

**Rules and Regulations
of the Catholic Cemetery
of
The Church of Saint Mary of Milaca
645 3rd Avenue SE
Milaca, Minnesota 56353
320-983-3255**

To ensure the sacred character of the cemetery operated by The Church of Saint Mary of Milaca, in accord with the mind and traditional practice of the Catholic Church and to establish and maintain good order, the following rules and regulations are in effect.

CEMETERY CARETAKERS

- a) The Cemetery Caretakers, a group of parishioners appointed by the pastor, are responsible for the operation of the cemetery in accordance with these rules and regulations explained here. The pastor has overall responsibility.

SALE OF CEMETERY EASEMENTS FOR PURPOSE OF BURIAL

- a) Easement for the purposes of burial purchased at the time of death MUST be paid in full. In case of hardship, the cemetery board may make an exception if requested in writing.
- b) Easements purchased before death MUST be paid in full at time of purchase. Upon purchase, a receipt will be kept on file in the parish office guaranteeing the right to burial in the cemetery.
- c) By state law, no lot Easement may be resold to a third party. They may only be transferred back to the cemetery for a refund of the original purchase price.
- d) All Easements purchased in advance must be assigned to particular individuals and cannot be transferred.
- e) The number of Easements for the purposes of burial to be purchased by a family at one time will be at the discretion of the cemetery board.

GRAVES

- a) Burial in the cemetery is restricted to human burials only. No burials of animals.
- b) Graves are limited to one monument or marker per grave.
- c) There shall be no curbing or railing around the grave.
- d) Metal or concrete, or of other approved composition, outer containers (vaults) are required for each casket.
- e) Urn vaults are required for all cremated remains. Cremation vaults measure approximately 18"x15"x15."
- f) The cremated remains of two individuals or one casket and the cremated remains of one individual may be placed in one grave with the approval of the cemetery board and written

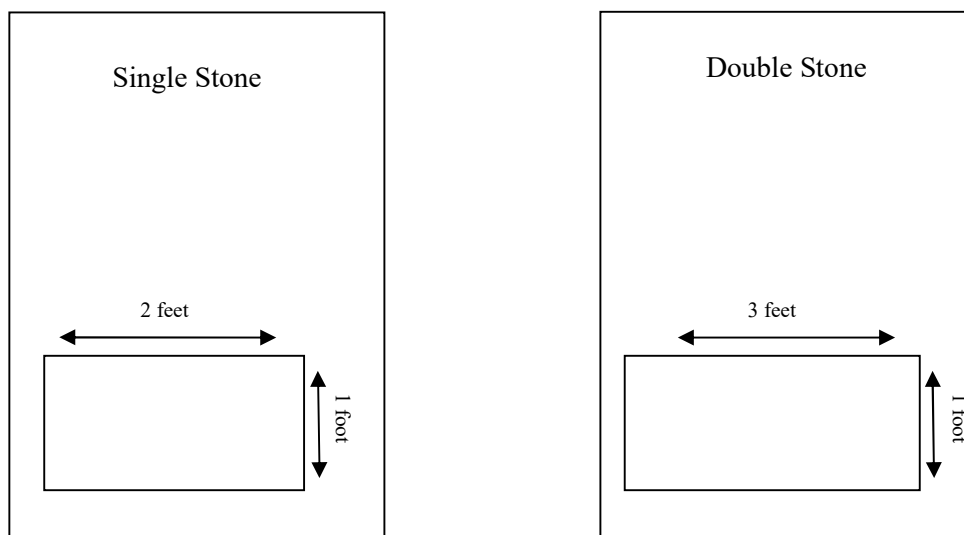
approval of the easement holder or their direct heir. Only one 1'x3' footstone will be allowed for both people buried.

CASKET AND CREMATION BURIALS

- a. In the northwest section of the cemetery, one is standing facing to the north. These people are buried with the head to the north. A husband is to the west (left) of his wife.
- b. In the southwest section of the cemetery, one is standing facing to the south. These people are buried with the head to the south. A husband is to the east (left) of his wife.
- c. When there are two cremation burials in one grave, the first vault is placed closest to where the footstone will be, and the second vault is put farthest from the footstone. There is no special placement for the husband or the wife's vault.

MEMORIAL REQUIREMENTS

- a. All stones are footstones, not headstones. The tops of all footstones are to be level with the ground.
- b. **Footstones for single graves (one person buried) shall be one foot by two feet (1'x2').**
Footstones for two people in one grave shall be one foot by three feet (1'x3').
Two names may be placed on a single (1'X3') footstone that covers one grave space. The husband's name is to the left of his wife's name.
- c. Footstones shall be placed upon a proper foundation in accord with industry standards to sufficiently support them; and they shall be placed in line with the others in the same row.
- d. Concrete footings for footstones must extend to a minimum of four inches around the four sides of the stone. The concrete must be put around the stone by the monument company making the footstone before it is brought out the be placed in the cemetery.
- e. Memorial stones will be placed in a landscape position. Please see example below:



MATERIALS

- a) All memorials, including flush markers, are to be constructed of First Quality "Certified" SELECT granite and are to be in accord with the Monument Dealers Agreement which must accompany all stonework applications. Approved bronze markers are also acceptable. Use of any other proposed material is subject to the approval of the cemetery board. Any materials that do not meet the standards set by the cemetery board will be rejected.
- b) The memorial dealer must guarantee that the memorial will be free from flaws, defects, tool marks, rust stains, or discoloration impervious to standard cleaning procedures, and guarantee that the memorial will not check or crack and guarantee the replacement of same be made if such faults occur within a period of five (5) years.
- c) Any stonework showing knots, evidence of doctoring, iron likely to disfigure or stain, or a tendency to create a dirt pocket and spall off shall not be accepted.
- d) Artificial coloring of any type is prohibited. Therefore, stonework that is artificially colored with the use of chips or glass, or by gold leaf and any other chemical additives, including paints may not be used.
- e) Marble will not be permitted by the cemetery except in the case of duplicating.
- f) Pictures of deceased loved ones are not permitted except in the case of duplicating. In that case, they must accord with the following:
 - a) All pictures must first be approved by the cemetery board.
 - b) Only portraits of the deceased are allowed. Head or bust only.
 - c) Size must not exceed 3.5" x 5", 1.5 to 2.0 millimeters thick and must have a stainless steel core with inorganic pigment coating. The picture must be recessed into the face of the monument and must be flush.
 - d) Ceramic, porcelain, glass, or other injurious materials used in conjunction with a picture will not be permitted.
 - e) The cemetery shall not be liable for any resulting damage to a memorial in conjunction with adhering any picture.

DESIGN

- a) The cemetery board reserves the right to review and approve or disapprove a memorial in view of size, design, or inscription based on good taste and Roman Catholic teaching and discipline. The design of a memorial, i.e., the carving, drawing, scene, etching, insignias, etc., must be in keeping with the religious nature of the cemetery. Memorialization is not a private/personal matter. It becomes a public statement when installed on cemetery grounds. Therefore, it must refer to the Catholic doctrine and beliefs on death, resurrection and eternal life.
- b) Every memorial must have a cross either sculptured, cut, or engraved in proper proportion to the stonework. Such a cross must be of noteworthy size and may be enhanced by floral carvings or other decorations which do not compete with or detract from the cross. This regulation excepts those memorials which are cruciform in design.

- c) When duplicating a memorial which has no cross or religious symbol, the new memorial must have a cross or feature a religious design. These religious symbols maintain the Catholic in our Catholic Cemetery.
- d) Nature scenes may be approved if they are generally and readily recognized as depicting God, eternal life, resurrection, heaven, etc. Such nature scenes may not include human forms and must be used in conjunction with a cross which must be present and prevalent.
- e) Secular designs which are meaningful to a particular family may be approved if they are small and not prominent in relation to the cross which must be present and prevalent. Secular designs must not compete with the cross in size or meaning.
- f) Secular designs representing one's vocation and/or avocation should be in the size and location of the dates of birth and death, generally at the bottom of the stone.
- g) Requests for nature scenes and secular designs must be accompanied by an exact scaled drawing of the scene, design, etching, carving, etc. A full-size drawing may be requested in questionable cases.
- h) Requests for unusual nature scenes and all secular designs must be accompanied by a written statement of the source, meaning, and personal significance of the design/symbol and its relation to the doctrines of the Catholic Church.
- i) No copyrighted material, brand names, or sports teams will be allowed.
- j) [A bust etching of the deceased must be proportionate to the memorial and not overwhelming or in competition with the religious design/symbol.]
 - a. BAS-RELIEF – designs may include bas-relief sculptured carvings.
 - b. FULL-FACED – If such sculpture is to be full-faced, then relief is to be not less than 2.5".
 - c. PROFILE – If such sculpture is to be profile, then relief is to be not less than 1".
- k) There are specific criteria for cremation monuments in cremation sections and for monuments in children's sections. The cemetery board should be consulted.
- l) BAS-RELIEF – designs may include bas-relief sculptured carvings.
 - a. FULL-FACED – If such sculpture is to be full-faced, then relief is to be not less than 2.5".
 - b. PROFILE – If such sculpture is to be profile, then relief is to be not less than 1".
- m) All sculptured carvings must be inspected by and have the approval of the cemetery board before permission is given to set at gravesite.

INSCRIPTIONS

EPITAPHS

- a) Must be in harmony with the doctrines of the Catholic Church and be approved by the cemetery board.
- b) Should be from Sacred Scripture or from a liturgical or approved common prayer of the Catholic Church.
- c) Must be of limited wording.

- d) All epitaphs – even Biblical sources – must be identified as to source. An epitaph from a secular source or from a personal choice of wording must also include a written explanation of its relation to doctrines of the Catholic Church submitted to the cemetery board.
- e) Nicknames must either be on the same line and between the first and last name of the deceased and displayed in quotes or be on a separate line under the deceased's name and in quotes and of a smaller lettering size than the size of the deceased's name. The cemetery board reserves the right to determine the acceptability of nicknames used on memorials.

NAMES

- a) Only the names of the person(s) [to be] buried in a particular lot are permitted on the monument or marker. Exceptions must be approved by the cemetery board and may include:
 - a. Name(s) of deceased spouse buried in another location
 - b. Immediate family members of the deceased (parents, children, siblings).
- b) Monuments may be permitted to be erected for individuals not buried in the particular lot if the human remains of the individual are non-existent or are buried on foreign soil causing undue hardship to visit the grave. In these cases, the words "In Memory of" are to be included on the monument or marker and a legal death certificate supplied to the cemetery board.

DATES OF BIRTH/DEATH

- a) Memorial dealers must submit an "Application to Erect Memorial" form whenever they are inscribing the dates of birth and/or death on a previously installed memorial. Whether the dealer was contracted to do this work at the time of the original purchase of the memorial or is presently being contracted by the family or funeral director, an appropriately completed form must be approved by the cemetery board before performing this work.

MEMORIAL WORK GENERAL RULES

- a) The cemetery board reserves the right to prescribe and approve the type of material to be used, as well as the propriety of the design, and the proportions of the dimensions of the memorial to be erected. The parish reserves the right to establish rules restricting, abolishing or specifying markers, monuments or other structures of a certain description, design, size or material.
- b) The cemetery board reserves the right to establish the days and hours when a memorial may be delivered to the cemetery. All memorial work outside of normal hours shall be arranged with the cemetery supervisor. Memorial work is to be suspended if an interment is taking place in the immediate vicinity until such services are completed.
- c) The location and position in which a memorial is to be placed or erected on a lot shall be entirely subject to the approval and under the supervision of the cemetery supervisor. Cemetery sections and lots are specifically designed for either monument (above ground) or marker (ground level) memorials.
- d) Full purchase price of the lot Easement and other fees must be paid in full prior to placement of any memorial.

- e) Memorials may be installed on a lot when the purchase price of such lot Easement and any other charges relating to such lot/ each grave have been paid in full. Requests for exceptions/consideration of particular circumstances must be directed to the cemetery board.
- f) Memorial dealers must abide by the rules and regulations of the cemetery now in force or hereafter adopted in the erection or installation of the memorial work.
- g) Memorializing by design, symbol, inscription, epitaph, etc. is permitted only on the portion/face of an upright monument where one's graves are located.
- h) Memorials shall be permitted once an application for stonework has been submitted, with a sketch showing design in detail, ornamentations, all dimensions of stonework, type of finish of exposed surfaces and any inscription exactly as they will appear on the finished product, and such application has been approved in writing by the proper cemetery authorities. Memorial dealers are responsible for obtaining the written approval from the cemetery board.
- i) Memorial designs must submit a proper authorization from the person requesting the erection of a memorial and/or certain related work as part of the application process.
- j) All stonework must be performed in accordance with the location, specifications and sketch as outlined in the application to erect memorial and is subject to the approval of the cemetery board prior to its placement.
- k) If, in the opinion of the cemetery board, the completed memorial should not comply with said rules and regulations or approved application, it will, at the written request of the cemetery board, be removed immediately by the dealer to correct any errors or deficiencies without cost to the cemetery.
- l) In the event that through oversight, error, or other reasons, violations of the memorial work policy have occurred, a precedent is not set and such violations shall not be repeated.
- m) No memorial, once erected, may be removed from the cemetery by the memorial dealer without written permission of the lot Easement holder, or, if deceased, the legal heir(s)/agent(s), and written approval of the cemetery board or court order.
- n) When a memorial becomes in a state of disrepair and liability to the safety of lot Easement holders, visitors or staff, the cemetery board reserves the right to initiate appropriate action.
- o) No member of the cemetery board or parish staff shall be personally interested directly or indirectly in any business connected with the erection of private mausoleums, monuments, vaults, etc., nor shall they recommend the employment of any particular firm.
- p) Memorial dealers may not solicit memorial sales or memorial work with the cemetery nor are advertisements in any form allowed on stonework in the cemetery.
- q) The cemetery board reserves the right to construct all foundations and to perform certain related work.
- r) The cemetery board reserves the right to issue, under separate cover, detailed regulations and instructions and policies pertaining to the type, size, quality, material and design of memorials, and inscriptions installed in the cemetery. Those detailed regulations, instructions, and policies and all amendments are hereby made a part of these stonework rules and regulations.

- s) All memorials placed in the cemetery shall be at the risk of the lot Easement owner or the legal heirs/agents. The cemetery will be held harmless for acts including but not limited to vandalism and acts of God.

CARE AND DECORATIONS

- a) There shall be no planting, curbing or railing around the grave, and the planting of shrubs, bushes, trees, annuals or perennials around graves is prohibited.
- b) The Cemetery Caretakers shall be responsible for backfilling sunken graves and other maintenance matters.
- c) Special maintenance can be the responsibility of the family of the deceased.
- d) All plants (real or artificial) placed on graves must be in an urn/pot on a pipe stand or in portable planters which can be moved for mowing.
- e) All artificial wreaths, emblems, statues, etc. (that are not in an urn/pot or portable planter) that were placed on graves for Memorial Day, must be removed by June 10, after which date the Cemetery Caretakers may dispose of them. Throughout the summer they are authorized to remove any bouquets, plants, fresh or artificial flowers which become unsightly, or any small artificial arrangements, statues, etc., that are left at the grave site after June 10.
- f) Prohibited cemetery decorations include but are not limited to: lights (not in a pot), pictures, boxes, shells, toys, windchimes, wind spinners, windmills, whirligigs, glassware, sprinkling cans, bird feeders and similar articles. Prohibited items may be removed by the Cemetery Caretakers. Items removed by the Cemetery Caretakers will be taken to St. Mary's rectory garage unless the item is broken or in poor condition at which time it may be disposed of at the Cemetery Caretakers discretion. Items may be claimed by contacting the parish office.
- g) Planters, urns, and pipe stands must be removed by September 15.
- h) Items not removed by September 15 will be removed by the Cemetery Caretakers and brought to St. Mary's rectory garage. Items can be claimed by contacting the parish office. Items will be kept for a short while then disposed of.

CARE AND MAINTENANCE

- a) Maintenance of the monument or grave marker shall be the responsibility of the family of the deceased.
 - a. Items included but not limited to: Vandalism, settling, tipping and/or acts of nature resulting in damage to the monument or marker; or said items causing the monument or marker to become a safety issue.
 - b. If no family is found, repairs will be made at the discretion of the cemetery board.
- b) The Cemetery Caretakers shall be responsible for the re-seeding of the cemetery grounds and the leveling of lots that have settled due to normal ground settling.
- c) A percentage of monies collected from the sale of Easements will go towards maintenance of grounds, plantings, and overall beautification and improvement of the cemetery.

RULES OF CONDUCT

PLANTING

- a) There shall be NO planting at the gravesites. The planting of shrubs, bushes, trees, annuals, or perennials is strictly prohibited, except those that are in approved plant urns attached to the monument.
- b) Potted plants may be placed at the gravesite.
- c) All flowers and plants, including artificial, are to be removed no later than two (2) weeks after the events for which they were placed, except in the case of Memorial Day, where they must be removed by June 10th.
- d) Any plantings (real or artificial) or other placed items are subject to removal and disposal if they become unsightly or hinder the care and maintenance of the grounds.

GRAVE DIGGING

- a) No grave shall be opened without the prior consent of the cemetery board or other authorized representative.
- b) The Easement holder or the family shall be responsible for the costs of the opening and closing of the grave, and for leaving the site in a neat and presentable condition in accordance with the rules and regulations of the cemetery.
- c) No burials are allowed on the lot lines. Graves must be dug and the footstones must be placed by a bonded cemetery service company.
- d) Levels of the lots shall not be raised, nor mounds allowed over the graves.
- e) The contracted gravedigger's responsibilities are:
 - a. Open the grave.
 - b. Remove the dirt from the gravesite for the funeral.
 - c. Close and fill the grave with dirt to be packed or tamped with sod replaced on the top, when possible.
 - d. Dispose of the excess dirt in a location specified by the cemetery board.
 - e. Use planking when necessary to avoid damage.
- f) The Cemetery will not authorize payment to the gravedigger for opening and closing of the grave until the cemetery board representative has signed and approved the voucher. The cemetery board representative will sign an approval for the gravedigger only upon satisfactory completion of the grave closing in accordance with these rules.
- g) If a family chooses to move any buried remains from the cemetery of The Church of Saint Mary of Milaca to another location, written permission must be first be obtained from the pastor or the Cemetery Caretakers. The labor and expense involved in the move is the sole responsibility of the family.

OTHER RULES AND REGULATIONS

- a) No loitering, loud noise, smoking, drinking, or littering is allowed.
- b) Damage done to lots, walks, driveways, trees, fences or other property by dealers, contractors, or by individuals at the cemetery shall be repaired by approved competent

people under the supervision of the Cemetery Caretakers and the cost paid by those responsible.

- c) The current rules and regulations must be observed regardless of what rules were in force at the time the Easement was obtained. The Church of Saint Mary of Milaca reserves the right at any time and from time to time to change, amend, alter, repeal, rescind or add to these rules and regulations and any part thereof, or to adopt any new rule or regulation with respect to its cemetery or anything pertaining thereto.

As amended February 19, 2025.

GLOSSARY

CEMETERY COMMITTEE: The Cemetery Committee, a group of parishioners appointed by the pastor, are responsible for the operation of the cemetery in accordance with these rules and regulations explained here. The pastor has overall responsibility.

EASEMENT/PLOT/GRAVE: Designated space located within the cemetery property which individual(s) may purchase the ability to place remains after death. These terms may be interchangeable throughout these regulations.

MEMORIAL STONE/FLAT STONE MARKER: A flat stone that will be placed at the foot of the grave.

BAS-RELIEF: An artistic technique that involves lightly carving a design into a surface (making the picture look raised up from a flat background).

FULL-FACED: All the face visible, facing directly at someone or something.

PROFILE: Face viewed from one side.