

October 25, 2009

ST. MICHAEL'S CEMETERY
3160 208th St. W.
Farmington, Mn. 55024

RULES AND REGULATIONS

1.0 INTRODUCTION:

For the mutual protection and benefit of lot owners, St. Michael's Church, located at Farmington, Minnesota has adopted the following Rules and Regulations. All grave owners and visitors within the cemetery and all graves sold shall be subject to said Rules and Regulations, and subject further to such other Rules and Regulations, amendments or alterations as shall be adopted time to time.

2.0 DEFINITIONS

The terminology for the division within St. Michael's Cemetery comprises a plot number and a lot number. The lot size range from eight to one grave.

The term "**interment**" shall mean the permanent disposition of the remains of a deceased person by burial.

The term "**memorial**" shall include a monument, tombstone, marker, tablet or headstone for family or individual use.

A monument is above ground and is placed at the head of the grave.

A marker is level with the ground and is placed at the foot of the grave.

The term "**management**" shall mean the person or persons duly appointed by the Pastor of St. Michael's Church.

The term "**care**" shall apply only to the entire Cemetery provided by either a permanent care fund or by St. Michael's Church.

3.0 GENERAL RULES AND REGULATIONS:

St. Michael's Cemetery is owned and operated in accordance with the laws of the State of Minnesota and the rules and disciplines of the Roman Catholic Church. It reserves the right to refuse admission to the Cemetery and to refuse the use of any of the Cemetery's facilities, at any time, to any person or persons whom Management may deem objectionable to the best interests of the cemetery.

The Cemetery is intended for the burial of Catholics who belong to the Parish of St. Michael's, Farmington, MN., or those closely related to them, e. g. brother, sister, ect, who are entitled to Christian burial according to the rules and discipline of the Roman Catholic Church.

4.0 GRAVES AND GRAVE OWNERS:

No grave sites will be sold in common ownership or joint ownership. Title must stand in one name .See the Handbook for Parish Cemeteries promulgated by the Archdiocese of St. Paul and Minneapolis.

The Church of St. Michael’s disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially, from damage caused by the elements, and act of God, common enemy, thieves, vandals, strikers, explosions, insurrections, or order of anyone military or civil authority, whether the damage be direct or collateral, other than as herein provided.

Grave owners are granted only the right of interment or inurnment in their graves. The Church of St. Michael’s reserves the right to refuse to permit internment or inurnment of anyone who was not at the time of death the owner of the lot or a relative of the owner by blood or marriage.

Price of graves sites is established by the Cemetery Board and reviewed annually. All grave site sales will be transacted through the Cemetery Board of St. Michael’s.

Board Members

Conrad Adelman	Chairman	651-463-2946
David Stanek	Sec/Treasure	651-463-3162
Erwin Hagen		651-463-8184
David Kamen		651-463-8288
Jerry Sauber		651-463-2597

5.0 CORRECTION OF ERRORS:

The Church of St. Michael’s reserves, and shall have the right to correct any errors that may be made by it either in making interments, disinterment’s or removals, or in the description, transfer or conveyance of any interment property.

6.0 CARE OF GRAVES

The Church of St. Michael's will give such care as it can, the care to consist of cutting the grass and general preservation of the grounds.

The general care shall in no case mean the maintenance, repair or replacement of any vase, basket, bench or memorial, flowers or other objects placed upon grave(s).

7.0 INTERMENTS:

No "interment" of a body will be made in a grave, which is not fully paid.

The Funeral Director, upon arrival at the Cemetery, must present a burial permit from the local Health Office.

Once a casket containing a body is within the confines of the Cemetery, no funeral director nor his embalmer, assistant, employee or agent shall be permitted to open the casket, or to touch the body, without the consent of the next of kin or of the legal representative of the deceased, or of an order signed by a court of competent jurisdiction.

A grave site may be used to bury

1. an infant
2. an adult with an infant
3. two (2) infant caskets in one (1) grave site
4. an adult with a cremation in one casket, or
5. an adult with two (2) cremations located above the casket

No interment of two or more bodies shall be made in one grave except in the case of parent and infant or two infants buried in one casket. Special care must be taken to properly mark the grave with the individual's names when two bodies such as a parent and infant or two infants are interred in the same grave.

No interment may be made unless the body is contained in a casket and vault.

8.0 INURNMENTS:

The inurnment or burial of cremated remains must be contained in a sturdy, durable container and buried in a concrete vault. (**Vaults may be purchased through the Cemetery Board.**)

No inurnment will be made in a grave not fully paid for.

The person bring the cremated remains to the cemetery must give a "Certificate of Cremation to the cemetery representative who is present.

Cremated remains are not to be scattered. They are to be treated with the same respect as a body and are to be interred with a committal service.

It is recommended that the container with the set of remains be buried in a concrete vault. The container with a single set of remains shall be buried two feet from the head end of the grave. Where two sets of remains are buried in the same grave, the second set of remains shall be buried two feet from the foot of the grave. Both shall be centered from either side of the grave. The inurnment shall be at a depth of not less than two feet (twenty-four inches). Special care must be taken to properly mark the grave with the individual's names. The Cemetery records must also indicate that two sets of cremated remains are buried in the same grave.

Lots three foot by three foot are available for a single inurnment which a one foot by two foot marker is required.

8.1 COLUMBARIUMS

A columbarium niche is a space in an above ground granite structure for the specific purpose of interring cremated remains. St. Michael's Cemetery has one unit with twenty four single niches and twenty four double niches. A bronze plaque adorns each niche with the deceased's name and dates of birth and death. The columbarium was installed in September 2003.

The cremation inurnment can be no larger than ten inches high, ten inches wide, and nine inches deep.

9.0 DECORATIONS

All plants, decorations, flowers, live or artificial should be placed in pots, plant stands, hangers or on the ground to the left or right side of the headstone **ONLY**.

All other artificial flowers, plants, or decorations will be allowed one week prior to one week after Memorial Day.

Christmas wreaths left after April one will be discarded by maintenance personnel.

No glass containers are permitted on or near the grave.

10.0 MEMORIAL WORK

No memorials may be placed on any lot not fully paid.

Lot owners may not erect memorial work on their respective lots. All monuments shall be set on foundations built of concrete, and of the size and depth prescribed by the “**management**” in paragraph 11.0 and 12.0. A \$ **75.00 staking fee** is applicable prior to monument work.

All memorials shall be constructed of natural stone. No artificial stone of any kind is permitted.

The size of a monument is governed by the size of the lot on which it is to be placed, and in no case the length of the base exceed one-half the width of the lot or may the base extend over an occupied grave.

Memorials may be placed only in the designated areas.

No coping curbing, fencing, hedging, borders, or enclosures of any kind shall be allowed around any grave(s) and no walks of brick, cinders, tile, terra cotta, sand, cement, mulch, wood, bird feeders, wind chimes, windsocks, statues, photographs, relics, or any other adornments with the exception of plants as allowed in paragraph 9.0 or enclosures of any kind, shall be allowed on any grave site. St. Michael’s Cemetery “**management**” reserves the right to remove the same if so erected planted or placed.

The most suitable ornament on a memorial in a Catholic cemetery is the cross, which accordingly, should be found on every memorial. Epitaphs and symbols on memorials should be in the spirit of the Christian Church. Hence, no memorial work of any kind will be allowed, unless there is represented or engraved thereon a cross, or other Christian symbol, in keeping with the design and size of the memorial, except that, when a monument bears such symbol, it may be omitted from markers on the same lot, if desired.

No photograph, or reproduction of a photograph, may be affixed to any memorial.

Workman employed in placing or erecting monuments and other structures, or bringing in materials, shall operate as independent contractors, but must do so under permission from the “**management**”.

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The right is reserved to the Cemetery Board to refuse to permit such work, unless the grounds are thoroughly settled and in good condition.

No memorials may be delivered or installed between November 1 and April 15 without permission from the “**management**”.

St. Michael’s Cemetery Board reserves the right to stop all work of any nature, whenever, in its opinion.

- Proper preparations therefore have not been made;
- Or when tools and machinery are insufficient or defective;
- Or when work is being executed in such a manner as to threaten life or property;
- Or when the monument dealer has been guilty of misrepresentation;
- Or when any reasonable request on the Management is disregarded;
- Or when work is not being executed according to specifications
- Or when any person employed on the work violates any rule of the Cemetery;

11.0 MARKERS:

At each grave one singlewide marker is permitted. **All markers must be one piece and set at level with the ground.**

The bottom of a marker (at the foot end of the grave) shall be nine feet from the top of the grave. The marker may not extend into the grave of another owner.

All markers set level with the ground are recommended to be not less than four (4) inches or more than six (6) inches in thickness, with a level or sawed bottom. All lettering or carving on markers must be sunk or incised. The use of raised letters in sunken panels or incised letters with a raised boarder will be at the lot owner’s risk and the Management expressly disclaims any responsibility for damage they may sustain. Vases shall not be an integral part of a marker nor shall any provisions for a vase be above the top of the marker.

Markers must be placed at the end of the grave farthest from the base of the monument, and all inscriptions shall read from the foot of the lot.

Markers shall be in place within one year of the burial.

Crosses or other grave markers of wood, iron, cement, or any like material are strictly prohibited, except the standard bronze insignia provided for the graves of veterans.

12.0 MONUMENTS:

The monument shall rest on a base. The overall size of the monument and base shall be defined as follows:

- Double lot 24” to 42” long and 8” to 12” wide and 13” to 36” high
- Single lot 24” to 30 “ long and 8” to 12” wide and 13” to 36” high.

The monuments and base shall be on concrete foundations. The foundations shall on a double lot shall not exceed 54” long and 24” wide. The foundations for a single lot shall shall not exceed 36” long and 24” wide. This allows space for plant stands on either side of monuments. The foundations may not exceed into the grave of another lot owner.

The names, birth, and death dates should be readable from the foot of the grave.

13. APPROVED CONTRACTORS AND SUPPLIERS:

Opening and closing graves: Sauber Excavating 651-463-7434
Cemetery monument lettering Pat Weldon 952-758-3058

Memorial work:

- Twin City Monument— St. Paul --651-646-1542
- Owatonna Granite & Monument—1-507-455-9551
- Owatonna Rock of Ages –1-800-422-2397
- John Kennedy Monuments—Mendota Heights --651-452-7332
- Melgard Monuments--River Falls, Wi.----1-715-425-5656
- Cold Spring Granite---1-800-328-5040
- Rosagan Monuments—Eagan---651-423-1011
- Murphy Granite & Carving—Richman, Mn.--1-800-818-5836
- McGraw Monuments—LeSueur,Mn.--1-507-665-3126
- Lewiston Monuments-1-800-760-2977

Military Markers

Arrangements for obtaining a military marker at a grave site can be done in two methods

1. application with the applicable funeral director
2. application with the Veteran Affairs office 1-800-827-1000

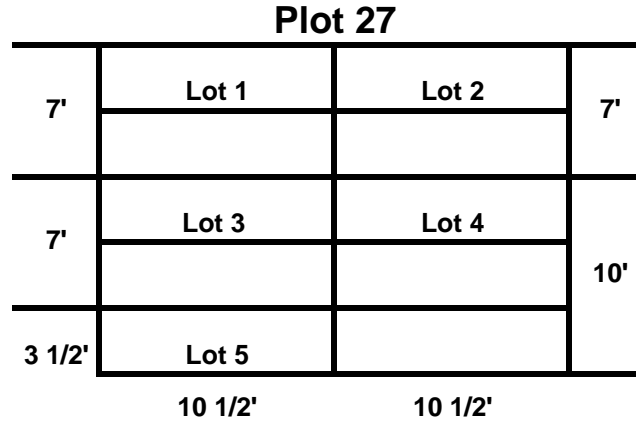
An Application is prepared to choose granite or a bronze marker at no cost to the applicant. The applicant will need to have the proper military discharge papers to complete the application.

The only cost will be the installation charge of \$325.00 paid to St. Michael’s Cemetery which is done by cemetery maintenance personnel.

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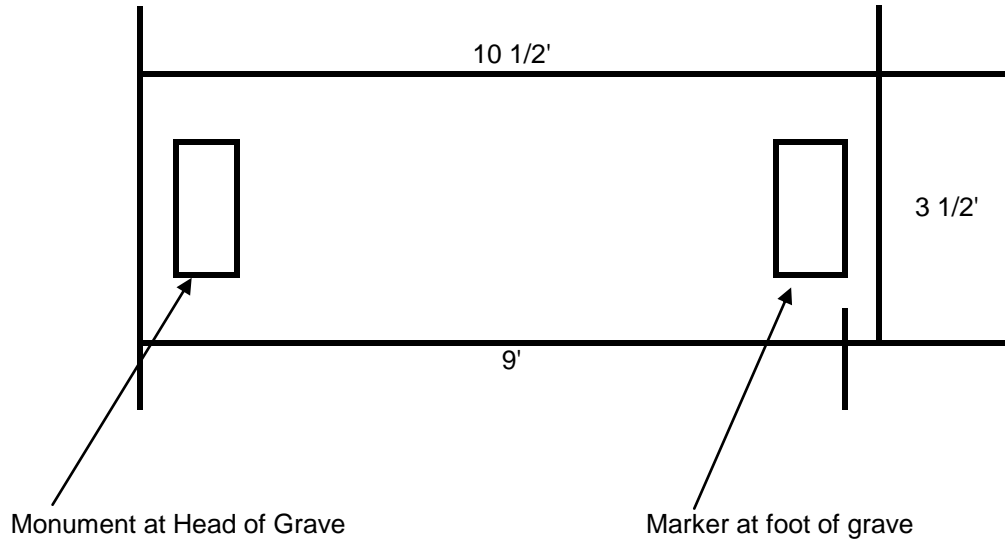
13.0 PLANS AND SPECIFICATIONS FOR LOTS AND GRAVES

St. Michael's Cemetery is divided into plots and lots and graves. The layout for a typical lot within St. Michael's Cemetery is shown below. The approximate size for a gravesite is 3 ½ feet by 10 ½ feet.



The approximate dimensions and locations for monuments and markers on a grave are as

Follows:



POLICIES AND PROCEDURES:

The Handbook for Parish Cemeteries, published by the Archdiocese of St. Paul and Minneapolis is the basis for all policies and procedures in administration and care of St. Michael's cemetery. Additional detailed information is provided on each of the subjects addressed by these General Rules and Regulations as well as providing specific information regarding all aspects for the burial of persons in St. Michael's or other Catholic cemeteries.

These rules and policies as adopted and reviewed on November 30, 2006 supersede and replace any and all previous rules, policies, letters or procedures. Any amendments, changes or updates will be published annually.

Signed Carl Adelman Date 11-15-2006

Chairperson- St. Michael's Cemetery Board

REVIEWED AND APPROVED BY THE PASTOR ON 11/20/2006
Signed [Signature] Date 11/20/2006
Pastor