

Westfield Baptist Church

Cemetery Rules and Regulations

Section 1: Definitions

- A. **Ownership:** Ownership is defined as right to burial in a cemetery. A cemetery plot owner's rights are contractual and subject to the ordinary rules of this contract. One who is granted a plot in the Westfield Baptist Church cemetery does not acquire ownership of the soil. He/She acquires only a right of burial therein which has been designated as an easement or as a license or privilege. When a plot is granted, the rights of the Grantee are expressed or deemed to be subject to the cemetery rules and or the bylaws/policies of Westfield Baptist Church.
- B. **Cemetery Plot:** The term "plot," is an area of sufficient size to accommodate two adult interments: ten feet by fifteen feet; or one adult interment: five feet by fifteen feet.
- C. **Interment:** The term "interment" shall mean the permanent disposition of the remains of deceased person by cremation and inurnment, entombment, or burial.
- D. **Plot Marker:** The term "plot marker" refers to any means used by the cemetery to locate corners of the plot.
- E. **Footstone:** A "footstone" is a granite stone or flat bronze plaque flush with the ground, or just below, that is inscribed with the name, date of birth, and date of death of the person that is buried in the said plot. It may also include terms of endearment such as, but not limited to, the inscriptions "Mother," "Father," "Son," "Daughter," or "anniversary date." The footstone may also be a Military/VA provided marker. Inscriptions, effigies, or marking shall comply with Policy No. 11 in Section II of this document.
- F. **Headstone:** A headstone or monument is a stone head of the plot extending above ground, usually inscribed with the family name. It can also include individual names, dates of birth and death. The headstone may also include terms of endearment such as, but not limited to, the inscriptions "Mother," "Father," "Son," "Daughter," or "anniversary date." The headstone may also be a Military/VA provided headstone. Inscriptions, effigies, or marking shall comply with Policy No. 11 in Section II of this document.
- G. **Management:** The term "management" shall mean the members of the Cemetery Oversight Committee duly appointed by Westfield Baptist Church for the purpose of conducting the administering the cemetery.
- H. **Member:** A member shall mean an individual who is a member of Westfield Baptist Church.
- I. **Immediate Family:** The immediate family is described as the following: spouse, parent, grandparent, sister/brother, children, stepchildren, and grandchildren of the original plot owner(s). The term is also to include "great" to the above where applicable.

Section II: Cemetery Policy

1. Although there are many plots within the Westfield Baptist Church cemetery that were granted before the writing and adoption of these rules and regulations, no plot, no party and no Grantee shall be exempt from adhering to the cemetery rules and regulations or bylaws/policies of Westfield Baptist Church.
2. A member of Westfield Baptist Church may be issued the right to use one plot in the cemetery after paying the contractual fee as stated in Section II, Policy No. 4. A member may also obtain plots equal to the number of minor children. The only exception to this rule shall be at the sudden passing of a destitute member of the immediate family with the plot purchase approved by the Cemetery Oversight Committee and the fee paid before the burial. The Cemetery Oversight Committee shall have the authority to determine if the immediate family member is truly destitute.
3. A non-member of Westfield Baptist Church may be issued the right to use one plot in the cemetery after paying the contractual non-member fee as stated in Section II, Policy No. 4.
4. The cost of rights to use a plot issued for the purpose of the full body burial and/or interment of inurned or cremated remains for both a member and a non-member shall be separately set by Cemetery Oversight Committee and approved by the membership of Westfield Baptist Church.
5. Use of a lot issued to members or non-members of Westfield Baptist Church for the purpose of interment of inurned or cremated remains shall be governed by Section II, Policy No.15.
6. Issuance of burial rights shall be made by the Westfield Baptist Church Cemetery Oversight Committee.
7. Interment shall not take place until the cost of the use of the plot has been paid in full.
8. At no time may burial rights be sold by the person to whom the rights have been issued. Rather, the burial rights remaining shall be returned to Westfield Baptist Church Cemetery Fund for a reimbursement of purchase price to the members and 50% of the amount paid by non-members.
9. Every grave shall have a minimum of a headstone or footstone (see definition E and F) that is inscribed with a minimum of the name, date of birth, and date of death of the person that is buried in the said grave within six months of the interment:
 - a. **Head Stone Foundations:** The foundation footing under the base stone shall be a minimum of six inches in depth and consist of either a concrete slab, or a mixture of sand and/or ground granite dust with cement (or equivalent). Neither method shall exceed outside of the bottom stone base.
 - b. **Stone Base:** The stone base shall not exceed seven feet in length nor more than 18 inches in width.
 - c. **Stone Height:** The stone height shall not exceed five feet.

- d. **Foot Stones:** Foot stones shall be flush with the ground to reduce maintenance costs and prevent damage to the stone and equipment. “Flush” is defined as being with the lay of the land. Foot stones shall have a minimum size of 8 inches by 16 inches, up to a maximum size of 18 inches by 28 inches. A properly sized foot stones can be used as head stones if the family requests.
10. No monument may be installed in such a fashion that it extends beyond the boundaries of the designated plot or grave, or that will interfere with future grave openings or the movement of the cemetery maintenance equipment. Curbing is not permitted.
 11. No improper effigies or markers, or monuments bearing offensive inscriptions as defined by the Cemetery Oversight Committee shall be permitted to be placed in or upon any part of the Cemetery. And, if any such monument, effigy, or structure whatsoever, or any inscription is placed in or upon any plot, the Cemetery Oversight Committee shall have the right, and it shall be their duty, to enter upon said plot and remove the offensive or improper object. If the removal of such objects incurs any cost, the burial rights owner shall be liable for any and all costs.
 12. Mausoleums are not permitted.
 13. No interments of a body other than that of a human being will be permitted.
 14. Cremated remains must be inurned and interred and may not be distributed into the atmosphere.
 15. Each plot is limited to a maximum of three (3) cremated remains each, and only if planned in advance.
 16. All non-cremated remains interments shall be enclosed in a sealed concrete burial vault.
 17. New gravesites shall be cleaned of dead flowers, wreaths, etc. within fourteen (14) days of burial. Debris shall be hauled away.
 18. **Respect:** It is of the utmost importance that there should be strict observance of standards of honorable conduct in the cemetery. Therefore, all persons within the cemetery should avoid conduct unbecoming a sacred place, such as:
 - a. *Loud or boisterous talking*
 - b. *Idling or loafing on the grounds*
 - c. *Peddling or soliciting the sale of any commodity within the cemetery*
 - d. *Consuming or possessing alcoholic beverages or other illegal drugs on the grounds.*
 - e. *Placing of signs or notices or advertisements of any kind within the cemetery*
 - f. *Placing of lighted objects within the cemetery*
 - g. *Any political demonstration or any disruption of a memorial service.*

Section III: Maintenance Practices, Responsibility and Liability

1. Landscaping and maintenance of the cemetery shall be under the direction of the Cemetery Oversight Committee.
2. Maintenance contracts and schedules shall be set forth by the Cemetery Oversight Committee.
3. Westfield Baptist Church assumes the responsibility for the maintenance of the cemetery grounds. Family members are responsible for maintaining inside the plot in which their loved one is buried; for example, plumbing up leaning monuments and realigning headstones on their bases.
4. The funeral home is responsible for properly opening and closing of graves. When the grave is closed, it must be properly back-filled and packed along with replacing the grass sod so that mowers can operate over the gravesite in the future without damaging equipment. Graves must be backfilled so that it will not sink below the surrounding grade. The gravesite must also be left in a condition that will allow for the proper placement of a headstone or footstone so that the stone will not sink or shift. If the back-filled dirt and sod sinks within a year after the grave closing, it is the funeral home's responsibility to properly fix the gravesite.
5. Westfield Baptist Church assumes no responsibility for damages to gravesites, monuments, markers, etc. that may occur while preparing for a burial in another plot, while work is being done to another plot, from vandalism or any other unlawful act, or from any Act of God that may occur.
6. It shall be the responsibility and liability of the funeral home, grave digger, monument company, or any such company or person who is working in the cemetery to repair, replace, or make good any damages to any other plot that may occur as a result of a mistake or oversight on said person's part.
7. Bottles, toys, figurines, wired flowers, and other objects that might create mowing hazard are not permitted and, if used, will be removed and disposed of by the Cemetery Oversight Committee without notice.
8. Flowers are welcomed at any time of the year in the cemetery. It is however the responsibility of the family member, or whoever placed the flowers, to remove them before they become unpleasant or offensive to view (an eyesore).
9. Glass containers or glass vases are not acceptable as flower holders.
10. There shall be no planting shrubbery, trees, flowers, etc. in the ground of the cemetery. Live plants may be placed in a pot or pots incorporated in the monument for that purpose.