The Church of St. Stephen
of Anoka, Minnesota
dba St. Stephen's Catholic Church
and
Calvary Cemetery

Rules and Regulations

The Church of St. Stephen
Mailing Address
525 Jackson Street
Anoka, MN 55303

Parish Phone 763-421-2471

Calvary Cemetery Address
991 W. Highway 10
Anoka, MN 55303

Rules and Regulations Revision: July 1, 2011
TABLE OF CONTENTS

1.0 RULES AND REGULATIONS - INTRODUCTION ................. 2

2.0 DEFINITIONS ........................................................................ 2

3.0 GENERAL RULES AND REGULATIONS ............................. 3

4.0 LIABILITY ............................................................................ 4

5.0 RIGHT TO BURIAL (Grave) OWNERS ............................... 4

6.0 GENERAL CARE OF CEMETERY ....................................... 4

7.0 BURIALS ............................................................................ 5

8.0 CEMETERY DECORATIONS ............................................. 6

9.0 PLANTING ON GRAVES .................................................. 7

10.0 MEMORIAL MONUMENTS AND MARKERS ................. 7

11.0 LOCATION RESTRICTIONS ............................................. 8

12.0 FLAT MARKERS ............................................................. 8

13.0 UPRIGHT MONUMENTS ............................................... 9

14.0 TRANSFER OF TITLE ..................................................... 9
1.0 RULES AND REGULATIONS - INTRODUCTION

The following Rules and Regulations of Calvary Cemetery have been adopted by The Church of St. Stephen of Anoka, Minnesota dba St. Stephen's Catholic Church ("St. Stephen’s"), located at 525 Jackson Street, Anoka, MN 55303. All Right to Burial owners, all graves sold, and all Cemetery visitors shall be subject to said Rules and Regulations, and further subject to such Rules and Regulations, the Sacred Canons of the Roman Catholic Church, the regulations of The Archdiocese of Saint Paul and Minneapolis, and any amendments, or alterations as established. These rules may be changed or amended as circumstances warrant without notice.

2.0 DEFINITIONS

2.1: The terms "plot" or "lot" shall be used interchangeably and shall apply with like effect to one or more adjoining grave sites.

2.2: The term "interment" shall mean the permanent disposition of the remains of a deceased person in a casket by burial.

2.3: The term "inurnment" shall mean the permanent disposition of the cremated remains of a deceased person by burial.

2.4: The term "memorial" shall include a vertical upright monument or a flat marker. A vertical monument is above ground. A flat marker is level with the ground and is placed at the foot of the grave.

2.5: The term “Cemetery Authority” shall mean the Pastor or the Parish Business Administrator of St. Stephen’s, or its delegates approved by the Pastor or Parish Business Administrator.

2.6: The term "care" shall apply to care provided by St. Stephen’s to the Cemetery grounds.

2.7: The term “Right to Burial” means that the owner has purchased only the “Right to Burial” in a specific grave site. St. Stephen’s retains title ownership of the property.
3.0 GENERAL RULES and REGULATIONS

3.1: Calvary Cemetery of St. Stephen’s operates in accordance with the laws of the State of Minnesota, the Rules and Regulations of the Archdiocese of Saint Paul and Minneapolis, and the Rules and Regulations of The Church of St. Stephen of Anoka, Minnesota.

3.2: Calvary Cemetery is primarily for the burial of members of St. Stephen’s, but is available to any Catholic or his or her non-Catholic family member or relative who desires burial.

3.3: Calvary Cemetery reserves the right to refuse admission to any person or to deny the use of the facilities as its rules, judgment, and tradition require.

3.4: Religious ceremonies other than those of the Roman Catholic Church are not permitted in the Cemetery unless the written consent of the Cemetery Authority has been obtained.

3.5: Calvary Cemetery is open from dawn to dusk every day.

3.6: The use of roads in Calvary Cemetery is reserved for funeral processions, visitors, and maintenance equipment. The roads are not to be used as a throughway between public roads or for any other non-Cemetery related purpose.

3.7: Motor vehicles shall not leave the roadways. Parking on any part of the grass is prohibited because of marker placement, underground sprinkler system, and sprinkler heads.

3.8: An attitude of reverence and quiet must be maintained while on Cemetery grounds. Loud and boisterous talking or any other loud noise is prohibited.

3.9: No food or drink is allowed on the Cemetery grounds.

3.10: Trash shall be placed in the appropriate receptacles.

3.11: Solicitation or the sale of any item on Cemetery grounds is prohibited.

3.12: The placement of signs, banners, posters, or advertising of any kind within the Cemetery is prohibited unless prior written approval is obtained from the Cemetery Authority.

3.13: Firearms are prohibited in the Cemetery except by Honor Guards or Police Officers.

3.14: No pets are allowed.

3.15: St. Stephen’s and Calvary Cemetery strictly prohibit any person from writing upon, defacing, injuring any materials, or damaging the grounds in any manner.

3.16: St. Stephen’s and Calvary Cemetery are not responsible for any loss or theft of any personal property such as flowers, plants, vases, plant stands, flat markers, upright monuments, or damage caused by vandalism, storm, or natural disaster.
3.17: The Cemetery Authority, consistent with Minnesota law, reserves and shall have the right to correct any error that may be made in interment or disinterment, inurnment or disinurnment, or in the description, transfer or conveyance of any grave site. If the error results from the direction or action of the Right to Burial owner, a funeral home, monument dealer, or other party, the cost for rectifying the error will be with the party that caused the error.

4.0 LIABILITY

4.1: St. Stephen’s and Calvary Cemetery expressly disclaim any liability for any injuries sustained by anyone.

4.2: All memorials, flower containers, decorations, and other property placed on a burial space is at the lot holder’s risk with no liability to St. Stephen or Calvary Cemetery.

5.0 RIGHT TO BURIAL (Grave) OWNERS

5.1: Right to Burial owners are granted only the right of interment or inurnment of the grave site(s) purchased. The Cemetery Authority of Calvary Cemetery reserves the right to refuse to permit the interment or inurnment of anyone who was not at the time of death the owner of the grave without written permission from the grave owner with an executed Affidavit For Title Transfer.

5.2: If the Right to Burial owner of the grave is deceased, a burial or a second burial of cremated remains is permitted only if the surviving spouse grants written permission. The law in effect at the time of the Right to Burial owner’s death is used to determine the status and sequence of heirs.

5.3: No grave shall be used for any purpose other than burial of the human dead.

6.0 GENERAL CARE OF CEMETERY

6.1: The perpetual care of the Cemetery is assumed by St. Stephen’s. It includes the care of lawn, trees, shrubs and roadways within the Cemetery boundaries which may be altered or removed at the sole discretion of the Cemetery Authority.

6.2: This care does not include the maintenance of items such as flowers, plants, plant stands, vases, flat markers, upright monuments, and other objects placed upon a grave site. The Cemetery Authority may remove dangerous or offending materials, and it may maintain, repair, or remove markers or monuments at the expense of the Right to Burial lot owner.
7.0 BURIALS

7.1: INTERMENTS

7.1.1: No interment of a body will be made in a grave that is not paid in full prior to the burial.

7.1.2: The Funeral Director must present to the Parish Office a Disposition Permit.

7.1.3: No interment of more than one body shall be made in one grave except in the following situations:

- A parent and an infant child may be buried in the same casket and interred in the same grave site if buried at the same time.
- Two infants may be buried in the same casket and interred in the same grave site if buried at the same time.

7.1.4: An interment of physical remains requires a casket to be placed in a concrete vault.

7.2: INURNMENTS

7.2.1: No inurnment of cremated remains will be made in a grave that is not paid in full prior to the inurnment.

7.2.2: A Certificate of Cremation must be delivered to the Cemetery Authority or Parish Office prior to the burial.

7.2.3: An inurnment of cremated remains requires a container that is placed inside an urn vault at the time of burial.

7.2.4: Inurnment of two cremated remains into a single grave site is permitted. An inurnment of one cremated remains and an interment of one body may be placed in one grave site, if space permits. A fee will be assessed for a second inurnment in a grave.

7.2.5: Two urns may be placed in the same vault only if the burial takes place at the same time.

7.2.6: The scattering of cremated remains is prohibited by the Catholic Church.
8.0 CEMETERY DECORATIONS

8.1 DECORATIONS

8.1.1: Natural decorations such as potted plants in an approved plant stand, cut flowers, or evergreen winter wreaths are preferred. However, natural-looking artificial flowers are permitted.

8.1.2: The Cemetery Authority reserves the right to remove all decorations, both natural and artificial, as soon as they become weathered, unsightly, unseasonal, dangerous, or diseased.

8.1.3: Non-floral decorations and trinkets are not allowed to be placed on a grave site, monument, or marker. The Cemetery Authority reserves the right to remove any unapproved item.

8.1.4: No borders or embellishment enclosures of any kind shall be allowed to be placed around any grave site.

8.1.5: Small commemorative American flags are permitted seasonally, only around Memorial Day, July 4th, and Veteran’s Day.

8.1.6: All winter decorations must be removed by April 1 of each year. All summer decorations must be removed by November 1 of each year. Decorations not removed are subject to removal by the Cemetery Authority.

8.2 PLANT STANDS

8.2.1: An approved plant stand is a solid metal stand anchored in the ground (or in the required cement foundation of a marker or monument as of January 1, 2011) with the space for the plant on top. This does not include shepherd hook plant stands.

8.2.2: As of January 1, 2011, approved plant stands are required to be secured in the 5-inch concrete foundation base alongside the flat marker or upright monument (not directly in ground).

8.2.3: One plant stand may be placed on a single grave flat marker.

8.2.4: Two plant stands may be placed on an upright monument on two adjoining grave sites.

8.2.5: Two plant stands may be placed on a double flat marker over two adjoining grave sites.
8.2.6: The Cemetery Authority reserves the right to remove any plant container or plant stand that becomes vacant, unsightly, or not properly placed.

9.0  PLANTING ON GRAVES

9.1: The planting of shrubs, flowers, or trees is prohibited except if placed by Cemetery Authority.

10.0  MEMORIAL MONUMENTS AND MARKERS

10.1: No memorial may be placed on any grave that is not paid in full.

10.2: Right to Burial owners may place an appropriate memorial according to the specifications listed below on their grave site. All memorials shall have a concrete foundation as specified in either paragraph 12.4 and 13.2.

10.3: All memorials shall be natural granite or marble. No artificial stone of any kind is permitted.

10.4: A bronze Veteran’s marker is permitted. If it is the second marker, it shall be placed directly above the first marker.

10.5: Memorials, monuments, or markers that become dangerous or detrimental to persons may be repaired or removed by the Cemetery Authority at the expense of the Right to Burial owner.

10.6: Memorials may be placed only in the designated areas marked by the Cemetery Authority.

10.7: No memorials, upright monuments, or flat markers may be installed until inspected and approved by the Cemetery Authority. All memorial work must be done in a skillful, artistic, and workmanlike manner and must not offend Christian sensibility.

10.8: No memorials, flat markers, or upright monuments may be installed between November 1 and April 15 without permission from the Cemetery Authority. The right is reserved by the Cemetery Authority to refuse to permit such work unless the grounds are thoroughly settled and in good condition.

10.9: Workers who place or replace memorials or other structures operate as independent contractors, but may do so only with written permission from the St. Stephen’s Parish Business Administrator. Each independent contractor must have insurance coverage, acceptable to St. Stephen’s and shall provide proof thereof prior to commencement of work.

10.10: The Cemetery Authority reserves the right to stop all work of any nature, whenever, in its opinion:
- Proper preparations have not been made;
- Work is not being executed according to specifications;
- Tools and machinery are insufficient or defective;
- Work is being executed in such a manner as to threaten life or property;
- The monument dealer has been guilty of misrepresentation;
- The work violates any Cemetery policy;
- Workers are acting in a manner contrary to the solemn and sacred nature of the cemetery grounds.

11.0 LOCATION RESTRICTIONS

11.1: Restrictions exist on what Section an upright monument can be placed depending on the policies and rules set in place at the time the Section was established.

11.2: Sections One, Two, Three, and Four allow upright monuments, only if space permits.

11.3: Sections Five, Six, and the Baby Section permit only flat markers.

11.4: Sections Seven and Eight allow flat markers and may permit upright markers only in specific rows and lots as predetermined by St. Stephen’s. Consult with St. Stephen’s Parish Office for the approval of placing any upright monument on a purchased grave site. The Cemetery Authority has the right to remove any upright monument that is not placed according to Calvary Cemetery plans and layout configurations for the specified lots.

12.0 FLAT MARKERS

12.1: On a single grave site, a single flat marker of natural granite or marble is permitted. On a grave site with two or three adjoining graves, a double flat marker is permitted.

12.2: A single flat marker may be placed on a grave site in conjunction with a vertical upright monument only in Sections specified by St. Stephen’s as stated in 11.0 above.

12.3: The flat marker sizes shall be as follows:

- A single flat marker shall not exceed 24 inches long (left to right), 12 inches wide (front to back).
- A double flat marker (companion) shall not exceed 42 inches long (left to right), 12 inches wide (front to back). Permission to place a second inurnment marker may be requested from the Cemetery Authority.

12.4: Each flat marker shall be set in a foundation of cement. The foundation’s base shall extend a minimum of 5 inches beyond the perimeter of the flat marker (adding 10 inches to the length and 10 inches to the width).

12.5: The foundation for a flat marker shall be a minimum of 5 inches thick. To hold a plant stand, the cement foundation will include one drilled hole for a single flat marker or two drilled holes for a
double flat marker. The foundation will be built and installed per the specifications approved by the Cemetery Authority.

12.6: The flat marker and foundation shall be centered (left to right) on a single grave site or on adjoining grave sites and in line with the surrounding markers. The foundation may not extend into the grave of another Right to Burial owner.

12.7: A flat marker shall be readable from the foot of the grave.

13.0 UPRIGHT MONUMENTS

13.1: At least two side-by-side adjoining grave sites are necessary for erecting an upright monument. Any proposed upright monument placement must be preapproved by St. Stephen’s according to the location restrictions in 11.0 above.

13.2: Each upright monument requires a vertical tablet, and a base. Each upright monument shall be set in a concrete foundation. The concrete foundation shall extend a minimum of 5 inches beyond the perimeter of the marker (adding 10 inches to the length and 10 inches to the width). The foundation for an upright monument shall be a minimum of 5 inches thick and shall include rebar for support. The cement foundation will include one or two drilled holes for plant stands. The cement foundation will be built and installed per the specifications approved by the Cemetery Authority.

13.3: The overall size of the upright monument including the vertical tablet and base shall not exceed:
   - 42 inches long (left to right),
   - 12 inches wide (front to back)
   - 36 inches high (from the top of the foundation to the top of the vertical tablet).

13.4: The upright monument and cement foundation shall be centered (left to right) on the adjoining two grave sites. The cement foundation and upright monument may not extend into the grave of another Right to Burial owner.

14.0 TRANSFER OF TITLE

14.1: No transfer or assignment of any grave site, or interest therein, shall be valid until approved by St. Stephen’s via an executed Affidavit For Title Transfer and filed in the records of Calvary Cemetery.

14.2: The Right to Burial descends by Will, Trust Agreement, or Statutes of the State of Minnesota.