further than 16" from the front of the grave memorial and never on the sides or behind the memorial. Mature height of plant/ornament may not exceed 18".

48. Artificial decorations should be placed on the grave only and not extend further than 16" from the front of the grave memorial and not beyond the width of the memorial. Height of decorations may not exceed 18". Please be sure that all artificial decorations can be firmly placed into the ground or securely attached to the marker. High winds are one of the major problems with this type of decoration.

49. Only one Solar Light or one Eternal Light will be allowed on each grave. More than one will be discarded by the cemetery maintenance staff.

50. Between November 1st and March 1st, when the grass is not being cut, artificial or natural wreaths of less than 30 inches placed on stands are permitted. Grave blankets are permitted during this time also however; these blankets may cause damage to the underlying grass. If damage to the grass occurs, it will be the responsibility of the grave holder to repair it.

#### Disinterment

51. Remains of a deceased person may be removed from the cemetery pursuant to the requirements set forth in Indiana Code 23-14-57-1. Disinternments, as reinterments, within the cemetery do not require a written order from the Department of Health but do require consent from the spouse of the deceased, a personal representative of the deceased, or parents of the deceased in the case of a deceased minor child. The cemetery must be paid in full before any disinterment work can proceed.

52. St. Michael the Archangel Catholic Church Cemetery will not be liable for any damage resulting from the removal of any remains.

#### Enforcement Amendment

53. The Cemetery Committee has the right to exclude or remove from any grave any memorial or other structure which may conflict in any way with these rules and regulations.

54. The Cemetery Committee is instructed to strictly enforce all of the foregoing rules and regulations.

55. The Cemetery Committee reserves the right, without notice, to change, to alter, or to amend any or all of the foregoing rules and regulations and to make new rules and regulations. The failure of the

Cemetery Committee or Cemetery Staff to enforce a rule does not preclude it from doing so in the future.

Copies of the Rules and Regulations for Decorating in the cemetery are available at all entrances of the cemetery.