

POLICY FOR OPERATING ST. JOHN'S LUTHERAN CEMETERY

St. John's Lutheran Church, 52233 Range Road 221, Sherwood Park, Alberta (Ardrossan) owns and operates a cemetery for the benefit of its own membership. Membership is defined in accordance with Article IV of the Constitution of St. John's Lutheran Church.

1. (a) There shall be a cemetery committee composed of a minimum of three members. The chairperson of this committee shall be the duly elected Church Council member responsible for the Property portfolio. The committee members shall be members of St. John's.

(b) This committee shall be responsible to the Church Council under whose supervision it operates.
2. There shall be a separate Cemetery Fund that shall be used for the sole purpose of cemetery operation and maintenance. All cemetery expenditures shall be made at the discretion of the committee and within the limits of the cemetery fund. Council must approve additional funds.
3. The Cemetery committee is responsible for the maintenance of the cemetery. The Cemetery committee shall **not** be responsible for the repair (eg. slumping of grave, sunken headstone, fallen headstone, etc) of individual graves. This shall be the responsibility of the family or the estate of the deceased. The Cemetery Committee will review specific concerns and initiate remedial action.
4. (a) Every member of the congregation shall be entitled to a grave plot free of charge. However, donations will be appreciated.

(b) The surviving spouse of a deceased member may request in writing to reserve an adjacent grave plot at the time of the death of the spouse. The request shall be made within one month of the death of the spouse. The cemetery committee will review on a 5-year basis each such reservation in order to ascertain that the reserved plot is still required.

(c) Reservations of grave plots will **not** be accepted from non-members unless it is the surviving spouse of a member. A non-member that reserves a plot must pre-pay the plot.

(d) Reservations of Grave plots by members for non-members will **not** be accepted.
5. Grave plots may **not** be pre-purchased but may be purchased to meet an immediate need by:
 - (a) Former members of the congregation who are no longer living in this district
 - (b) Non-members who are immediate relatives of current members.
- 5a. Non-member spouses may request to reserve an adjacent grave plot at the time of the death of a deceased non-member that is to be buried in our Cemetery. The request shall be made in writing within one month of the death of the non-member. The cemetery committee will review on a 5-year basis each such reservation in order to ascertain that the reserved plot is still required.
All applicable fees (see attached Fee Schedule) must be paid at the time the plot is reserved and within one month of the death of the non-member.
6. The Church Council, at the recommendation of the Cemetery Committee, shall set purchase prices of grave plots. These prices shall be reviewed annually prior to the end of the congregation's fiscal year.
7. (a) The Cemetery committee shall make the arrangements for member and non-member grave openings and closings. The costs incurred shall be borne by the family or the estate of the deceased.

(b) The Cemetery committee shall have the authority to determine the placement of all new grave plots.

Reinhard Dunse
Chair, Church Council,

8. Grave

- (a) Grave coverings shall be seeded to grass at the direction of the Cemetery Committee after the grave has settled.
- (b) Flat Grave Markers are recommended. Grave Markers must be installed within two years of the funeral. No grave marker or tombstone shall be erected without the approval and consent of the Cemetery committee.
- (c) Engravings shall be consistent with the approved practices and doctrines of the Evangelical Lutheran Church in Canada.
- (d) Vaults made of concrete or other approved material shall be required for all regular graves. Arrangements for vaults shall be made with the funeral director.
- (e) A maximum of two caskets (stacked) or three cremation urns shall be permitted in a regular grave plot. One urn shall be permitted in an existing grave.
- (f) A maximum of two urns shall be permitted in a cremation plot.
- (g) Regular grave plot sizes shall be 4 feet 5 inches by 9 feet 5 inches. Cremation plots shall be 24 inches by 30 inches.
- (h) Regular grave openings shall be 39 inches by 90 inches by 90 inches deep. Cremation openings shall be 10 inches in diameter by 24 inches deep.

All dimensions shall be pursuant to the regulations of the Alberta Cemeteries Act.

9. (a) All burials within this cemetery shall be conducted consistent with the approved practices and doctrines of the Evangelical Lutheran Church in Canada.

(b) No burial rites in addition to those approved by the church council shall be permitted in this cemetery.

10. (a) Pursuant to the Alberta Cemeteries Act, (Section 13) a Field of Honour shall be established for the burial of former members of Her Majesties Armed Forces. This shall contain 10 contiguous grave plots per acre of fenced cemetery.

(b) Pursuant to the Alberta Cemeteries Act, (Section 13 (3)) burial of indigents and unclaimed bodies shall be done in the next adjacent plot in the unoccupied section of the cemetery. No special area shall be allocated for indigents. Costs of this shall be applied as per Section 13 (3) of the Act.

These Cemetery Policy guidelines shall not supersede any regulations governing the operation of a cemetery as laid down by the Province of Alberta.

Dated January 26, 1992.

Revised January 30, 2000

Accepted by Congregation: January 30, 2000

Posted on Bulletin Board: April 20, 2000

Reinhard Dunse
Chair, Church Council,

FUNERAL ARRANGEMENT PROCEDURES

FUNERAL ARRANGEMENT FOR MEMBERS

No fee shall be levied for the burial services of all members funerals conducted from the church. However, donations will be accepted.

1. Member contacts the Pastor, any Council member, or the cemetery committee.
2. Contacted person calls the pastor, a member of the Council and a member of the cemetery committee.
3. Pastor confirms date, times and funeral requirements.
4. Cemetery committee to:
 - notify Faithful Helpers,
 - reserve Church facilities,
 - arrange for organist, if requested
 - mark and stake selected plot,
 - arrange for grave digging. If possible, one member of the Cemetery Committee should be present during the digging of the grave.

The cost of digging is invoiced to the church, which in turn collects from the estate.

Note: There may be additional costs if the grave is in a reserved location.

5. At least one council member and if possible, one member of the Worship and Music Committee should be in attendance at the funeral. Duties include:
 - unlocking doors, turn on the lights and sound system,
 - operating the sound system, if necessary,
 - setting up extra seating, if required,
 - putting up hymn numbers,
 - receiving the burial permit,
 - turn off sound system and lights and locking up.

FUNERAL ARRANGEMENTS FOR NON – MEMBERS

Funeral fees for non-members shall be paid in advance of the funeral.

1. Non-member contacts the pastor or any council member, or cemetery committee member.
2. Contacted person calls the Pastor, a member of the church council and a member of the cemetery committee.
3. Pastor confirms date, times and funeral requirements.
4. Cemetery committee to:
 - notify Faithful Helpers,
 - reserve basement facilities, if requested,
 - arrange for an organist, if requested,
 - mark and stake selected plot,
 - arrange for grave digging. If possible, one member of the Cemetery Committee should be present during the digging of the grave.

NOTE: The required fees (ie. For the plot, the grave digging, the organist, and for the church facilities) are to be paid in advance, in accordance with the Cemetery Policy Fee Schedule. There may be additional costs if the grave is in a reserved location.

5. At least one Council member should be in attendance at the funeral. Duties include:
 - unlocking doors, turn on the lights and sound system,
 - operating the sound system if necessary,
 - setting up extra seating, if required,
 - putting up hymn numbers,
 - receiving the burial permit,
 - ensuring the church has been properly cleaned up,
 - turn off sound system and lights and locking up.

Reinhard Dunse
Chair, Church Council,

SAMPLE OF LETTER SENT TO A NON-MEMBER AS THE RECEIPT OF FUNERAL COSTS

St. John's Lutheran Church
52233 Range Road 221
Sherwood Park, Alberta

Date:

Dear Friend:

Please accept our deepest sympathies at the recent loss of your loved one. We are pleased that we are in a position to assist you in providing a final resting place for you loved one. If we can provide any other assistance, please contact our Pastor at 922-3443.

This letter will serve as your receipt in the amount of \$ _____ covering the marker deposit for Plot # _____. This deposit is refundable providing that a marker is installed within two years of the interment date. Flat Markers are recommended. In the event that a marker is not installed by that date, the deposit will be applied to the cost of installation of a marker with you being responsible for any cost overruns.

This receipt also covers the amount of \$ _____ to cover the cost of the grave plot, rental of church facilities, and organist, including the G.S.T.

Should you have any questions regarding the enclosed information, please do not hesitate to contact us.

Again, we extend our sincere condolences to you and your family. May God be with you at this time.

Yours truly,
St. John Lutheran Church

Chairman/ Secretary

Reinhard Dunse
Chair, Church Council,

FEE SCHEDULE

The Fee Schedule is to be reviewed annually (Date of last review: February 20, 2005)

Funeral arrangement for Members:

- \$ 100.00 for the Organist
- Actual Cost of Grave Digging
- Plus GST

Funeral Arrangement for non-members:

- \$ 1500.00 for regular plot
- \$ 800.00 for cremation opening
- \$ 500.00 deposit for flat marker
- \$ 150.00 for Church basement facilities
- \$ 100.00 for Organist
- Actual Cost of Grave Digging
- Plus GST

GST shall be charged on all Goods and Services.

Reinhard Dunse
Chair, Church Council,