

# **HOLY GHOST CEMETERY**

## **GUIDELINES**



**The Parish of the Holy Family Church  
4100 Lyell Road  
Rochester, New York 14606  
(585) 247-4322**

**The Parish of the Holy Family Church owns and operates Holy Ghost Cemetery in accordance with the laws of the State of New York and the rules and discipline of the Church. Rules are basically set up in the Parish Cemetery Manual published by the Diocese of Rochester.**

## **CEMETERY CONCERNS**

The church has a special responsibility, indeed obligation, to remember and pray for those who have died. As a parish community, we do this each time we gather for the Eucharist, both Sundays and weekdays. We are also privileged to have a visible reminder of those who have gone before us, our cemetery. With there are many emotions that surround the death and burial of a loved one, there are also procedures that need to be followed.

Grave sites in Holy Ghost Cemetery are available to parishioners of The Parish of the Holy Family and their family members (call the cemetery office for specifics). To ensure good order in the administration of our cemetery, guidelines are necessary. These have been developed and refined over the course of many years to best serve the needs of those who purchase the Right of Burial plots on the cemetery grounds. Everyone who makes a purchase is given a copy of the guidelines which are also available at the cemetery office located at The Holy Family Parish Office at St. Jude, 4100 Lyell Road.

Upkeep of the grounds reflects the dignity that is due those who are buried in our cemetery. We are confident that everyone's commitment to keeping the grounds neat and beautiful assures all families that the resting place for their deceased loved ones is carefully and responsibly maintained.

All who have plots in the cemetery are asked to take responsibility for their respective areas. Please refer to your copy of guidelines to make sure you are aware of what is allowed and what is not. If you exercise regularly on the walk ways in the cemetery, please help us with the disposal of litter. By

working together we will be able to maintain space that gives honor not only to our beloved dead, but to all who visit, pass by and pray for those who are buried in our cemetery.

### **GENERAL RULES**

1. The sale of graves shall be made to those who are catholic and live or have lived in the Parish of the Holy Family, consisting of Holy Ghost, St. Jude and St. Helen. Sale of graves will also be available to their children, grandchildren and great grandchildren.
2. Parishioners may buy for their parents and extended family (spouses are included).
3. The Right of Burial purchase of graves shall be made only through the cemetery office and if a check/money order is to be used for payment, the check/money order is payable to the Parish of the Holy Family; cash may also be used. We regret we do not accept charge cards. Full payment is expected at the time of purchase.
4. At the time of death, one interment fee needs to be paid at the time of the purchasing of grave(s) which will be 50% down payment. However, payments in full must be made before any additional interments are permitted or the placing of a monument.

### **REVISED FEES**

Cemeteries must, by law, set aside enough funds so that, in the distant future, when there are no more graves to be sold and no more burials to take place, the cemetery can operate in perpetuity from the income generated by the principle. Your cemetery board has the obligation to bring in enough income in the present to contribute appropriately to this

“perpetual maintenance fund”, as well as cover ordinary and extraordinary operating costs. These expenses are such things as record keeping and other supervisory responsibilities, mowing and trimming the grass, repairing the road, planting and trimming trees and shrubs, spring and fall clean-up, and filling in sunken graves.

A full burial interment fee is required at the time of burial; an interment fee covers the expense of hiring someone to dig the grave, fills the dirt in over the grave and seeds it afterward. There are also many other miscellaneous and associated costs, including the need to build up a substantial fund for future maintenance.

A cremation interment fee is required at the time of burial; an interment fee covers the expense of opening and closing the graves as mentioned in the previous paragraph. One full burial with 2 cremations will be permitted per grave and only 3 cremations to a grave. Cremations normally buried in occupied graves must be paid fully at the time of purchase.

NO monument or marker shall be erected on any grave(s) until payment has been made in full.

### **LOT AND LOT OWNERS**

Persons desiring to purchase graves should contact the Holy Ghost Cemetery Office for an appointment. All old lot locations are no longer available. It is recommended that the selection be made in person at the site by the purchaser, the family, or their representatives. Graves are the property of Holy Ghost Cemetery and the Right of Burial is issued by Holy Ghost Cemetery Office to the lot owner. Graves will be assigned row by row, in the order in which they are purchased.

Graves are transferable, but only through the Holy Ghost Cemetery Office and must be in writing and notarized. Graves can be sold back to the Holy Ghost Cemetery at the original purchase price plus a \$50.00 transaction fee. This transaction must be in writing and notarized .

It is the duty of the grave owner or representative to notify the Cemetery Office of any change in their post office address or telephone number. Notices sent to the lot owner at the last address in the cemetery records are considered sufficient and proper legal notification.

### **CARE OF LOTS**

The rules will be enforced for the common good of all and the safety of our workers. If you have any questions about what is allowed under these regulations, please contact the Parish Cemetery Office at (585) 247-4322, ext. 100, for further explanation.

The general care of the cemetery is assumed by the management and includes the cutting of the grass at reasonable intervals, the raking and cleaning of the grounds, and the pruning of shrubs and trees that may be placed by the management.

1. The general care assumed by the Cemetery shall in no case mean the maintenance, repair, or replacement of any memorial, placed or erected upon lots; nor doing any special or unusual work in the cemetery. Nor does it mean the reconstruction of any marble or granite work in any section or plot, or any portion in the cemetery, caused by the elements, an Act of God, thieves, vandals, malicious mischief makers, or unavoidable accidents.

2. The Permanent Maintenance Fund is established whereby the Cemetery will hold and invest the principal sum deposited and use the annual income from there to defray the cost of general operation of the Cemetery.

### **RULES AND REGULATIONS FOR CEMETERY DECORATIONS**

These guidelines have been prepared by your Cemetery Board so that you will be aware of its Rules and Regulations for Decorations. They are designed for the protection of all our lot holders and basically provide for a uniformity of planting and decorating that will help develop the beauty of our grounds and not infringe on the rights of other lot holders. The Federal Occupational Health and Safety Act (OSHA) are very specific as to the adequate protection of employees and visitors on our grounds.

Your cooperation in complying with these Rules and Regulations will assure the beauty and preserve the dignity of these hallow grounds.

These rules have been in existence since November 1991 and are now revised and clearly explained as of January 2012.

1. The Cemetery will maintain all landscape features included trees and shrubs, to preserve and maintain landscape features, but will not maintain plants or urns.
2. Plants (annuals and perennials) are allowed only in front of the monuments in a cultivated garden area. They are not to exceed a distance of 18" in front of the monument base. NO plants of any kind are allowed on the sides or to the back of the monument. Plant height should not obscure the inscription of the monument. Edging is permitted if it is kept in good repair.

3. Planting of trees and shrubs by individual lot holders is prohibited.
4. For safety reasons, the placement of crushed stone, wood chips or shells is strictly prohibited. “Artificial flowers and ornaments such as pinwheels, balloons, hanging baskets and all glass items *are not allowed.*” The Board wishes the term “ornaments” to be interpreted in its broadest sense, since the placement of numerous objects on or around the headstone, even when not a safety issue, can detract from the sense of decorum and the reverence which should characterize our Catholic cemetery.
5. “Resin, stone or ceramic *statuary*, urns and approved cemetery lights are permitted within the 18” cultivated garden area in front of the monument. American flags, veteran and firefighter emblems are also allowed within the 18” garden area. However, these items are not allowed to stand alone in the grass, where they can present a problem for those mowing.” The word “statuary” was, when originally adopted, meant primarily to refer to a *religious* statue, appropriate for the grave of a Catholic Christian. The Board asks that, in line with the restriction on ornaments mentioned above, any statuary placed in the garden area be appropriate and in good taste. Final judgment will be that of the Cemetery Board.
6. Permanent metal vases are allowed for placement of fresh flowers. **WARNING:** Glass containers are strictly prohibited and will be removed by the cemetery maintenance personnel.

In the newly created Cremation Garden, no plants or decorations of any kind will be permitted on the graves.

7. Plants and flowers should be cared for. All withered or dead plants are to be removed. Easter decorations are permitted until Memorial Day. Winter decorations are permitted November 1<sup>st</sup> to April 1<sup>st</sup>.
8. Funeral flowers will be removed by the Cemetery maintenance person one week after interment.
9. Please place your trash in the receptacles provided.

These rules must be observed for the common good of all and the safety of our workers. Violations will be tagged. The Holy Ghost Cemetery Board reserves the right to remove items if they are not in compliance.

The Cemetery Board thanks all those who have generously cooperated with our continued efforts to improve the appearance of our parish cemetery.

## **MEMORIALIZATIONS GUIDELINES**

### **RIGHT OF MEMORIALIZATION**

Lot holders or their successors in burial rights have the right to erect a memorial subject to the space on the lot and in accordance with the rules of the cemetery.

### **DESIGN OF MEMORIALS**

1. The design, inscriptions and overall appearance must maintain the sacred nature of the cemetery. The dominant theme must be of a religious nature, as characterized by a Christian cross, picture of Jesus, the Holy Family, doves or other readily recognized religious theme.

2. The design must edify and encourage those who view it. Names should be clearly visible. Designs must be in good taste and should have a positive meaning for people who knew the deceased in his/her lifetime.
3. The design must not detract from the sacred nature of the cemetery. Designs and inscriptions can reflect the human spirit and character of the deceased but must have no negative connotations which can be construed by anyone, whether acquainted or not, as other than complimentary and charitable.
4. Any subsequent lettering or inscription work, after the monument is set, requires a permit which is available at all monument dealers.

### **DIMENSIONS OF MEMORIALS**

1. The size of an upright monument is determined by the square footage of the lot. The width (greatest horizontal dimension) should be proportionate to the width of the lot. The height of the monument from grass level of the foundation to the top of the monument should not exceed four and a half feet. It is recommended that the face of the monument should not exceed 15% of the square foot area of the lot and that its width should not exceed 60% of the width of the lot.
2. The following specifications are recommended for Flat Markers:
  - Single flat marker (2 ft x 1 ft x 6 inches)
  - Double flat marker (3 ft x 1 ft x 2 inches)
3. All memorial foundations are constructed by Holy Ghost Cemetery to insure quality of workmanship and long term durability. An Application to Erect a Memorial (foundation order) and a sketch must be received,

processed and approved by the Cemetery Board prior to constructing the foundation. Foundation work will occur during favorable weather conditions, typically between mid April and mid October.

4. Memorials can be erected only if the lot is paid in full. When the foundation is completed, the Cemetery will notify the monument dealer, who should set the stone within 30 days.
5. The materials for monuments and headstone must be of first quality granite, which carries at least a 5-year guarantee. Artificial colorings of any kind are not permitted.
6. Memorials are the personal property of the lot holders. The Cemetery will be held harmless for all acts including but not limited to vandalism and acts of God. However, the Cemetery is responsible for the safety of visitors and employees and will take action to correct hazardous situations caused by damaged, loose or tipping stones.

## **REGULATIONS FOR THE CREMATION GARDEN OF HOLY GHOST CEMETERY**

The Holy Ghost Cemetery Board has prepared these guidelines so that you will be aware of its regulations. These rules are designed for the protection of all our plot holders. They provide for a uniformity that will enhance the beauty of our grounds and not infringe on the rights of other plot holders.

1. Because of special layout of the plots, this Cremation Garden is a NON-PLANTING section of the Cemetery. Therefore, sod removal, plantings or gardens of any kind are not allowed. The Cemetery itself will maintain all landscape features, including trees and shrubs.

2. No objects of any kind, except for the grave stones, may be placed on individual plots. Appropriate seasonal decorations will be provided by the Cemetery.
3. Your cooperation in complying with these rules will assure the beauty and dignity of the Cremation Garden. Any objects that violate the regulations described in this document will be removed.
4. Cremation Garden plot sizes: Each plot accommodates two 12" urns.  
Flat Monument size: 12 in. x 24 in.  
Slant Monument size: 30 in. wide, 18 in. high, 10 in. deep  
Layout maps are available at the Cemetery Office located at 4100 Lyell Road, Rochester, New York, 14606.

Revised 12/13/16