

CEMETERY MANAGEMENT POLICY (ADOPTED JUNE 2019)

ALSO SEE CORRESPONDING POLICIES ON CHURCH WEBSITE

- ❖ Christiania Cemetery Plot Fees
- ❖ Christiania Funeral Policy

PURPOSE

Christiania Lutheran Church (CLC) owns two cemeteries. The West Cemetery is located two miles north of the church on Scott County 46 and 245th Street), the East Cemetery is located two miles east of the church on 267th Street and Dakota County 17.

For the mutual protection and benefit of gravesite owners and CLC, the following Management Policy has been adopted. All gravesite owners and visitors within the cemetery and all grave sites sold will be subject to this policy.

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1. GOVERNANCE OF THE CEMETERIES

Both cemeteries are managed by a Cemetery Committee. Appointees to the Cemetery Committee are approved by the Christiania Executive Council.

The Cemetery Committees are responsible for the administration, disposition of gravesites, the management of burials, the management of cremains, and the record keeping of all burials in these cemeteries. Both the East and West Cemetery Committees answer to the Christiania Executive Council who has complete governance authorization within the two cemeteries.

2. BURIAL FEES (also see Cemetery Plot Fee Policy)

Active and Associate Members	\$ 400
All reserved and unused burial plots	\$ 400
Inactive, non-members and neighbors of our congregation	\$1,500

3. FUNDING FOR CEMETERY UPKEEP

Funding for the upkeep of the grounds is provided by funds retained in Christiania Lutheran Church's Cemetery Maintenance Fund. Monies from burial plot purchases have been placed in this fund since the Cemetery Plot Fees Policy was enacted on January 1, 2017. The Christiania Foundation manages the investments in the Christiania Foundation Cemetery Account. The Cemetery Committees manage the funds in the Cemetery Maintenance Fund.

4. UPKEEP OF THE GROUNDS

As of the date of this policy, Outdoor Innovations has been hired to mow and trim our two cemeteries. As of this date, weed control has been provided by Tee Time Lawn Services. Tree trimming, filling of water containers, and other miscellaneous work is done by the Cemetery Committee with help from volunteers.

Following a burial at either cemetery, the leveling of the grave site and the planting of grass seed is the responsibility of the family.

Major repairs to either cemetery grounds will be made after discussion by the Cemetery Committees and input and approval are obtained by the Christiania Lutheran Church Executive Council.

NO IN-GROUND, PERMANENT PLANTINGS (SHRUBS, TREES OR FLOWERS) shall be placed on individual grave sites at either cemetery.

5. UPKEEP OF MONUMENTS

As of the date of this policy, Owatonna Monument has repaired all damaged stones at the West Cemetery. Monuments at the East Cemetery will be repaired up to \$3,800. Decision on which stones will be repair will be left to the discretion of the East Cemetery Committee.

6. RECORD KEEPING

Upon a certified death, a Burial/Removal/Transit Permit is issued by the state. It states: "A certificate of death having been filed as required by law, permission is hereby given to dispose of this body." The funeral director sends this document to the appropriate Cemetery Committee representative. Those records are kept at their home. A spread sheet listing the burials at the cemetery is provided to the church office.

7. PLACEMENT OF FUTURE PLOTS

Land at the West Cemetery is limited. Families of anyone buried at the West Cemetery can request burial there. Any other new burials for Christiania will be directed to the East Cemetery where land is abundant.

8. GENERAL REGULATIONS

1. Burial plot dimensions shall be three (3) feet six (6) inches wide by ten (10) feet long or greater for the purposes of containing the casket/vault of the deceased.
2. Grave dimensions shall be dug at 5 (five) feet deep, depending on ground conditions. This allows 24" for cover. Remains shall be placed at the foot of a 10' long burial plot.
3. No grave sites shall be subdivided for purposes of sale.

4. No interment (casket or urn) shall be made in either cemetery without the explicit approval of the Cemetery Committee or representative.
5. No interment shall be made until all required fees are paid in cash or valid check.
6. Only human remains, either cremated or embalmed and interred in a casket and vault shall be buried in either cemetery.
7. Only professional companies shall dig vault/casket graves. Any company performing this service shall file a Certificate of Insurance with the CLC Office.
8. One plot shall hold 1 casket/vault; or 1 casket/vault and 1 cremains; or only 2 cremains.
9. No unauthorized burials are permitted at either cemetery.
10. Christiania Lutheran Church does not provide and is not responsible for temporary storage of caskets or urns.
11. All occupied grave sites shall have a monument or marker installed within one (1) year from date of burial.
12. Unused plots throughout the cemetery shall be used as deemed appropriate by the Cemetery Committee.
13. CLC is not responsible for the installation of a grave marker or monument.
14. Monuments and markers may be placed prior to burial of the deceased with the payment of the appropriate plot fee.
15. The burden of keeping the monument or marker in a safe and proper state of repair shall be on the plot owner, the heirs or assigns.
16. No monuments shall be constructed of wood, limestone, sandstone, or any other material which is not approved by the Cemetery Committee.
17. Installment of the monument or marker shall be performed by the monument manufacturer or manufacturer's agent and as directed by the Cemetery Committee.
18. CLC shall not disinter human remains or cremains without written authorization of the Authorized Person(s) and a permit issued by the State of Minnesota.

9. PLANTS

1. Permitted plant stands include a single stake with a pot or pot holder at the top of the stake, or a planter placed on top of the monument. All plants must be contained in permitted plant stands.
2. Hanging plants, shepherd's hooks and glass containers are prohibited.
3. One plant stand is permitted per grave site.
4. CLC is not responsible for maintenance and care of the plants.
5. CLC reserves the right to remove plants which interfere with routine maintenance of the cemetery or become unsightly, overgrown, or diseased.
6. Wreathes are allowed from November through February.
7. Permanent flag markers s must be mounted within the monument foundation.
8. Enclosures such as fences and coping are prohibited and subject to immediate removal.
9. All unauthorized or inappropriate objects are subject to immediate removal.

Any questions or concerns may be directed to the CLC Office at 952-461-2283 where it will be routed to the appropriate Committee.