

**THE CHURCH OF THE GOOD SHEPHERD**  
Cashiers, North Carolina

**VESTRY POLICY REGULATING GRAVEYARD, COLUMBARIUM, AND  
MEMORIAL GARDEN PLOTS AND BURIALS**

*Approved by Vestry 11/2/2020*

**Interment at The Church of the Good Shepherd:** For the purpose of interment in the Graveyard, the Columbarium, or the Memorial Garden, the remains shall be those of a member of the Church of the Good Shepherd or a member of his or her immediate family. The burial of pets or their remains are not permitted.

**Purchase**

For the purposes of purchasing a Columbarium, Graveyard or a Memorial Garden plot, the purchaser must meet one of the following qualifications:

- a. Be a pledging member of the Church of the Good Shepherd with a current pledge, or his or her legal agent acting on behalf of the pledging member, OR
- b. Have been a contributor of record to the Church of the Good Shepherd for a minimum of three (3) years, or his or her legal agent acting on behalf of the contributor.

**Purchase Restrictions**

**Graveyard:** No individual or household may purchase more than one 10'x10' or two 5' x 2.5' plots.  
**Columbarium:** No individual or household may purchase more than two (2) Columbarium niches.\*  
**Memorial Garden:** No individual or household may purchase more than two (2) Memorial Garden plots.

*\*Urn size - restrictions apply; see notes and details below.*

*If more spaces are desired, an exception request may be made in writing to the Rector of Good Shepherd.*

**Graveyard, Columbarium, and Memorial Garden Purchase Procedures**

1. The Church of the Good Shepherd maintains the plots for the Graveyard, Columbarium, and Memorial Garden. At the time of purchase in the Graveyard and the Columbarium or the Memorial Garden, the applicant chooses a plot or niche.
2. Purchase shall be made by filling out and signing the application which shall be furnished by the Church of the Good Shepherd. The application must be returned to the Parish Administrator and should be accompanied by the appropriate fee, payable to the Church of the Good Shepherd.
3. Upon approval, a fully executed application constitutes a contract between the purchaser and the Church of the Good Shepherd. The fee may be refunded according to the provisions of this policy, or at the discretion of the Rector.
4. The original executed application shall be kept in a permanent file in the church office. One copy of the application shall be given to the purchaser. In the case of a graveyard purchase, the purchaser also receives a Certificate of Easement for Burial Purposes
5. It is understood and agreed that this contract shall create a license and shall not convey any interest in real estate to the applicant.
6. As the need arises, the Church of the Good Shepherd will keep a formal waiting list for plots and/or niches, with names, dates, and a \$50 non-refundable deposit to be applied to a future purchase or forfeited.
7. The Church of the Good Shepherd will have regular communication with purchasers for record keeping purposes and asks that any changes in plans be communicated back to the church in a timely fashion.

**On the re-sale or bestowing of Plots**

1. Those owning plots in the Graveyard, Columbarium or Memorial Garden may not resell or donate them to any other person or entity, but only to the Church of the Good Shepherd.
2. Neither the purchaser of a plot nor any successor to the interests of such purchaser shall have any right or power to sell or otherwise dispose of such license rights. However, the purchaser may bequeath license rights to member(s) of the purchaser's immediate family, and such arrangements shall be conveyed to the Church of the Good Shepherd in writing for record keeping purposes.
3. Any plot 1) not used by the purchaser on or within 60 days of his or her death and 2) for which no legal bequeath has been made will revert to the Church of the Good Shepherd, which will refund the purchase price to the estate of the deceased.

**Fees**

|                          |                |              |   |
|--------------------------|----------------|--------------|---|
| <b>Graveyard:</b>        | 10' x 10' plot | \$ 3,000.00* | Casket Burial+ (restricted for two caskets)                                 |
|                          | 5' x 2.5' plot | \$ 1,000.00* | Ash Burial (for two urns)   |
| <b>Memorial Garden:</b>  | All plots      | \$ 600.00    | Burial for two urns, including two bronze name plates.                      |
| <b>Columbarium Niche</b> | 12"x12"x12"    | \$ 2,000.00  | For interring one or two urns; does not include engraving of niche covering |

*\*fees do not include headstones, engravings of names and dates, or labor associated with be burial.*

*(See Guideline 1.d below.)*

*+ prior to or at the time of death and burial, if a preference for casket burial has changed to cremation, this 10X10 plot restricted for caskets will be exchanged for another plot or niche of the family's choice and the difference in cost will be refunded to the family or estate of the deceased.*

Note: The above purchase prices are set by the Vestry and may be revised only per Vestry approval. At the Rector's discretion, no person shall be deprived of a final resting place in the Memorial Garden due to financial limitations. Hardship cases and emergency situations will be determined by the Rector. Agreement to cremation is a requirement for these special situations.

**Yearly Beautification and Maintenance:** an annual donation is requested on or before July 1 each year of every person who owns a plot or niche. This donation will help cover the cost of maintaining our sacred space.

**Review & Revision**

The Burial and Care Committee will review this policy and make recommendations to the Vestry on a regular basis.

**Regulations**

Operating regulations for the Graveyard, Columbarium, and Memorial Garden are different. Reference should be made to the appropriate regulations sections below. In the case of any questions which may arise concerning either Policy or Regulations and which are not covered herein, final resolution shall be solely by the Rector, Sr. Warden, and Jr. Warden of The Church of the Good Shepherd.

## GRAVEYARD GUIDELINES AND REGULATIONS

1. For Casket burials:
  - a. Casket burials must be 6" from the plot lines, with a maximum of two (2) caskets for each 10'x10' plot, and four (4) caskets for each 10'x18' plot. Any modifications to the above shall be at the discretion of the Rector.
  - b. Markers for casket burials are centered over individual graves or centered over the two graves if there is one marker for the two people buried therein; all markers must be approved as to size, shape, and setting by the Graveyard Committee prior to purchase of the marker. (See Appendix A)
  - c. The top of the marker is parallel to the Western boundary of the plot. The remains are interred on the Eastern side of the marker.
  - d. The family of or the estate of the deceased will pay all costs for equipment and labor (through an approved funeral home) for the coffin, interment (removal and return of dirt), and clean-up.
  - e. Vaults are permitted, but not required.
  - f. All burial and monument-placement activities must be coordinated, in advance, with the rector or parish administrator.
2. For Burial of Ashes:
  - a. Burial of ashes will be centered within the plot lines with a maximum of two (2) ashes for each 5' x 2.5' plot, eight (8) for each 10x10 plot, and twelve (12) for any 10X18 plot. Ashes shall be placed either 1) in an urn (no larger than 9" x 9" x 9") which shall then be interred or 2) directly into the ground.
  - b. For burial of ashes, the marker will be placed directly over the place of burial.
  - c. For the burial of ashes, the church shall be responsible for the removal of dirt and, following interment, for the replacement of dirt and leaving the premises in good order.
  - d. All above activities must be coordinated, in advance, with the rector or parish administrator.
3. For all burials in the graveyard:
  - a. No monument or marker higher than 7" from the natural surface of the ground shall be allowed on any lot; markers shall be level even if the ground slopes.
  - b. All markers shall be flat and made of marble or stone. Bronze markers may be set in marble or stone.
  - c. There must be markers for all burials in the Graveyard.
  - d. No permanent flowers or decoration shall be permitted. The Church shall have the right and duty at all times to remove any holders not so approved, any artificial flowers, or any withered or unsightly flowers or debris.
  - e. No grave mound shall be allowed on any grave.
  - f. No furniture (benches, etc.) shall be allowed on the Graveyard grounds, other than those provided and maintained by the Church.
  - g. It is understood that Graveyard care shall be the same as that given to the Church grounds. Families are responsible for the care of headstones.

## COLUMBARIUM GUIDELINES AND REGULATIONS

1. The niches fit one or two urns.
2. The maximum size of a round container is 6 in diameter and 10 inches high. For a rectangular box, the dimensions are 5.5' D x 5.5" W x 7" H in order to put two urns fit in a 12x12.12 niche. (*see attached guide*)
3. Urns shall be made of wood or metal.
4. The purchase of the urn and any wording on the urn is the responsibility of the deceased's family.
5. The name of each person whose ashes committed in the Columbarium, along with the full dates of birth and death, shall be listed on the niche covering. No other wording besides names and dates is permitted, and the family or estate of the deceased pays for the engraving. The style and content of the engraving must be in accordance with the church's guidelines.
6. The burial service and interment of the ashes shall be coordinated by the Rector, in close consultation with the family.
7. No permanent flowers or other decoration shall be permitted on or around the niches.
8. The Columbarium shall receive the same care and maintenance as that given to the Graveyard and church grounds.


## MEMORIAL GARDEN GUIDELINES AND REGULATIONS

1. Ashes shall be placed either a) in a biodegradable container which shall then be interred or b) directly into the ground.
2. The maximum size of the container is 9" x 9" x 9".
3. The place of interment shall follow a numbered, sequential "plot" plan adopted by the Burial and Care Committee. Each plot shall be one (1) foot by one (1) foot by two (2) feet deep (1' x 1' x 2').
4. Each plot shall hold no more than two (2) interred containers or cremains. The first interment in each plot shall be at the depth of two (2) feet. Should there be a subsequent interment in that plot, it shall be at the depth of one (1) foot.
5. The name of each person whose ashes are interred in the Garden, with the full dates of birth and death, shall be listed on an individual bronze name plate. This name plate will be attached to a permanent memorial plaque in order of interment. This name plate will be the only individual marker or memorial permitted in the Garden, and shall be purchased and paid for by the church. The memorial plaque will not indicate the location of interment. A permanent record of the exact place of interment for each person shall be maintained by the Church of the Good Shepherd.
6. The burial service and interment of the ashes shall be coordinated by the Rector, in close consultation with the family.
7. No permanent flowers or other decoration shall be permitted on the surface of the plots.
8. The Memorial Garden shall receive the same care and maintenance as that given to the Graveyard and church grounds.

### Changes and Amendments

All purchasers and/or successors shall be subject to the Policy and Regulations herein, as they now exist and as they may be revised and/or amended by the Vestry of the Church of the Good Shepherd. Any questions which may arise concerning the Graveyard, the Columbarium, or Memorial Garden which are not covered in the Application or Policy and Regulations shall be determined solely by the Vestry, with the guidance of the Rector and Graveyard Committee.

Approved by the Vestry of Good Shepherd on Monday, November 2, 2020.

Sr. Warden 

Clerk 

Rector 