

**Bear Lithia Springs Baptist Church Cemetery
(Policies and Procedures)**

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Subject: Policies and Procedures for the Bear Lithia Springs Baptist Church Cemetery

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FORWARD: Provides reference to policies and procedures governing interment rights; fees and charges; maintenance and operation; and governance of Bear Lithia Springs Baptist Church Cemetery. All policies, rules and regulations are subject to applicable State and County laws governing Church Cemeteries.

Property Description: Describes all property which has been dedicated for use at Bear Lithia Springs Baptist Church Cemetery located at: 2145 North East Side Highway Elkton, Virginia 22827. The Surveyor Plat showing the cemetery location is recorded in Deed Book 1434, Page 773; Tax Parcel #: 115-(A)-161/B3; Stonewall District,

Rockingham County, Virginia, Dated 23 June 2011. The Cemetery Plat as a site survey was approved by the Rockingham Zoning office on 1 July 2011. The Cemetery is located within a larger church land parcel of 36.433 acres. See the Surveyor Plat and Rockingham Approval Letter which are found at their respective Icons within this Web Module.

Cemetery Layout: Based on a letter of agreement between Bear Lithia Springs Baptist Church and the Town of Elkton, Virginia, the historical cemetery known as the Bear Cemetery is included in the expanded Bear Lithia Springs Church Cemetery. The cemetery expansion is divided into two sections (see the Cemetery Grid at that Icon). A roadway through the cemetery delineates this division. The East section of the Cemetery will be used for and limited to upright headstones. The West section will used for and limited to flat headstones.

Policies and Procedures-Purpose-Amendments: The policies and procedures contained in this document are made for the benefit of the collective Church Membership and specifically for those members who desire to have loved ones interred in the Church Cemetery. These procedures are designed to describe rights and responsibilities for the benefit of all. These policies and procedures may limit actions which would interfere with the rights and enjoyment of others, as well as require or encourage actions to preserve and enhance the general scheme and beauty of the property. No policy has been adopted except as is necessary to preserve the rights of all for whom the Church considers itself the trustee. The purpose of Bear Lithia Springs Baptist Church is to witness to the doctrine of our Lord Jesus Christ as outlined in the Church Constitution. The Cemetery is part of the church and any cemetery related action that takes away from that witness is prohibited. These policies and procedures may be changed or amended without notice at any time by the Church Leadership (Pastor and Deacons), and will be so changed and amended when any rule is found to be detrimental to the best interests of the cemetery users as a whole or when new conditions require the adoption of other or further policies. As with all church decisions, the Leadership will submit all proposals and decisions to the congregation at large for majority vote.

Church Membership: Church Membership is defined in Article 4, Section 1 in the Church Constitution. The Constitution states:

A. Membership shall consist of such persons as have been born again by repenting of sin and accepting the Lord Jesus as their personal Savior. Any person professing faith in the Lord Jesus Christ, obeying the Lord in scriptural baptism, giving evidence of a change of heart, and adopting the views of faith and practice held by this church and as set forth in the Articles of Faith.

B. Members from other Baptist churches holding the same faith may be received by letter of recommendation and dismissal from their respective churches.

C. Those who have once been members of a Baptist church and in consequence of any peculiar circumstances have no regular letter of dismissal, may be received by

giving satisfactory evidence of a change of heart, Christian conduct, and scriptural faith and baptism.

D. Membership must be approved by a majority vote of the voting church membership during a preannounced membership meeting.

E. Membership will remain in effect unless terminated for just cause as outlined in the Church constitution.

Cemetery Committee: A three-person committee will be appointed by the Church Leadership to assist the Leadership with day-to-day monitoring of the Cemetery and compliance with this document. This Cemetery Committee will report to the Church Leadership (Pastor and Deacons) for supervision. All issues and conflicts will be resolved through the Church Leadership and Congregational vote in accordance with the Church Constitution. A copy of this document will be posted and maintained on the Church Website.

Interment eligibility: Eligible interments are members of Bear Lithia Springs Baptist Church, spouses, and minor unmarried children. Specifically, a Church member is one who meets requirements as reflected in Article 4, Section I of the Bear Lithia Baptist Church Constitution, By Laws, and Articles of Faith. See the above definition of Church Membership.

LOTS SUBJECT TO POLICIES AND PROCEDURES: Lots (grave sites) in the cemetery will be 4.5' x 10' lots that are laid out on a cemetery grid (see the Cemetery Grid at that Icon). A roster of cemetery interments will be maintained in a cemetery register that will be maintained on the Church Website (see the Interment Database at that Icon). At a minimum, each occupied grave site in the data base will be annotated with the name, birth date, death date, and home of record of the interred. Additional interment information may be included in the on-line database. Lots will be free of charge for eligible interments. Adjacent lots may be reserved for spouses. Otherwise, lots will be assigned on an as needed basis. Exceptions must be approved by the Church Leadership.

Cemetery Grid Administer: Bear Lithia Springs Baptist Church will internally build and maintain a cemetery grid system. The on-line cemetery system will enable cemetery management at burial site level of detail. Grave site and interment information will be stored and backed up by the contractor that supports the Bear Lithia Springs Baptist Church Website. The Cemetery system will be a module within the Church Website and can be viewed by all who log on to the Church Website. Interment data input and cemetery information will be executed and/or controlled by a church appointed Cemetery Grid Administer.

Cemetery Repair, Maintenance, and Care: The Church will be responsible for the general repair, maintenance, and care of the Cemetery which will consist of mowing, trimming, external fencing, and common cemetery improvements and modifications. Interee families will be responsible for the repair or replacement of grave markers,

monumental structures, grave borders, or flower vases. Exceptions will be on a case by case basis as approved by the Church Leadership. Though burial lots are free of charge, those families who elect to bury in the East section and use upright headstones will be charged a onetime fee of \$400. This cost is based on the added cost of lawn care for upright headstones.

Funerals and Full Burials: Funerals within the Bear Lithia Springs Baptist Church Cemetery shall be coordinated with and approved by the Church Leadership. Burial cost and arrangements will be affected by the interment family or appointed designee. All graves shall be opened and closed by a certified contractor secured by the interment family or appointed designee. Special services requested by the family or that are necessary because of special circumstances will be coordinated with and approved by the Church Leadership. All full burials must be in concrete liners or vaults designed and manufactured for this purpose.

Funeral/Burials – Days and Hours Allowed:

A. Burials shall be restricted to weekdays between the hours of 9:30 a.m. and 2:30 p.m.

B. Funeral Home and Grave Preparation details will be arranged and purchased by the interment family or designee. The Church Leadership will be informed and provide consent prior to burial. As a normal rule consent will be provided by the Church Pastor. However, in his absence family members or designated representatives are to contact any of the other Leadership or Cemetery Committee members to obtain approval or gain time-sensitive approval.

Property Interest: Interest in cemetery property shall be governed by this document as now and hereafter amended. All lots within the Cemetery (used and unused) remain the property of the Bear Lithia Springs Baptist Church. However, Cemetery Repair, Maintenance, and Care will be as cited above.

Notice of Interment: The Bear Lithia Springs Baptist Church Leadership shall be notified at least twenty-four hours before any interment in order for assessment and consent to be given.

Interments per Individual Regular Lot: Only one casket per regular lot shall be allowed. A spouse who desires to be interred in the same grave as a previously interred spouse may do so with Church Leadership approval, subject to State code. No interment of a body other than a human being shall be permitted. Regular graves designated for one casket shall allow for a maximum of two cremated remains with extended property use.

Permit: No interment will be permitted without the proper burial permit as required by the health authorities. The Church shall not be responsible in any manner for securing any permit. Cremated remains must be properly labeled and accompanied by acceptable documentation to certify identity of the cremated remains.

Sodding of Graves: All graves shall be sodded or seeded and made level with the surface of the surrounding lawn. This will be accomplished through general cemetery maintenance.

Burial Authorization: All families or designated representatives shall be required to sign an agreement in person at the cemetery or at the Church Office accepting responsibility, authorizing and designating the exact location of the lot for burial. Funeral directors or designated representatives who sign on behalf of the family are accepting all responsibility and liability for any decisions or actions taken under their direction. Under no condition shall the Church allow a lot to be opened without proper authorization. All cemetery agreements, payments and/or any other agreements concerning the burial must be confirmed.

Disinterments: Provisions concerning permission to remove remains shall be governed by State law and with permission of the Church Leadership. All fees associated with disinterment will be borne by the internee family or designee. No disinterment shall be performed until all fees for this service have been paid.

Cremated Remains Regulations:

A. Regular graves are designated for one casket with the authorization to place a maximum of two cremated remains with extended property use.

B. A concrete liner having a maximum height of eighteen (18") inches shall be required for all cremated remains.

Memorials, Markers, Monuments:

A. Temporary removable markers may be placed by the interment family or designee on graves for up to a maximum of eight weeks.

B. All fees associated with markers, monuments must be borne by the interment family or designee.

C. Memorials not placed at the head of the grave must be set flush with the surface of the ground.

D. Each grave may only have one raised memorial.

E. All grave site owners must keep in good repair all stone or monumental work upon the site. The Church does not bind itself to maintain, repair, or replace any markers, monuments or monumental structures erected upon the site which are lost or damaged due to weather, age, vandalism or normal maintenance.

F. Memorial setting and on-site engraving shall be scheduled with and authorized by the Church at least one working day prior to the work. The Church reserves the right to

remove any memorial which was set or engraved without permission of the Church and/or does not conform to the standards set forth in these rules and regulations.

G. No memorial shall be placed on an occupied grave site until the Church is informed. No memorial shall be placed at a pre-need site until Church approval is obtained. No further engraving of a previously installed memorial shall be authorized until the Church is informed.

H. Memorials must be set level with and conforming to the slope of the lawn and placed in line with adjacent stones so as to present a uniform appearance. The Church reserves the right to inspect all memorials after installation and to require changes if improperly set.

I. Memorials are allowed to be set only during normal cemetery work hours.

J. No memorials shall be removed by any person or company, without first having the approval of the Church and the written consent of the next of kin or other authorized persons.

K. Granite flat memorials are recommended to be collared with a minimum of 4" concrete border or all edges must not be square edge. Flat bronze markers will require a concrete base / border.

L. The maximum side to side width available for a memorial on a single or double grave is 4" less the overall width of the grave equally spaced on each side, with a maximum top to bottom width of thirty (30") inches.

M. Memorial setting fees shall be borne by the interment family or designee. Work shall meet all required cemetery specifications and cleanup of the area when finished. The work must be scheduled a minimum of twenty four hours in advance and performed during normal working hours. The work party shall also be required to have the work signed off by the Cemetery Supervisor to make sure the work meets cemetery standards.

Care and Improvements: All work in regard to common care and improvements of grave sites as cited above shall be performed only by persons designated by the Church Leadership. No grave site shall be defined by fence, railing, hedge, unauthorized memorial or any other object which extends above the ground.

Planting, Trimming, and Pruning Trees and Shrubs: Only personnel authorized by the Church Leadership shall plant, trim, prune, or remove any part of the trees or shrubs in the cemetery. If any tree or shrub situated on any grave site by means of its roots, branches, or otherwise becomes dangerous to the adjacent sites, walks or avenues, the Church shall have the right and it shall be its duty to enter upon the site and remove the trees or shrubs, or any parts thereof as it may see fit.

Landscape Regulations: The Church Leadership shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs or plants of any kind from the cemetery as soon as, in the judgement of the Leadership they become unsightly, dangerous, detrimental, diseased, or when they do not conform to the general standards maintained. The Church shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached. The Church shall not be responsible for plants or plantings of any kind damaged by the elements, thieves, vandals or by other causes beyond its control. The Church reserves the right to regulate the method of decorating graves so that a uniform beauty may be maintained.

Flowers and Flower Pots:

- A. All cut flowers will be removed the morning of the first Thursday following the observed Memorial Day for mowing and trimming of the cemetery.
- B. Cut flowers during the remainder of the year will be removed and disposed of, as the flowers deteriorate and they become wilted or unsightly.
- C. Potted plants in containers are allowed on graves as long as the container remains atop the confines of the marker on the grave. Absolutely no glass containers allowed in the Cemetery at any time. The items in the glass container and the container shall be disposed of immediately.
- D. The Church will not be responsible for the storage of pots, shrubs, or plants that are picked up for disposal.
- E. Stakes of any material or wire at any time are not allowed and will be removed immediately from the grave once they are discovered.
- F. Artificial flowers are allowed only from November 1 to March 1.

Miscellaneous Regulations:

- A. Concrete liner, steel or concrete vault will be required as a receptacle for the casket.
- B. Equipment for all burials will be procured and financed by the interment family or designee. This equipment shall consist of lowering device, grass carpet, tent, and benches.
- C. No dogs or other pets shall be allowed in the cemetery.
- D. The speed of a vehicle shall not exceed fifteen miles per hour within the confines of the cemetery.
- E. Picking flowers, breaking or injuring trees or shrubs or in any way injuring any Monument or headstone is prohibited.

F. If anything is placed on a grave which is deemed improper, it will be removed by the Church.

Definitions:

Burial: the placement of human remains in a grave.

Cemetery: a place used and dedicated for cemetery purposes – a burial place for earth interments.

Committal: that part of a funeral service which places the remains of the deceased to his/her final resting place.

Cremated remains: a human body after cremation in a crematory.

Interment: the disposition of human remains by cremation and inurnment, entombment, or burial in a place used or intended to be used and dedicated for cemetery purposes. As used in the memorandum, it is also used to refer to the deceased.

Memorial: any grave marker, headstone, or monument that is intended to permanently mark a grave.

Urn Liner: a concrete container whose purpose is to provide outer protection for the ground burial and/or retrieval at a later date of the cremated remains.

Liner: any concrete material which is buried in the ground to provide outer protection, ground stabilization and into which human remains are placed in the burial process.

Vault: any container which is buried in the ground and sealed to provide outer protection and in which human remains are placed for burial.

Collar: the concrete edging around the memorial to protect the memorial from damage and to allow trimming around the memorial.

Foundation: a granite or concrete slab placed in the ground level to support and stabilize a memorial.

Extended Property Use: the placement of cremains in a lot which was created for the placement of a casket burial or in a niche designated for single use by extending additional burial rights to the lot.

Repair, Maintenance, and Care: care or maintenance of the cemetery.

End