

# Saint Clare Parish Cemeteries

St. Patrick-Snyderville -- St. Paul-Wrightstown -- St. Mary, Greenleaf  
St. John, Morrison -- St. Patrick, Askeaton

Providing a sacred place for the eternal rest of the faithful departed.

## RULES & REGULATIONS FOR ALL CEMETERIES

Cemetery Contact Persons (Sextons; as a group, the Cemetery Committee)

St. John & St. Mary Cemeteries – John & Tracey Koltz (920) 864-7550

St. Patrick, Askeaton Cemetery – Jerry & Donna Wall (920) 532-4723

St. Patrick, Snyderville & St. Paul Cemeteries – Vern Meulemans (920) 532-4877

The cemeteries are open for visitation from dawn to dusk.

Decorations/Memorials Placed in the Cemeteries

Flowers and Plants

Flowers must be in unbreakable containers as a part of, or attached to, a monument in such a manner so as not to interfere with grass cutting. Flowers may be real or artificial.

The planting of flowers, shrubs, and trees will be overseen by the Sextons. Donated trees will only be planted within the present tree line on the outer boundary of the cemeteries, as permitted by the Cemetery Committee. If any tree, shrub, or plant interferes with the proper care of the cemetery, it may be removed without notice by the Committee.

Improvements

No improvements may be made to the burial space (i.e., markers, decorations, etc.) until the burial rights are paid in full. Cemetery maintenance must have the approval of the appropriate Sexton.

Cemetery Maintenance

Flowers, wreathes, or other floral pieces left on graves or lots will be removed prior to spring cleaning (usually by Memorial Day), or as soon as they become faded or unsightly.

All summer decorations must be removed by October 1<sup>st</sup> of each year to facilitate the fall clean-up. Decorations not removed by these dates may be removed by the Sextons.

Sextons have the right to remove neglected decorations.

Monuments and Memorials

Monuments and markers cannot be erected until burial rights are paid in full. Written permission for their placement must be obtained through the Committee, by contacting the appropriate Sexton. The Cemetery Committee reserves the right to remove and all objects placed on grave lots which do not comply with this regulation.

Benches or other fixed memorials will follow the gravestone line or be placed in unusable land (e.g., under a tree). They must be placed on concrete bases in order to assist in the lawn cutting.

At St. Mary Cemetery, St. John Cemetery, and St. Patrick-Askeaton Cemetery, no regulations are in place regarding the size and type of monuments and memorials.

At St. Paul Cemetery and St. Patrick-Snyderville Cemetery, monuments on all lots cannot be larger than 2 ft. high and 3 ft. long. And monument base shall not exceed a width of 22 in.

While the burial plot is owned by Saint Clare Parish, the monuments erected are owned by the burial rights holder. Hence, maintenance of monuments is the responsibility of the burial rights holder, while maintenance of the land is the responsibility of the Sextons.

#### Burial Vaults

The purpose of the burial vault is to maintain the integrity of the ground above it and the casket.

Outer burial vaults are required for all casket interments. The burial vault must be of waterproof reinforced concrete, with a minimum wall thickness of 2".

#### Cremation Urns

All cremation urns must be waterproof, as they are buried directly in the ground.

#### Payment and Regulations for Opening a Burial Space

Winter burial, as required by Wisconsin State Law, can be waived by the family. The burial would be done in spring. A "Hold Harmless" waiver is signed by the family.

The Parish Office requires a minimum of 72 hours' notice for the opening of a grave, any time of the year. Grave digging and interment of ashes will be done only by authorized personnel.

The fee for opening a burial space is paid to the Funeral Director. This payment (along with a copy of the disposition; i.e., written permission to bury) is forwarded to the appropriate Sexton. The Sexton records this information, and forwards the payment to the Parish Office for deposit.

#### Procedure for the Sale of Burial Rights

Contact the appropriate Sexton as noted above. The Sexton speaks with the family and arranges the sale. Payment, however, is sent directly to Saint Clare Parish Office (2218 Day St., Greenleaf, Wis. 54126). A Certificate of Easement (i.e., the certificate detailing the sale of burial rights) will be filed at the Parish Office by the Sexton; a copy of Certificate will also be given to the buyer. The Sexton records the sale in the cemetery plot books (an up-to-date copy of which is to be kept at the Parish Office).

#### Those Who May Purchase Burial Rights (and/or be buried in the cemeteries)

Must be Catholic (or a catechumen). If a non-Catholic Christian wishes to be buried in the cemetery, s/he must be related to another in the cemetery (specifically: a parent, grandparent, child, or sibling). Any non-Catholic Christian (or non-Christian) wishing to be buried in one of the Saint Clare Cemeteries, yet being unrelated to any buried in that particular cemetery, may be sold burial rights at the discretion of the Pastor/Administrator/Pastoral Leader.

If the situation warrants, the person must have a legal claim to burial rights according to Wisconsin State Statute 157.10, upon the death of the original burial rights holder.

Can be a parishioner of Saint Clare Parish, where a "parishioner" is: one having domicile within the parish territory (as delineated by the Diocese of Green Bay); or one having domicile within another parish territory, yet is a registered member of Saint Clare Parish.

Can be any member of the Catholic faithful who, unless prohibited by Canon Law or Wisconsin State Law, desires burial in the cemetery.

Any person not having association with a church, nor any descendants, nor any prior arrangements for burial may be buried in the cemetery, as a matter of Christian charity, and a corporal work of mercy.

#### Change in Ownership of Burial Rights

Without exception, all changes in ownership of burial rights must be handled through the appropriate Sexton and the Cemetery Committee. There are no individual-to-individual sales of burials rights. Any attempts to change ownership by circumventing this policy are invalid and not legally binding in any way.

#### Selling of Second Rights

When the original burial rights holder passes, and yet there remain unused graves within the original plot of the burial rights holder, those unused graves may be resold; this is the "selling of second rights."

The Sexton will make every reasonable effort to find living descendants of the original burial rights holder in order to avoid the selling of second rights. These research efforts will be documented by the Sexton, and filed with the paperwork of the original burial rights holder. The selling of second rights happens only by the petition of the Sexton. Said petition will be presented to the Cemetery Committee, along with all research documentation. The Committee will consider the case and will offer a recommendation to the Pastor/Administrator/Pastoral Leader, who will make the final decision regarding the sale of second rights.

#### Other Regulations and Policies

Any circumstance that needs a "judgment call" should be discussed first with the Pastor/Administrator/Pastoral Leader, who may refer the matter to the Cemetery Committee.

The Cemetery Committee will, from time to time, set the charges for the grave opening and closing. The Parish Finance Council shall set the appropriate fees upon the advice of the Cemetery Committee and post said fees.