

**CONSTITUTION AND GUIDELINES FOR ST. JOHN CEMETERY**  
**ST. JOHN CEMETERY, OSGOOD, INDIANA**

St. John Cemetery, Osgood, as a part of the parish property, is owned by the Archdiocese of Indianapolis.

St. John Parish, Osgood, assumes responsibility for the maintenance and upkeep of the cemetery. Any decisions concerning the maintenance and improvement of the cemetery are made by the Pastor/Parish Life Coordinator in consultation with the Cemetery Board and the Parish Council.

It is the responsibility of the Pastor/Parish Life Coordinator and the Parish Council of St. John Parish to appoint a Cemetery Board to care for St. John Cemetery.

**OFFICE PERSONNEL:** A member of the Office Staff will have the responsibility to:

- Keep an accurate map of the cemetery.
- Keep an accurate record of the sale of graves.
- A member of the Cemetery Board will oversee the opening and closing of the graves.

**COST OF GRAVES:**

- The selling of the graves will be handled through the parish office.
- The cost of a grave is \$300.00 for parishioners and \$400.00 for non-parishioners.
- A receipt will be given to each person who purchases a grave site. The parish or the Archdiocese should be given the right of first refusal to repurchase burial rights.
- The Parish Council will establish the cost of graves.
- Payment for graves will be made to St. John Church.
- If the purchaser of a grave is a non-parishioner, the buyer is asked to give the names of two persons who can be contacted in case the grave is not used.
- Graves shall be numbered and sold consecutively.

**CEMETERY FUNDS:**

- Cemetery Funds are reported to the Archdiocese of Indianapolis each year.
- A minimum of \$4,000 will be kept in the Cemetery Fund for mowing and general maintenance. This minimum balance will always be maintained.

**CEMETERY GUIDELINES:**

- The Cemetery will be open from sun up to sun down.
- No solid stone slabs over gravesites will be permitted except those already in place in the Cemetery.
- No permanent structures, other than headstones and parts thereof, may be erected at gravesites.

- It is preferred that all military footstones placed on the grave should be on the back of the headstone. Otherwise, it is to be placed at ground level at the foot of the grave.
- All monuments must fit on the allotted 4'x 2' foundation for each plot. (8 'x 2" for double plots). Monuments are the property of the deed holder, and St. John Parish assumes no responsibility for the upkeep of said monument, but does reserve the right to remove or alter any monument that has become unsightly and/or injurious to the appearance of the cemetery.
- The planting of trees, shrubs or bushes is prohibited, except as landscaping approved or done by the Cemetery Board.
- Flowers from a funeral will be removed after two weeks if not removed by a family member.
- If sod needs to be replaced or grass seed sown, the Cemetery Board will see that the work is done.
- Permission is needed from the Parish Office to set any marker at the Cemetery.
- The first week of April every year will be designated as "Clean Up Week." Family members are asked to clean up around the family site. Anything left unattended or unsightly will be disposed of by the Cemetery Board.

**CONSTITUTION:**

The Pastor/Parish Life Coordinator and Cemetery Board with the approval of the Parish Council of St. John Parish, Osgood, have written the Constitution for the Cemetery and have the authority to change the Constitution.

The Cemetery Board and Parish Council shall review the constitution periodically and make any changes required. Such changes will be reported to the parish by means of the parish bulletin.

March 17, 2017