

# The Church of the Guardian Angels Cemetery

## MISSION STATEMENT

**The Mission of Guardian Angels Church Cemetery and Prayer Garden Committee is to ensure proper interment/inurnment, memorialization and perpetual care in the tradition of the Catholic Church.  
The Cemetery and Prayer Garden are our sanctuary until we become one with our soul in everlasting life.**

## **Rules and Regulations**

For the mutual protection and benefit of grave owners, the following Rules and Regulations have been adopted by The Church of the Guardian Angels Cemetery, and 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 alternatives as shall be adopted from time to time.

## DEFINITIONS

- DEFINITION 1 The terms lot, plot, grave or burial place shall be used interchangeably and shall apply with like effect to one or more adjoining grave or niche.
- DEFINITION 2 The term interment shall mean the permanent disposition of the full body remains of a deceased person by burial.
- DEFINITION 3 The term inurnment shall mean the permanent disposition of the cremated remains of a deceased person by burial, either in-ground or in the Columbarium.
- DEFINITION 4 The term memorial shall include a monument or marker. A monument is an upright, above ground headstone; a marker is a headstone or footstone that is level with the ground. If a marker is the only memorial, it will be placed at the head of the grave. A memorial may include both a monument and a marker if in a designated upright row in the cemetery. If the marker is in addition to a monument, the marker will be placed at the foot of the grave.
- DEFINITION 5 The term management shall comprise the persons constituting the Guardian Angels Cemetery Committee, a Sub-Committee of the Finance Council, the Finance Council, the Pastor, and the Parish Administrator. The Parish Administrator is the Cemetery Manager and is responsible for the day-to-day operation of the Cemetery.
- DEFINITION 6 The term care shall apply to the entire Cemetery provided by either a permanent care fund or by Guardian Angels Church.

- DEFINITION 7 The term permanent vessel or urn refers to a sealed container for cremated human remains.
- DEFINITION 8 The term Vault means any container or enclosure made of concrete, fiber-glass or steel which is placed in a grave around a casket to prevent the collapse of the grave and/or to protect the casket or for burial of a permanent vessel or urn.
- DEFINITION 9 The term Columbarium means a Granite above ground structure that houses niches for placement of cremated remains.
- DEFINITION 10 The term Niche refers to the single or double burial place for cremated remains located in the Columbarium.
- DEFINITION 11 The term Deed / Title refers to the written confirmation of ownership of the Grave Lot/Niche.
- DEFINITION 12 Size of a Full Body Grave Lot is 3.5 ft. (42 in.) – 4.0 (48 in.) x 10 ft.-12 ft. (length and width are dependent on the Section).  
Size of a Cremains In-Ground Lot section in CrB-1 is 2 ft. x 3 ft.  
Sizes of Infant lots in Garden of Angels section are 2 ft. x 3 ft.  
Columbarium Niches are either Single (10.5 in. wide x 10.5 in. high x 12 in. deep) or Double (10.5 in. wide x 10.5 in. high x 24 in. deep).
- DEFINITION 13 A Guardian Angels Cemetery Committee member must also be a registered member of Guardian Angels Church.
- DEFINITION 14 The Parish Cemetery Authority is defined as the Parish Administrator or Parish Pastor or the Director of Maintenance or designated by the Parish Administrator.
- DEFINITION 15 CIMS refers to Guardian Angels computer software purchased from Ramaker & Associates Inc. for the sole purpose of documenting all information regarding the Guardian Angels Cemetery in Oakdale Minnesota.
- DEFINITION 16 eCIMS refers to Guardian Angles computer software purchased from Ramaker & Associates Inc. for the sole purpose of documenting certain information regarding the Guardian Angels Cemetery in Oakdale Minnesota on the Internet.

### GENERAL RULES

- RULE 1 Guardian Angels Church Cemetery is owned and operated in accordance with the laws of the State of Minnesota and the rules and discipline 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 the management may deem objectionable to the best interests of the Cemetery.
- RULE 2 The Cemetery is intended for the burial of Catholics and members of their families who are entitled to Christian burial according to the rules and discipline of the Roman Catholic Church. Any question of the burial of a non-Catholic member of a lot owner's family or of any person not entitled to Christian burial, shall be decided by the Pastor.

- RULE 3 Religious ceremonies other than those of the Roman Catholic Church are not permitted within the Cemetery unless the consent of Pastor has been obtained.

#### LOTS AND LOT OWNERS

- RULE 4 Cemetery Grave lots / niches may be sold to registered parishioners, members of their family, to family members of individuals buried in the Cemetery, or other circumstances as approved by the Pastor. Plot owner must designate, at time of purchase, or when known, who will be buried in each of the grave lots/niches they have purchased so the grave lots/niches title can be assigned to that individual in the CIMS software (See rule 9).
- Rule 5 Unused Grave Lots/Niches may NOT be privately re-sold to another individual. Unused Grave Lots/Niches may be sold back to Guardian Angels at the original purchase price.
- RULE 6 Any Priest who has served Guardian Angels in Oakdale Minnesota is eligible for free lot/niche and interment/inurnment in Guardian Angels Cemetery. Any Employee of Guardian Angels Church in Oakdale Minnesota who has completed 5 years of service and their spouse are entitled to a maximum of 2 free lots or 1 double niche and interment/inurnment in Guardian Angels Cemetery.
- RULE 7 No grave shall be used for any other purpose than for the burial of the human dead.
- RULE 8 The Cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy thieves, vandals, strikers, explosions, insurrections or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
- RULE 9 Grave owners are granted only the right of interment/inurnment in their graves/niches. The Cemetery reserves the right to refuse to permit the interment/inurnment of anyone who was not at the time of the death the owner of the grave and the individual listed on the title. If deceased individual is NOT listed on the title, the parish cemetery authority reserves the right to refuse interment/inurnment until satisfactory proof of inheritance or transfer by will has been established and recorded in the parish cemeteries' record.

#### CORRECTION OF ERRORS

- RULE 10 The Cemetery office personnel under the direction of parish administrator reserve, and shall have, the right to correct any errors that may be made in the CIMS software, either in making interments/inurnments, disinterments/disinurnments or removals, or in the description, transfer or conveyance of ownership of any interment property.
- The Cemetery office personnel under the direction of parish administrator also have the right to correct Original Deeds. If Original Deeds need to be corrected for various reasons a revised Deed will be issued.

## CARE OF GRAVES

- RULE 11 The Cemetery will give such care as it can the care to consist of cutting the grass and general preservation of the grounds.
- RULE 12 The general care assumed by the Cemetery shall in no case mean maintenance, repair, or replacement of any vase, basket, memorial, flowers or other objects placed upon graves.

## INTERMENTS/INURNMENTS

- RULE 13 No interment/inurnment will be made in a grave not fully paid for.
- RULE 14 Funeral Director, upon arrival at the Cemetery, must present a burial permit from the local health office.
- RULE 15 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.
- RULE 16 No interment of more than one full body shall be made in one grave lot except in the case of an infant or two infants buried in one casket, or cremated remains of a family member not exceeding three per grave. One grave full body lot (3.5 ft. – 4.0 ft. x 10-12 ft.) may contain: One full body and two cremains, or three cremains. All interment/inurnment agreements made at time of purchase prior to 10/01/2010 will be grandfathered in.
- No inurnment of more than one cremains shall be made in one in-ground cremation lot of size 2 ft. x 3 ft. in the Cremation CrB-1 section.
- In the sections, Garden of Angels and D-infant, only one interment/inurnment shall be made per grave lot.
- In the Columbarium a single niche may contain only one cremains and a double niche may contain one or two cremains.
- RULE 17 No interment of a full body may be made unless the remains are contained in a casket and vault.
- RULE 18 The burial of cremated remains in all sections must be contained in a proper receptacle. A vault is required unless the vessel used is a permanent vessel.

## PLANTING ON GRAVES

- RULE 19 All decorations and plantings are prohibited unless they are specifically permitted under the rules and regulations for the common good of all owners.

In-ground planting of flowers or shrubs are prohibited around the monuments or flush markers as of 10/01/2010.

Vigil lights and vigil light holders with candles are not permitted on grave sites at any time and will be removed by the cemetery personnel.

No solar lighting is allowed except if it is part of the monument as of 10/01/2010.

## TREES AND SHRUBS

Planting of trees and shrubs must require pre approval from the Parish Cemetery Authority. Planting shall be designated by Guardian Angels Cemetery Grounds Master Landscaping Plan. All items will be purchased by Guardian Angels personnel using funds provided by purchaser. The trees or shrubs will be planted by cemetery personnel or assigned designee based on the pre-determined Master Landscaping Plan established by the Guardian Angels Cemetery Committee.

If the tree is planted in adjacent plot, the purchaser of the tree must also buy that lot at the current full price.

Individual owner(s) is (are) prohibited from purchasing and planting trees or shrubs on or near their grave lots.

In the event trees or shrubs planted prior to these rules and regulations by family members or friends of the owner of burial right and situated on any grave shall, by reason of their roots, branches or otherwise, become detrimental to adjacent graves or paths, obstruct the clear view of monuments or other forms of memorialization, or become unsightly or inconvenient and hazardous to visitors or employees of the cemeteries, the Parish Cemetery Authority has the right to enter upon said grave or lot and remove, repair or otherwise remedy the condition.

Curbing, fencing, hedging, borders or enclosures of any kind shall be prohibited around any grave(s) and no walks shall be allowed on any grave(s). Guardian Angels Cemetery Personnel reserves the right to remove the same if so erected, planted or placed.

## DECORATIONS AND FLOWERS

Decorations and flowers, regardless of the season, are always welcome. Such decorations and flowers may be removed prior to mowing, or sooner if, in the judgment of the parish cemetery authority, they fade, wither or become unsightly.

When family members or their designated representatives undertake appropriate grave maintenance, hand trimming grass around memorials or monuments, weeding, or flower pruning, they are responsible for immediate removal of all rubbish created by them in the execution of their care or maintenance to such places of deposit - bins are available for rubbish on the cemetery grounds.

Potted plants may be placed in pot holders in the monument row and shall be watered and maintained by the person placing the plant. If such floral tributes become unsightly they will be removed by the cemetery personnel.

Flower stands, pot holders, and Sheppard hooks must be located in the monument row. Sheppard Hooks cannot exceed 5 feet in height.

Wreaths may be placed from November 1 through April 1. These items will be removed during Spring Clean-up.

Depending upon seasonal weather conditions, general cemetery clean-up takes place during the early spring and early fall each year. During this time, all grave decorations are removed from graves so that a thorough clean-up of the properties can take place. Notifications of these clean-up times are communicated in the parish bulletin. Owners of the lots are requested to remove all floral tributes (live or artificial) prior to the clean-up date or they will be removed by the cemetery personnel at time of the semi-annual clean up.

## MEMORIAL WORK

- RULE 20 All graves require a memorial. (Monument or marker)
- RULE 21 Monuments or markers must be installed by registered monument companies.
- RULE 22 Lot owners may have proper memorial work erected on their respective lots. All memorials must have pre-approval of the management prior to placement. All monuments shall be set on foundations built of concrete 4 in. – 6 in. thick.

Monument Sizes and Marker Sizes which are allowed:

### **For Single Plots:**

A single grave is 42 - 48 inches wide. The size of the concrete base for a single (42 in. x 12 ft.) plot cannot exceed 40 inches wide which limits the monument granite base to 36 inches.

### **For Double Plots:**

A double grave is 84 inches wide; the concrete base for the double lot may not exceed 64 inches concrete base which limits the monument granite base to 54 inches.

### **For Infants and Cremains:**

Monuments are not allowed in the infant sections (Garden of Angels and D-infant) and Cremation Section (CrB-1). Only Markers are allowed in these sections.

In sections, Garden of Angels and D-infant, markers can be no larger than 20 in. x 10 in. and concrete border is prohibited.

In the Cremation Section, CrB-1, for single plots Marker maximum size allowed is 24 in. x 16 in. Concrete borders are optional which will limit the Marker size to 16 in. x 8 in.

In the Cremation Section, CrB-1, for double plots Marker maximum size allowed is 40 in x 20 in. Concrete borders are optional which will limit the Marker size to 30 in. x 12 in.

- RULE 23 All memorials shall be constructed of natural stone. No artificial stone of any kind is permitted.
- RULE 24 A central or family monument shall be allowed on a set of two or more adjacent lots in the same row. See Rule 22 above.
- RULE 25 Memorials shall be set on the space designated by the management.
- RULE 26 A Christian symbol must be inscribed on every memorial. Other epitaphs and symbols on memorials should be in the spirit of the Roman Catholic Church and in keeping with the design and size of the structure.
- RULE 27 Photo ceramic memorial portraits or other reproduction of photographs on permanent material may be affixed to a flush ground memorial, or upright monument. Management must approve the method of attachment. All memorial portraits on flush ground memorials must be set recessed into the stone. Covered or hinged memorial portraits are not permitted.
- Memorial etching may be used on flush or upright memorials, providing the artwork meets all criteria and must be submitted to Management for approval prior to the commencement of the work. Management reserves the right to reject any memorial design, material or construction method that does not meet Management standards.
- RULE 28 Workmen employed in placing or erecting memorials and other structures, or bringing in materials shall operate as independent contractors, but must do so under permission of the management.
- RULE 29 The right is reserved to the management, to refuse to permit such work, unless the grounds are thoroughly settled and in good condition.
- RULE 30 No memorials may be delivered or installed between November 1<sup>st</sup> and April 15<sup>th</sup> without permission of the management.
- RULE 31 Guardian Angels Church Cemetery reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations 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 part of the management; or when work is not being executed according to specifications; or when any person employed on the work violates any rule of the Cemetery.
- RULE 32 At each grave and/or adjoining grave only one grave marker will be permitted except in the case of infant interment or cremated remains. All markers must be one piece and set level with the ground.
- RULE 33 All markers set level with the ground must be not less than four (4) inches or more than six (6) inches in thickness, with level or sawed bottom. All lettering or carving on markers must be sunk or incised.
- RULE 34 Markers must be placed at the end of the grave farthest from the base of the monument if both monument and markers are being used, and all inscriptions shall read from the foot of the lot.

- RULE 35 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.
- RULE 36 When any memorial work has been set in place, it shall not be removed without due process of law or written permission of the management.

#### COMPUTER SOFTWARE

- RULE 37 When data has been entered into CIMS, and this data differs from paper documents a resolution of the differences will be made by the Parish Cemetery Authority.
- RULE 38 eCIMS will respect privacy issues.

#### SPECIFIC TO COLUMBARIUM

Columbarium niches are sold as single or double. The cost includes open/close and a Marker, name and year of birth(s) and death(s), and Perpetual Care Fee. The marker will be placed on the Columbarium Niche shortly after the time of purchase with name and known dates. The year of death will be placed shortly after the time of inurnment.

- RULE 39 Only one urn may be placed in a single niche. Up to two urns may be placed in a double niche.
- RULE 40 The size of the urn or permanent vessel may not exceed 10 inches in any direction.
- RULE 41 Fresh Flowers placed at time of inurnment will be removed at time of the next mowing or if they become unsightly.
- RULE 42 Fresh/Artificial Flowers or Memorial Wreaths are not allowed in the Columbarium area. They will be removed by Parish Cemetery ground personnel.
- RULE 43 Flowers, trees, Shrubs and brick paths around and near the Columbarium will be placed according to Parish Cemetery Master Landscape Plan. No plantings may be done by individuals.

#### CONTRIBUTIONS AND DONATIONS

These funds may be made to the Landscape Fund which will be dedicated for the Cemetery Master Landscape Plan of both the Columbarium area and the Cemetery Grounds.

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