

Most Holy Trinity Cemetery Rules and Regulations

Most Holy Trinity Cemetery is operated under the management of a Board of Directors appointed by the Pastor of Most Holy Trinity Parish who represents the Roman Catholic Bishop of Lansing. The following policies have been established for the management of Most Holy Trinity Catholic Cemetery by its Board of Directors under the direction of and approved by the Most Reverend, Bishop of the Diocese of Lansing. These policies are deemed necessary to assist the Most Holy Trinity Cemetery management in the efficient operation and management of the cemetery. They also provide a framework of regulation, which will assure an atmosphere of reverent beauty and dignity within the cemetery – an appropriate place for prayers for the souls of the faithful departed and a place of consolation for the living.

It will be the responsibility of the cemetery management to monitor infringement of all policies and to take appropriate action to insure uniform enforcement. Problems of an unusual nature or difficulties which are not readily resolved may, at the discretion of the manager, be referred to the Board.

As this cemetery is self-supporting, compliance with the cemetery policies will help reduce expenditures. Therefore, the Board of Directors reserves the right to make changes or improvements subject to certain policies, limitations, and restrictions now in force or which may be hereinafter adopted by the Roman Catholic Diocese of Lansing. All such limitations are embodied in its policies and regulations governing human burial and which are herein specifically referred to and made a part of this agreement.

Graves cannot be sold, or assigned without the written consent of the Pastor of Most Holy Trinity Parish. The Parish reserves the exclusive right to re-purchase said burial rights at the price therefore paid by said purchaser. Burial rights may be transferred with the approval of the Pastor of Most Holy Trinity Parish. A CONSENT OF TRANSFER must be filled out, and the Pastor signs it.

Definition Key

Lot	usually 12 graves
Grave	1 internment per site (Section 7 = 52”X11’, Sections 1-6 = 48”X11’)
Lot marker	cement marker on the corner of each lot in sections 1-6 (markers are at odd rows. I.e.: 1 st row has a marker, 2 nd row has no marker, 3 rd row has marker, etc.) Section 7 has metal marker on the bottom north west corner of each lot.
Grave marker	small metal marker that the funeral home places at the gravesite to mark the grave is required for each burial. No one, cremation or full burial should be left unmarked. <i>(Most Holy Trinity Parish/Cemetery is not responsible for damage, either through deterioration, vandalism, mowing, or any other cemetery equipment passing on or over these markers.)</i>
Monument*	Individual or family stone that is placed at the head of the grave. <u>Above ground monument</u> - any monument that is raised above the ground <u>Flush monument</u> - any monument that is even with the ground.
Vault	A cement casket enclosure that is mandatory for all burials, including babies. Cremated remains must also be placed in a solid vault that won’t break if it needs to be found in the future. MHT Cemetery has vaults available for purchase (12”x12”x11” on the inside of the vault)

Guidelines for Cremation Burials

A regular size grave (52”X11’) will be sold for the purpose of burial of cremated remains. A total of 3 cremated remains burials may be buried in one grave – 1 across, 3 down*. Also, a regular grave can have 1 regular burial and 1 cremated remains burial.

Memorial markers can be placed for each grave, 2 graves, or at the head of the whole grave with several names on it. For 1 regular and 1 cremated remains burial in one grave, if the coffin is the 1st burial, it can be buried at the usual depth, and the cremation urn can be buried on the next level up. If the cremation is the 1st burial, it can be positioned in a corner so it would not be disturbed by digging or can be taken and placed in the coffin at the time of the second traditional burial, or repositioned after the coffin burial.

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Most Holy Trinity Cemetery Cemetery/Funeral Fees

Cost of 1 Grave (*burial rite only, not ownership of a piece of property*):

Parishioner	\$300
Non-Parishioner	\$400

Opening/Closing of grave (each burial):

Parishioner.....	\$550*
Non-Parishioner.....	\$650*
Cremation.....	\$200* (each burial)
Non-Parishioner Cremation.....	\$300
Vault for Cremation (12"x12"x11" inside)	\$100
Wake or Viewing in Activity Center.....	\$700
Winter Fee (Dec 1 – April 1)	\$100
Burials on Saturday will incur an additional \$50.00 Fee*	

*All burials for adult, children, and babies, require a vault.
Burials of cremated remains are also required to be placed in a vault.
All burials, foundations, etc. must be completed by Most Holy Trinity personnel.*

Maintenance fee each burial	\$125*
Celebrant's stipend	\$100*
Organist fee	\$ 75*
Servers fees	\$ 10*for each server

*Fees collected at the funeral home

Baby Burials

We have a section of the cemetery available for babies to be buried if the family wishes to use it. Cost for burial in the baby section is \$200, which includes the cost of digging the grave. Maintenance fee is waived for any burial of a baby. Monuments size and design are restricted in this area and should be ordered through Dale Thelen at 989-640-3331.

Funeral Dinner/Luncheon

Cooks for a funeral dinner are reimbursed for expenses and given an offering by the family. There is no charge for the use of the activity center for the luncheon, but it is requested that the family provide people to help with taking down tables and chairs and sweeping the floor.

Most Holy Trinity Cemetery

General Policies

- The general policies apply to any person entering the cemetery grounds for any purpose – persons who have secured burial rights, persons visiting graves or attending ceremonies, and contractors performing work within the cemetery.
- Access to the cemetery grounds is permitted during daylight hours only. Entrance to the cemetery and exit of the grounds should be made at established passageways.
- The maximum speed permitted in the cemetery is 5 miles per hour (conditions permitting).
- Unsafe or reckless driving is not allowed.
- Vehicles are to use established passageways only and are not to be driven on the grass.
- Vehicles are to be parked with all tires on the roadway. Vehicles should follow the traffic pattern established in the cemetery. U-turns are not allowed.
- Damage caused by a vehicle within the cemetery grounds is the responsibility of the driver and owner of the vehicle and may be subject to prosecution.
- Motorized pleasure vehicles (snowmobiles, go-carts, 4-wheelers, etc.) are not permitted within the cemetery grounds at any time.
- No urns are allowed at any time unless they have a concrete sub-base connected to the monument foundation.
- Shepherd's hooks, banner flags, or American flags are allowed if placed flush with the foundation for ease of mowing. If it is not placed in such a way, it may be subject to being moved or removed.
- American flags will be placed on veterans' graves by the VFW for approximately one week during the Memorial Day holiday.
- No planting or disturbing of the turf of any kind is allowed around monuments.
- Dogs and other animals, either on a leash or loose, are not permitted in the cemetery.
- The use of alcoholic beverages is not permitted on the cemetery grounds, nor is the use of profanity or boisterous language, which disturbs the quiet and peaceful atmosphere of the cemetery.
- The use of firearms in or adjacent to the cemetery is unlawful and prohibited except when firearms are used in connection with cemetery ceremonies.
 - o Picking, mutilating, or disturbing flowers, trees, shrubs, or anything of a decorative or memorial nature is prohibited.
- The cemetery management shall not be responsible for theft or damage to anything placed on graves.
- All rubbish or debris from graves must be deposited in receptacles provided by the cemetery.
- Advertising in any form, either on gravesites, memorials or in the cemetery will not be permitted.
- Permanent chairs, settees and benches at the gravesites are prohibited.
- Any floral ribbon wanted by the family should be removed immediately following the services.

Grave Decorations

Winter months – December 1 through April 1 **Summer months** – April 2 through November 31

Winter Artificial arrangements (wreaths, statues, etc.) may be placed on a family grave during this period. Unsightly or deteriorated items must be repaired or removed by the person placing the item, or after 30 days the management has the right to remove the item.

Any decorations remaining after March 1 will be removed and disposed of by the cemetery personnel. Most Holy Trinity Cemetery is not responsible for damage or theft of the grave decorations.

Summer Flower vases must be of a type approved by the cemetery management. Cut flowers are allowed in the flower vases during the summer period and will be removed by the cemetery personnel when they become unsightly. Flowers may not be planted in the approved vases.

Containers (glass jars, tin cans, buckets, etc.) not on a cement foundation are not allowed except for a period of 5 days after an interment and the Memorial Day holiday.

Potted plants are allowed only at the following special times: Easter, Memorial Day, July 4th, Labor Day, Mother's Day, and Father's Day. These plants may be placed no more than 3 days prior to the holiday, and may remain for 5 days after each of these holidays. After this amount of time, cemetery personnel have the right to remove these items.

Most Holy Trinity Cemetery

Monument Designs

**A drawing of the monument with all the details and inscriptions must be submitted for approval to the Parish Office before placing an order for that monument.*

***Duplication of the design of any upright memorial is not permitted near the original memorial, making the duplication readily noticeable.*

The most suitable ornamentation on a memorial in a Catholic cemetery is the cross. Each memorial in this cemetery must have an engraved cross or other Catholic symbol in keeping with the design and size of the structure. Epitaphs and symbols on memorials should always be in keeping with the spirit of the Church. Examples of suitable symbols are the *Chi Rho, Alpha and Omega, torch, anchor, crown, palm, olive branch, dolphin, lamb, dove, Good Shepherd, Christ rising from the tomb, angels*, etc. **The cross on a monument must not be subordinated to other portions of the design and must always be used in the upright position.**

**No monument may be delivered to the gravesite until someone from the Parish Office has approved the monument and a proper order for a foundation has been requested, installed and paid for in advance.*

No coping, curbing, fencing, hedging, boarders, or enclosures of any kind are allowed around any lot or gravesite. No edging, brick walks, aluminum edging, marble chips, cinders, tile, sand, cement, gravel, wood or wood chips, etc. are allowed on any lot or grave site.

Monument Specifications

The maximum size of a monument and base is governed by the amount of graves it covers, it is determined as follows:

*Horizontal type monument – 1 grave = 40"long x 24"wide - 2 graves = 74"long x 18"wide
3 graves = 114"long x 18"wide*

Maximum combined height for a monument and base is 40"

(The preceding measurements indicate the "maximum size" permitted and should not be interpreted as the "required size". For further clarification contact the Parish Office, 989-593-2162.)

- A monument is highly recommended on all graves with the minimum size being 12" x 12" x 4".
- All lawn level monuments are to be installed flush with the ground and must have finished (sawn) sides and bottoms, and pencil round edges.
- Memorials are to be set on the space designated by the management. The cemetery management will have the right to correct any error made in placement of a memorial. Construction of foundation should be verified before any deliveries are made.
- The maximum size of a monument is governed by the size of the lot on which the monument is to be placed. See "**Monument Specifications**".
- **All monument foundations must be 6 inches larger than the monument itself and have a minimum/maximum 3" border.**

It should be noted that the overall plan for uniform appearance in the cemetery necessitates keeping tall and narrow (vertical type) monuments some distance from the main roadway surrounding each section. The lower, the wider, (horizontal type) may be placed on any of the monument lots. Prior to placement of the upright monument the rules governing the monument size* must be observed. This cemetery no longer allows placement of "family monuments".

*All monuments must be constructed of natural stone from quarries.

*No artificial coloring or substance (paint, staining oils, or other man-made materials) may be used on monuments.

*No artificial stone or *soft stone* (marble, southern gray granite, etc.) of any description may be used.

*All monuments must be set on a concrete foundation which is approved and constructed by Most Holy Trinity Parish according to the specifications of the Cemetery Board and its policies.

* Cost for foundations is \$.40 per square inch.