

**Summary of Burial Guidelines & Cemetery Policies**  
**For St. Matthew's Churchyard**

**Monuments and Markers:**

1. In order to minimize monument damage and to facilitate efficient maintenance of the grounds, we respectfully suggest flat stone markers, or metal monuments not exceeding 18" wide x 30" long. These are placed into the ground so that the top exposed surface is flush with the surface of the grave site.
2. Above-ground monuments may be placed with prior approval by the Vestry. The Vestry may consult with the Churchyard Appearance Committee and retains the right to respectfully decline monument designs. We will try to work with any design issues that arise in order to meet the needs of all concerned. No more than 2 above-ground monuments are permitted in any full body burial plot.
3. Repair, replacement, removal or other alterations to existing monuments or markers are subject to approval by the Churchyard Appearance Committee. If an existing monument or marker is in need of repair, the Committee will attempt to contact a family member associated with that marker. There is no obligation by the Committee to repair or replace any monuments or markers, but if such action is deemed necessary, and the family is unavailable, the Committee may take action on behalf of St. Matthew's.

**Memorial items:**

1. Memorial gifts to the Churchyard Maintenance Fund are always gratefully received.
2. Those wishing to make memorial gifts of permanent items for the churchyard (e.g. trees, bushes, benches) should consult with the Churchyard Appearance Committee, which advises the Vestry on the suitability and location of all such items. No guarantee of the viability of any plantings can be given.
3. Temporary items, such as potted plants, cut flowers, flags, and other small memorabilia, may be left at the grave site, subject to approval by the Churchyard Appearance Committee. Such items must allow for normal maintenance of the grave and may be removed or relocated if they impede maintenance. It is recommended that containers for floral arrangements be retrieved within one week. Once plants and seasonal decorations have faded, they will be removed. Artificial floral decorations are not permitted.

**Summary of fees to accompany application:**

<b>Application for:</b>	<b>Fee</b>
Whole body burial	\$500
1st cremation burial in whole body site	\$500
2nd or subsequent cremation in whole body site	\$200
Cremation in Memorial Garden	\$200
Cremation in Scatter Garden	\$200

Approved by the Vestry of St. Matthew's Episcopal Church, Hillsborough, NC, 6/24/08.

Revised by the Vestry, 7/22/2014

**St. Matthew's Episcopal Church**  
**Burial Guidelines & Cemetery Policies**

**General Statement**

The grounds of St. Matthew's Church are especially important to its parishioners and, indeed, to the community at large. The grounds have historical significance, serve as a final resting place, and offer a place for quiet reflection. They also serve as a bird sanctuary and provide horticultural beauty. The grounds' history and ambiance are wedded to the house of worship which rests in its midst, further emphasizing the need for their proper care and preservation.

**Categories of Eligible Persons**

Three categories of persons shall be eligible for burial in the cemetery, subject to the approval of the Rector and Vestry:

- (1) All active baptized members of St. Matthew's, as well as their spouses and minor children. An active member is one whose membership is recorded in the parish register, who takes communion three times per year (unless reasonably prevented) and who gives regularly of time, talent or treasure for the furtherance of the mission and ministry of the parish.
- (2) Spouses of persons previously buried in the cemetery.
- (3) Persons to whom, or for whose benefit, specific commitments for burial have been approved by the Vestry prior to the adoption of this policy.

Persons not covered under the above three categories and who can demonstrate strong ties either to St. Matthew's or to relatives buried in the churchyard may petition the Vestry for special permission. Following such a request, the Rector, with the approval of at least five Vestry members, shall be authorized to determine eligibility.

**Please Note:**

**Because there is uncertainty about the health of the trees in the cemetery, the Vestry has agreed that St. Matthew's will enter into a two-year study of the impact on the trees. This will help us to determine the number of burial plots that are available in the cemetery. During this study period, beginning January 2021, the Vestry will not consider new non-member requests for full body burials. We will still take applications for cremated remains in the full body plots.**

**Emergency Authorizations**

In the event of an emergency, the Rector and two members of the Vestry may authorize burial in the cemetery.

## **Application for Burial Site**

Prior to the allocation of burial space in St. Matthew's cemetery, formal application must be submitted, with separate application for each individual burial. Each application must be accompanied by a fee of two hundred dollars (\$200) for cremation burial or five hundred dollars (\$500) for whole body burial, refundable if the application is rejected. If the application is for the burial of cremated remains in a full body site, the first application fee shall be \$500; subsequent applications for burial of cremated remains in that full body site (up to five) shall be \$200 apiece. This application fee does not transfer title of land and is exclusive to the person in whose name the application is made. Except in emergencies, all applications will be presented to the Vestry at its next scheduled meeting.

Application forms may be requested from the parish office. Persons for whom this fee causes undue hardship may request a waiver by petitioning in writing to the Vestry of St. Matthew's.

Requests for burial sites which have been approved *before* the adoption of the document by Vestry action remain in effect. No further application is needed and no application fee is required.

If it is decided at a later date that burial in St. Matthew's cemetery is not desired, such assignment may be relinquished upon receipt of written request from the person for whom the assignment was made; in this event, the application fee, if paid, will be refunded.

## **Interment**

In the section of the cemetery represented on the map drawn in 2004, burial sites can accommodate full body or cremation remains; however, in the interest of conserving precious space, cremation is the suggested option. This will usually allow for more than one burial (for example, husband/wife; parents/children) in the same burial plot. Up to either (a) six urn burials or (b) one whole body plus two urn burials in a four foot by seven foot gravesite are permitted. The Memorial Garden can serve as a final resting place for burial following cremation. Only in the older part of the cemetery will space for whole body burial be provided.

"Green Burial" practices as set forth by the Green Burial Council are permissible but not required. This means that interment does not require use of caskets, containers or vaults.

## **Memorial Garden**

Burial of cremated remains in the Memorial Garden is subject to all provisions of this policy statement (including the \$200 application fee), except as follows:

- (1) Only the burial of cremated remains is permitted. Ashes must be in a biodegradable container or no container.
- (2) No specific location within the Memorial Garden may be reserved for burial. Markers and mementos may not be placed to locate specific burial sites, nor are locations of actual burial sites tracked for future reference.

- (3) In lieu of other monuments or markers, uniform 9"x3" bronze plaques may be installed around the Memorial Garden seat wall on which may be inscribed the name and the dates of birth & death of persons buried there. All arrangements for the purchase, text layout, production, and installation of such plaques are handled by the family, through the following company:

Ron Bartholomew  
Durham Marble Works  
1501 Morehead Ave/P.O. Box 3535  
Durham, NC 27702  
Phone (919) 810-5772  
barthsr@aol.com

We will strive to accommodate requests for vertically adjacent plaques for spouses. All other decisions about the precise location of plaques are determined by the order in which requests are made. As of April 2018, the cost for such plaques is \$327.88 (incl. tax), but the price may fluctuate over time.

### **Scatter Garden**

Cremated remains may also be scattered in the Scatter Garden along the north wall of the churchyard. The application fee is \$200. Please consult the Churchyard Appearance Committee regarding markers or plaques for those whose ashes are in the Scatter Garden.

### **Opening and Closing Graves**

#### **Cremated Remains:**

Customarily the church sexton opens and closes grave sites for the burial of cremated remains at a charge of \$75.00. Alternatively, families can contract with a licensed Funeral Service for this service.

#### **Full Body Burial:**

The family will contract with a licensed Funeral Service to open and close graves for full body burial. Church staff will assist in site identification.

### **Grave Monuments**

We value the beauty and nature of our churchyard. In order to minimize monument damage and to facilitate efficient maintenance of the grounds (e.g. mowing), we respectfully suggest flat stone or metal monuments not exceeding 18" wide x 30" long, placed into the ground so that the top exposed surface is flush with the surface of the grave site.

Above-ground monuments may be placed with prior approval by the Vestry. The Vestry may consult with the Churchyard Appearance Committee and retains the right to respectfully decline monument designs. We will try to work with any design issues that arise in order to

meet the needs of all concerned. No more than two above-ground monuments are permitted in any full body burial plot.

Since above-ground monuments increase the cost of maintaining the grounds, a one-time maintenance fee of \$250 is required for each above-ground monument placed in the cemetery, whether a head or foot stone.

Formal Vestry acceptance of the application and payment of fee are required prior to the placement of any permanent markers. Above-ground monument application forms may be requested from the parish office.

### **Memorials, Plantings and Flowers**

1. Memorial gifts to the Churchyard Maintenance Fund are always gratefully received.
2. Those wishing to make memorial gifts of permanent items for the churchyard (e.g. trees, bushes, benches) should consult with the Churchyard Appearance Committee, which advises the Vestry on the suitability and location of all such items. No guarantee of the viability of any plantings can be given. Nor, can the church guarantee the future land use of such planting locations. The church retains the right to repurpose any of the land on the property.
3. Temporary items, such as potted plants, cut flowers, flags, and other small memorabilia, may be left at the grave site, subject to approval by the Churchyard Appearance Committee. Such items must allow for normal maintenance of the grave and may be removed or relocated if they impede maintenance. It is recommended that containers for floral arrangements be retrieved within one week. Once plants and seasonal decorations have faded, they will be removed. Artificial floral decorations are not permitted.

(Adopted by Vestry – April 24, 2001)

Revised version approved by the Vestry – October 24, 2006

Revised version approved by the Vestry – July 22, 2014

Revised version approved by the Vestry – August 17, 2021

BURIAL INFORMATION FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

IMMEDIATE FAMILY (Name, Address, Phone #, Relationship):

Persons to be notified at time of death in addition to above  
(Executor, attorney, etc.)

Who of the above will be responsible for your affairs?

Preference for Burial (cremation, full burial, other specific instructions):

Preference for Funeral Service:

Designation for Memorial Gifts:

Other Information:

**Individual Burial Site Request – St. Matthew’s Church**

**Please use one form per person**

**Date:** \_\_\_\_\_

**Name of person making application:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Application is being made for (name):** \_\_\_\_\_

**Relationship to applicant (e.g. self, spouse, child):** \_\_\_\_\_

**Additional family member who could be contacted in future years:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Category of Eligibility:**

\_\_\_\_\_ 1. Active member of St. Matthew’s Church, spouse or minor child

\_\_\_\_\_ 2. Person to whom specific commitments for burial have been made  
by the vestry prior to the adoption of 2014 Burial Guidelines

\_\_\_\_\_ 3. Spouse of person previously buried in the churchyard

\_\_\_\_\_ 4. Others who can demonstrate strong ties either to St. Matthew’s or to relatives  
buried in the churchyard (please provide details below).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Fees pertinent to subsequent choices are found in the last section of this document.)**

**Interment:** whole-body burial \_\_\_\_\_ cremation \_\_\_\_\_

**Requested Site**

Grave \_\_\_\_\_ (if known: Section # \_\_\_\_\_; Gravesite # \_\_\_\_\_)

Memorial Garden \_\_\_\_\_ Plaque below spouse \_\_\_\_\_

Name of spouse \_\_\_\_\_

Scatter Garden \_\_\_\_\_

**Fee(s) to accompany this request:**

- Whole body burial \$500
- 1<sup>st</sup> cremation burial in whole body site \$500
- 2<sup>nd</sup> or subsequent cremation in whole body site \$200
- Cremation in Memorial Garden \$200
- Cremation in Scatter Garden \$200

**Applicant should sign:** “I have received a copy of St. Matthew’s “Burial Guidelines and Cemetery Policies.”

**(Signature)** \_\_\_\_\_

**Date of Vestry approval:** \_\_\_\_\_

ccs: Applicant, Church Office, Cemetery Committee

**Application for Placement of Grave Monument  
In St. Matthew's Churchyard**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

**Proposed Location of Marker:** Plot #: \_\_\_\_\_

Gravesite #: \_\_\_\_\_

**Description of Marker\*** (including dimensions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company which will be setting the monument:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

\*Application must be accompanied by a \$250 check if the monument requested is not flush to the ground.

Flat markers that are exempt from the \$250.00 application and fee process should be flush to the ground at the time of their placement and no portion of the marker (such as a bronze plaque mounted on stone) should exceed 1" in height.