

**SAINT JOHN THE BAPTIST  
ANTIOCHIAN ORTHODOX CHURCH CEMETERY**

Establishment, duties and responsibilities, of the Cemetery Team and methods of operation, and responsibilities of the Cemetery Team under the direction of Saint John the Baptist Antiochian Orthodox Church, Post Falls, Idaho – a sub-Team of the Parish Council of Saint John the Baptist Antiochian Orthodox Church.

**ADMINISTRATION**

- A. The Cemetery is placed under the charge of the Cemetery Director, who shall, with the approval of the Parish Priest and Parish Council, hire all labor for its maintenance and operation. Wages, if applicable, are to be fixed by the Parish Council. The Director is chosen by the Parish Priest and Parish Council.
- B. The Cemetery Director and Cemetery Team shall oversee and care for the cemetery, shall enforce all rules adopted with respect thereto; maintain order upon the premises thereof; supervise all work and workmen thereon. The Cemetery Director shall keep a record of all interments and disinterments. Such record shall show the plot and block involved, the name, age, sex, nationality, cause of death, date and place of burial of those interred. He/she shall work with the families of the reposed, in selecting the location of the grave and with any other needed assistance regarding the burial.

**RECORD KEEPING**

Upon the appointment of his or her successor, the Cemetery Director shall deliver to the successor or Parish Council, all records, documents, books and other property in his or her possession belonging to the cemetery.

**DIRECTING WORK**

All work in the cemetery shall be done with the knowledge of the Parish Priest and Parish Council and under the direction of the Cemetery Director.

**PLOT SELECTION**

- A. All plots shall be selected subject to the rules and regulations now in force or which may hereafter be adopted and shall be used for no other reason than for the burial of the human dead. Amputated extremities shall be treated on a case by case basis, as decided by the Cemetery Director and Parish Priest.
- B. There will be no charge for the plot.
- C. No transfer or assignment of any plot shall be valid or recognized without the consent in writing of the Cemetery Director and priest of the Parish.
- D. In the case of a married couple, a plot immediately next to the reposed spouse will be held in reserve for the use of the other.
- E. No double or triple burials will take place within the same plot (stacking).
- F. Burial plots will be assigned at the time of death with no previous assignment or reservation. Exceptions will be made for spouses of those buried and living parents of minor children who are buried, if desired.

## **PERPETUAL CARE**

Monies donated to the Cemetery will be deposited into a Restricted Cemetery Fund and will be managed under the direction of the Cemetery Director, Parish Treasurer and Parish Council. Said funds may only be used for capitol improvements and maintenance of the cemetery grounds, except in the case of extreme urgency, as decided by a General Parish Meeting.

## **INTERMENT PROVISIONS**

- A. No interment will be permitted, nor shall any body be received for burial, unless a proper certificate be furnished to the Cemetery Director or Priest, setting forth the name of the deceased; the residence of the deceased at the time of death; the name of the nearest relative of the deceased; and the time, place and cause of death.
- B. The reposed must have been either a practicing member *in good standing\**, of Saint John the Baptist Antiochian Orthodox Church, their current spouse or minor child. Determination of standing will be made by the Parish Priest, with the Regional Bishop making the final decision in controversial or appealed cases.
- C. No Cremated remains will be interred within the Cemetery grounds. Exceptions may be made in extraordinary cases to be determined by the Parish Priest, and ultimately, in appealed or controversial situations, the Regional Bishop.
- D. Only one (1) interment shall be made in the grave, except that of a parent and infant, or two (2) children may be placed in one casket.
- E. No disinterment shall be made without the knowledge and approval of the priest and Cemetery Director and with written consent of the nearest relative of the reposed, his/her surviving spouse and/or members of the immediate family, if available.
- F. The Parish of Saint John the Baptist Antiochian Orthodox Church shall not be liable for any damage done to any casket during burial or disinterment.
- G. The Parish of Saint John the Baptist Antiochian Church shall not be held liable for any mistake made in neither the issuance of the interment permit nor any mistake of identity of the person interred. The Parish of St John the Baptist Antiochian Orthodox Church shall not be held liable for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size or location of the plot where interment is made.
- H. No interment, disinterment, or removal shall be permitted on Sunday, however, that when a death was caused by contagious disease and the health officer has ordered interment within twenty-four (24) hours after death, such interment may be made on such day. The Parish Priest and Cemetery Director will make other exceptions to this rule when necessary.
- I. Plots are also available for practicing members in good standing of Saint Nicholas and Christ the Savior Antiochian Orthodox Churches in Spokane, Washington, and Holy Myrrhbearers Antiochian Church in Bonners Ferry, Idaho, with the consent of the Priests of all parishes, and given that all of the other provisions set herein are met. The Regional Bishop shall have final authority in cases of disagreement or appeal.

\* (See Antiochian Archdiocesan Constitution, Article 3, Section 1A and 1B for definition)

## **CHARGES**

The charge for opening and closing of graves shall be set at the time of burial and are subject to the provider of such services. The family of the deceased pays fees for such services to the provider.

## **LINER PROVISIONS**

The depth of the graves shall be as dictated by industry standards, as provided by licensed and accredited vault companies engaged by the family of the deceased. The Cemetery Director will closely supervise this aspect of burial. All graves shall be lined with cement liners.

## **GRADES, MARKING, FENCE PROVISIONS**

- A. No enclosure of any nature such as fences, copings, hedges or ditches shall be allowed upon or around any plots, lots or blocks.
- B. Each block in the cemetery shall be marked by an iron pin or pipe at each corner set level with the grounds.
- C. Grave mounds shall not be permitted, nor shall plots be raised above the established grade. Graves shall receive the same general care as other parts of the lawn. The grass is to be cut and the leaves and debris raked off at the same time that the remainder of the lawn is cleaned.

## **MONUMENT AND MARKER RESTRICTIONS**

- A. All monuments and grave stones shall be placed upon foundations built of solid masonry, which shall not be less in size than the base of the lower base of the structure and which shall be of sufficient depth in the opinion of the Director to support the monument. There shall be constructed a collar of concrete six (6) inches maximum, four (4) inches minimum, wide around the base, at the bottom of each monument, the top of which shall be flush with the surrounding ground level.
- B. All stones of insufficient thickness to stand-alone shall be properly doweled to their base.
- C. The base of all monuments shall be cut so as to set fairly level on foundations.
- D. The family of the deceased shall provide a permanent grave marker, for all interments within 6 months of burial. Following this time, the Cemetery Team may, at its discretion, place markers on plots that are not marked by a monument or grave stone. Markers that will retain their original condition indefinitely shall be deemed permanent markers.
- E. Permanent grave markers made of wood or containing plastic are prohibited. Wooden Crosses, not to exceed three (3) feet, will be permitted on a temporary basis, with the approval of the Parish Priest and Cemetery Director.
- F. The Parish of St John the Baptist Antiochian Orthodox Church shall not be liable for any personal property damages or bodily injury resulting from raised lettering, carving, or ornaments of any monument or other structure.
- G. Shall any monument, effigy, structure, or any inscription or sign be placed upon any plot, which is in the opinion of the Priest, Cemetery Director, and Parish Council, offensive, improper, or unsightly, the Cemetery Directory has the right and authority to remove the same from the cemetery grounds.

- H. Permanent monuments and gravestones, made of stone or bronze, shall either be in the form of a Cross, or shall have a Cross engraved into the surface thereof. The monument height shall not exceed four (4) feet. Freestanding, cross-shaped, monuments shall not exceed five (5) feet in total height, and eight (8) inches in width.
- I. Headstone monuments that are engraved with the names of a married couple, may span the gravesites of the married couple should they be buried next to each other.
- J. Mausoleums are strictly prohibited.

**FLOWERS AND SHRUBS**

- A. No trees or shrubs shall be planted, pruned or removed without the consent of the Cemetery Director. The Director and Cemetery Team shall have full authority to prune, remove, plant or transplant any trees, or shrubs deemed necessary.
- B. All flowers, shrubs and trees will only be planted within designated areas and with the permission and knowledge of the Cemetery Director and Cemetery Team.
- C. Flowers and small plants may be planted within not more than 1 (one) foot of the front of the gravestone. The planted area is to be kept neat, trimmed and weeded by the family, or will be prohibited on that particular plot. The Cemetery Director and Team shall determine compliance.
- D. Permanent Vigil Lamps may be placed within the section of the plot designated for flowers and small plants.
- E. The Parish of Saint John the Baptist Antiochian Orthodox Church shall not be liable for the removal or destruction of gravestones, markers, monuments, vigil lamps, flowers, or any personal property within the cemetery grounds.

## **ORDINANCE**

An Ordinance creating a Cemetery Team in the Parish of St John the Baptist Antiochian Orthodox Church, Post Falls, Idaho – providing for the number of members thereof; their terms of office, their mode of appointment and defining duties of such Team; and creating a cemetery fund:

### **Section 1.**

There is established a Cemetery Team for the Parish of Saint John the Baptist that shall consist of no less than five (5) members who will receive no salary. The Parish Priest of St John the Baptist shall appoint three (3) members from his parish and two or more shall be appointed by priests of Holy Myrrhbearers, Christ the Savior, and St Nicholas churches. Members of the Team shall also be removed by decision of their respective priests and/or parish councils. There shall be no term limits of Team members. The Cemetery Team is fully under the auspices of the Priest and the Parish Council of St John the Baptist Antiochian Orthodox Church.

The Cemetery Director shall submit an Annual Report for consideration at the Annual meeting of the General Parish. In cooperation with the Treasurer of the parish, the Director will be made aware of a cemetery financial report at each monthly meeting of the Parish Council.

The Cemetery Team shall have the power to make rules and regulations for the proper conduct and operation of the cemetery of the Parish and such rules and regulations shall be subject to the approval of the Parish Priest, and, if necessary, the Regional Bishop.

The duties and responsibilities of the Cemetery Team shall be as follows:

1. To oversee the operation of the Parish Cemetery land and services on behalf of the general parish;
2. To assure that, in all ways, the cemetery is operated in an efficient and yet reverential way;
3. To assure that the parish is kept informed about the state of the cemetery in order that contributions to the Cemetery Fund are adequate to ensure care of the facilities into perpetuity;
4. To assure that the cemetery records are kept current and are protected into perpetuity;
5. To assure that staff are available to accomplish maintenance and operational tasks at the cemetery;
6. To assure that an inventory of plots, lands, buildings and equipment is kept and maintained;

7. To assure that the minutes of the Cemetery Team Meetings are kept and copies of same are available to the General Parish;
8. To submit an annual report of cemetery activities to the General Parish at the parish's annual meeting (usually in November);
9. To create and recommend to the general parish for adoption a master plan for development of cemetery lands and facilities.
10. The Cemetery Team shall not financially encumber the general parish without the prior approval of the Parish Council.

## **Section 2.**

### **Cemetery Fund**

There is hereby created a special fund to be known as the Cemetery Fund, which shall be kept by the Treasurer of the Parish of St John the Baptist, under the advisement of the Parish Council, and separate from other monies of the General Parish. Such monies are to be used exclusively for the maintenance and care of the Parish Cemetery of Saint John the Baptist, and all monies for the use and benefit of said cemetery should be kept in said Cemetery Fund. In the event of a parish emergency or shortfall, an urgent parish meeting may be called for the purpose of transferring funds from the cemetery fund into the general parish fund.

**Section 3.**

This ordinance shall take effect and be in full force upon its passage, approval and publication.

Read, signed and approved by the Parish Priest this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

**Signature of the Parish Priest** \_\_\_\_\_

2012 Revisions passed by the Parish Council and approved by consensus this

\_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_.

**Signature of the Parish Council President** \_\_\_\_\_

**Signature of the Parish Council Vice-President** \_\_\_\_\_

**Signature of the Parish Council Treasurer** \_\_\_\_\_

**Signature of the Parish Council Secretary** \_\_\_\_\_