



I
am the
RESURRECTION
and the
LIFE.

He who
believes in
me will
LIVE,
even though
he dies.

John 11:25

ST. ANN CEMETERY

PASTORAL HANDBOOK
REVISED JULY 1, 2011

TABLE OF CONTENTS

<u>ITEMS</u>	<u>PAGE</u>
From the Pastor	1 - 2
General Principles	3
Grounds Keeping	4
Foundations	4
Monuments – General	4
Monuments – Section G	5
Monuments – Section D	5
Funeral & Burials	5
Other	5 - 6
Frequently Asked Questions	7 - 8
Diagram of Grave Site (Attachment 1)	9
Burial Privilege Certificate (Attachment 2)	10
Price List (Attachment 3)	11
Cemetery Map (Attachment 4)	12

FROM THE PASTOR

This **Pastoral Handbook for Saint Ann Cemetery** is the third publication of our Parish Cemetery. Our first publication was the **Operating Handbook** which has enabled our staff to improve the operations of our cemetery, and our second publication was the **Contractor Handbook** which has enabled the companies which do business with our cemetery to comply with our policies and procedures.

What is the Purpose of a Pastoral Handbook?

For some years now the rectory staff, and I have repeatedly encountered situations which have been more difficult than they had to be when we were serving the families of our deceased members – whether at the time of death or after the time of burial. There has been a great deal of learning which has gone on among both the ordained and the lay staff of our parish, and I think that the time has come to pass on some of what we have already learned through our ministry to you by way of a handbook which addresses the pastoral needs of those who have to make decisions about funeral services and the disposition of the earthly remains of those who have died.

Think When You Can, Not When You Can't

As your pastor, I think that the most helpful pastoral think I can say to you regarding death and burial is: **think when you can, not when you can't**. So many times folks have not done the work to become familiar with the matters about which they will one day **have to** make decisions. Do not wait until you are in the state of acute grief and are unable to think clearly before you have to take in, digest, and decide matters which none of us can avoid. I encourage each of our families to do the loving and responsible work of pre-planning for the certain reality of death and for its inevitable aspect of caring for our mortal remains in a manner which is worthy of these Temples of the Holy Spirit which await the Resurrection of the Dead.

Elimination of Parishioner Discount

As of July 1, 2000, we will eliminate the existing discount for members of our parish. Why? After consultation extending over more than 12 months I have decided that it is in the best interest of Saint Ann Cemetery to eliminate the existing parishioner discount, while giving sufficient notice to our members so that they may purchase Burial Privilege Certificates prior to this decision taking effect.

This process of consultation included: The Archdiocesan Office for Catholic Cemeteries, the Archdiocesan Office for Financial Services, the Chancery Office of the Archdiocese, officials from various Parish Cemeteries, the Pennsylvania Catholic Conference, our Parish Financial Council, our Parish Pastoral council, our Parish Staff, and all of the members of our Parish by way of a Parish Town Meeting regarding the cemetery on March 23, 1999.

Last Spring, I accepted the recommendation of our Parish Finance Council for a long-term financial plan to remedy the serious under funding in the Perpetual Care Fund for Saint Ann Cemetery. One component of this plan was having a single price structure for all those who make use of our parish cemetery.

Acknowledgments

I want to acknowledge and thank our Parishioners, our Parish Staff, our Parish Pastoral Council, our Parish Finance Council, officials from the Archdiocese of Philadelphia, and officials from the Pennsylvania Catholic Conference who have helped us identify some fundamental issues involved in cemetery management. We are well into the process of clarifying the spiritual, legal, and financial responsibilities of Catholic cemetery management. Finally, I want to acknowledge our newly formed Parish Cemetery Committee for the help they are already providing in managing and maintaining this important aspect of our parish life.

A Work in Progress

We intend this first edition of the *Saint Ann Cemetery Pastoral Handbook* to be of direct service both to our parishioners and to others who already have or who will have an interest in our Parish Cemetery.

We look forward to your comments regarding this new publication. Working together we can continue to improve the quality of our stewardship which we render both to God and to our neighbors in the Communion of Saints.

Principles, Policies and Procedures

General Principles

St. Ann Parish Cemetery is committed to the principle of financial independence from general Parish operations. The Parish is committed to operating the cemetery in an efficient and prudent manner, within the context of its primary Pastoral Mission.

All income derived from cemetery operations, including, but not limited to, lot sales, service fees and fund raising will be used exclusively for cemetery operations, improvements to cemetery buildings and grounds, and to provide for perpetual care.

Parish collections and other Parish fund raising activities will not be used for cemetery operations, unless specifically dedicated by the donor.

In order to promote management and administrative efficiency, some parish resources will be used for both general and cemetery purposes, when such common use is deemed to be prudent by the Pastor and the Finance Council.

Overview

This handbook is a by-product of the Operating Handbook which covers all phases of Cemetery Operations, including legal, financial and contractor matters. The Pastoral Handbook is mainly addressed to people who use St. Ann's Cemetery or people who are interested in purchasing Burial Privileges.

St. Ann's Parish Cemetery has been serving Catholics for many generations. During that time many changes in policies, procedures and practices have occurred. The Pastoral, Contractor and Operating Handbooks attempt to reconcile contemporary policies and procedures with past practice. Occasionally, this may cause some confusion for people who have become accustomed to past practices. We encourage you to bring any questions you have concerning our cemetery's principles, policies and procedures to the attention of our office staff.

The Cemetery Office is located at 502 S. Main Street, Phoenixville, PA 19460. The phone number is 610-933-3732. Office hours are Monday through Friday, 9:00 AM to 4:00 PM

Grounds Keeping

1. Easement Rules (See Page 10 – Attachment 2 – Burial Privilege Certificate)
2. The following are prohibited: flowers, trees, shrubs or other in ground plants; Vigil lights; Flower boxes; Ornaments or idolatry (contrary to the Catholic view of life or death).
3. Previously planted flowers, trees or shrubs, which have become overgrown must be removed or trimmed by the lot proprietor. If this is not done, the Cemetery Office will remove the overgrown planting after attempting to contact the proprietor.
4. St. Ann Cemetery staff will be responsible for all grounds keeping work.

Foundations:

5. Holders of a Burial Privilege Certificate can choose to have a foundation (See Page 9) installed on their own lot by an independent contractor or monument dealer if the foundation installer follows prescribed rules and procedures.
6. Holders of a Burial Privilege Certificate can choose to have St. Ann Cemetery Foundation Contractor install a foundation on their lot (See Page 11, Attachment 3 for current price list)

Monument – General:

7. All monuments may have an appropriate religious symbol. Artwork must be appropriate to the Catholic Church and its traditions.
8. St. Ann Cemetery office must approve in writing any of the following ornamentation before they are applied to a new or existing monument: Waterproofing; Lithochrome; Portraits or pictures; Enameling; Bronzing; color ornamentation.
9. Urns, vases, freestanding crosses, bronze markers and bronze emblems are prohibited.
10. Upright soft marble monuments are prohibited.
11. Government markers can be installed only if they approved by St. Ann Cemetery and the appropriate Government Order Form are on file with the Cemetery Office.
12. Holders of a Burial Privilege Certificate are responsible for the maintenance of markers and monuments; as well as straightening, repairing or removing any monument or planting which is a hazard to visitors or cemetery workers. If they or their descendents are not known, St. Ann Cemetery assumes that responsibility.
13. The following are prohibited: Coping, Fencing, Curbing, Hedging, or lot enclosures of any kind. St. Ann Cemetery reserves the right to remove these structures without prior notice.
14. Memorials can be removed from the Cemetery only with written permission of the Cemetery accompanied by a request signed by the Burial Privilege Certificate holder.
15. St. Ann Cemetery is not responsible for loss or damage caused by acts or events beyond its reasonable control – acts of God, vandalism, malicious mischief, etc.
16. All monuments in section C must have sawed backs.
17. Monuments can occupy no more than 50% of the horizontal plane at the head of the lot and may not exceed 4 foot high and must be at least 8” thick.
18. Monuments must be centered on the lot.
19. One monument per lot, which must be upright – slant markers are prohibited.
20. Flush monuments will be permitted only on end graves – except for government markers.
21. Baby sections monuments may not exceed 1’10” long x 10” wide x 4” high.

Monuments - Section G:

22. One monument per lot, which must be upright - slant markers are prohibited.
23. Monuments must be 2 feet 6 inches x 8 inches x 2 feet high; or 3 feet x 8 inches x 2 feet high.
24. 6-inch monuments are prohibited.
25. Monument Base size may not exceed 3 foot 10 inches and must have a sawed back - Planter holes in the base are prohibited.
26. Civilian Flush Markers are prohibited. Government Flush Markers are acceptable (see page 4 item #11 for permission to erect Government markers).

Monuments - Section D

27. One monument per lot, which must be upright - slant markers are prohibited.
28. Flush markers are prohibited. Government Flush Markers are acceptable (see page 4 Item #11 for permission to erect Government markers).
29. Monuments must be 1'8" x 8" x 2'2" high or 2'0" x 8" x 2'2". Monument Base size may not exceed 2'6" and must have a sawed back. All monuments must be approved by Cemetery Office.

Funerals and Burials:

30. All casket burials must be single depth (no stacking).
31. A maximum of two (2) cremations will be permitted per lot (one each at head and foot of grave).
32. Concrete burial vault is required for all coffin interments.
33. A wood or metal casket, equipped with handles or handgrips, is required for all interments.
34. Styrofoam or plastic caskets may be used for fetuses, stillborn or infant children (up to 18 months).
35. Interred cremated remains must be placed in a suitable container made of wood, metal, Styrofoam or plastic. Cremated remains may not be scattered over the gravesite.
36. The "Burial Privilege Certificate" must be presented before interment (see page 10, Attachment 2). If the original certificate is lost, a replacement can be obtained from the Cemetery Office. The Burial Privilege Certificate conveys the right to use a parcel of land, owned by St. Ann's Parish and the Archdiocese of Philadelphia, for the purpose of burying the deceased in accordance with the rules and regulations of the Catholic Church.
37. The burial privilege is reserved for the holder of said privilege (or his/her relatives) and may not be sold, transferred or exchanged without the approval of the Pastor.
38. St. Ann Cemetery reserves the right to demand written evidence of eligibility for Catholic burial (Priest Lines) according to Canon Law.
39. All fees must be paid before the funeral.
40. Disclaimer: St. Ann Cemetery is not responsible for any interment or funeral delays caused conditions beyond their control: weather or multiple interments in the same area of the cemetery. Funeral Directors will be advised if weather or logistical problems seem imminent.

Perpetual Care:

41. St. Ann's Parish has committed all profits from Cemetery operations to provide for the repairs, maintenance and general operations of all Parish sacred cemetery grounds, in perpetuity. These funds will be derived from sales of cemetery and funeral services and interest on invested funds.

Other:

42. All prices (See page 11, Attachment 3) are subject to change without notice. Contact Cemetery Office for latest price list.
43. Proprietors who did not purchase Perpetual Care are required to pay Annual Care. They can convert to Perpetual Care for a single payment (See page 11, Attachment 3). If they do not convert, Annual Care will continue to be billed at the current rate. All accumulated Annual Care balances must be paid before interments.
44. These rules are subject to change without prior notice.

Funeral & Interment:

45. Disinterment is permitted only in unusual circumstances, when accompanied by appropriate documentation approved by the Archdiocese of Philadelphia and duly constituted civil authorities.
46. St. Ann's Cemetery Operations Manual contains material taken from the Pennsylvania Catholic Conference (PCC) Cemetery Manual. Permission to use this material in the St. Ann Cemetery Manual was obtained from the PCC. This manual contains information on the following subjects: (a) Litigation, (b) Handling Human Remains, (c) Safety, (d) Burial Privilege, (e) Antitrust Issues, (f) Taxes & Unrelated Income, (g) Memorials, (h) Ownership of Burial Privilege, (I) Disinterment, (j) Subpoenas, (k) Burial Rights, (l) Lot Care Funds, (m) Real Estate Licensing, (n) Health Regulations & Vital Statistics, (o) Crimes & Police Protection, (p) Taxation, and (q) Miscellaneous legal matters. A copy of this material can be obtained in the St. Ann's Cemetery Office.

Hours of Operation:

47. Our Cemetery is open from 8:00 AM to 3:00 PM seven days a week.

FREQUENTLY ASKED QUESTIONS

1. Ownership

1.1 Who owns Saint Ann Cemetery? The most frequent misconception we meet regarding Saint Ann Cemetery involves the question of who owns the cemetery. Most people are surprised when they are informed that the title to all property in the Archdiocese of Philadelphia is held by the Archbishop of Philadelphia.

In conversation some of our parishioners will use the term “deed”; however, this term is not accurate and appears nowhere on any document related to St. Ann Cemetery. Some of our older parish families have documents which are titled “Easement”; however, this term, too, is not accurate. The only owner of land in Saint Ann Cemetery is the Archbishop of Philadelphia. Through his agent, the Pastor of Saint Ann Parish, the Archbishop sells **Burial Privilege Certificates**, as the holders of such certificates purchase the right to bury the remains of people they designate in the graves for which they hold a Burial Privilege Certificate – according to the rules for Saint Ann Cemetery, which are subject to change.

1.2 So what do I purchase when I “purchase” a grave? You do not purchase a grave. You do purchase what is most properly called a **Burial Privilege Certificate**. The person who holds a Burial Privilege Certificate for a grave is entitled the right to bury the remains of people they designate in the grave for which they hold a Burial Privilege Certificate – according to the rules for Saint Ann Cemetery, which are subject to change.

1.3 St. Ann Cemetery is a Parish Cemetery. What is the difference between a Parish Cemetery and a Diocesan Cemetery? All Catholic Cemeteries in the Archdiocese of Philadelphia are subject to the Archbishop of Philadelphia. The 12 Diocesan Cemeteries are managed by the Archdiocesan Office for Catholic Cemeteries. The 51 Parish Cemeteries are managed by their individual Parishes.

2. Burial

2.1 May someone be buried in Saint Ann Cemetery without a Burial Privilege Certificate? No. A Burial Privilege Certificate is an absolute requirement for burial in Saint Ann Cemetery. No one may be interred in our cemetery without this document.

2.2 What if I have lost or cannot find my Burial Privilege Certificate? Just phone the Parish Business Office at 610-933-3732 during regular business hours, and you will be informed how to obtain a replacement copy of your Burial Privilege Certificate.

2.3 May people who are not Roman Catholic be buried in Saint Ann Cemetery?

Saint Ann Cemetery is an ongoing religious act. Our parish cemetery not only provides a dignified and prayerful place for the earthly remains of those we love, but also professes our belief in the Resurrection of the Dead at the end of time. As a general rule, only those who are members of Roman Catholic Church (and/or their non-Catholic spouses) may be buried in a Roman Catholic cemetery.

2.4 What is the Roman Catholic Church’s position concerning cremation? The Church earnestly recommends that the pious custom of burying the bodies of the dead be observed; it does not, however, forbid cremation unless it has been chosen for reasons, which are contrary to Catholic teaching. Cremation is permitted if the following two requirements are met: Those requesting cremation are neither denying or nor denigrating any teaching of the Church, in particular our teaching of the resurrection of the dead, and the cremated remains are buried in consecrated ground.

2.5 Why do you allow only one casket per grave? Some cemeteries bury caskets on top of one another. The decision was made years ago to bury only one casket per grave because of the rocky condition of the soil in our cemetery.

2.6 How many people can be buried in one grave in Saint Ann Cemetery? The remains of as many as three people can be buried in one grave in our parish cemetery, that is: one casket and two urns of cremated remains.

2.7 How long does it take until a grave “settles” after a casket has been buried? Depending on the season when a casket is buried and the weather in a given period of time, it can take up to a year before the mound has settled and newly planted grass appears.

3. Stewardship

3.1 I think you’re taking the Church and turning it into a business. We are stewards. We are responsible for the use of what has been entrusted to us, and as such we are accountable to: God, the Pope, the Archbishop of Philadelphia, our parishioners who have their remains interred in our cemetery and their families, our parishioners who have yet to be born, our community, Schuylkill township and the Commonwealth of Pennsylvania. Perhaps most of all, we are responsible for Perpetual Care.

3.2 What is meant by “Perpetual care”? The Pastor of Saint Ann Parish, in his agency for the Archbishop of Philadelphia, needs to take steps in the present to ensure that there will be sufficient income to operate Saint Ann Cemetery once our cemetery is full and there are no more Burial Privilege Certificates available for purchase. We need to be taking in enough money today to provide for our beloved dead perpetually, that is, until the end of time. We are legally, morally, and pastorally bound to set aside a percentage from the sale of each Burial Privilege Certificate and put it into the cemetery’s Perpetual Care fund.

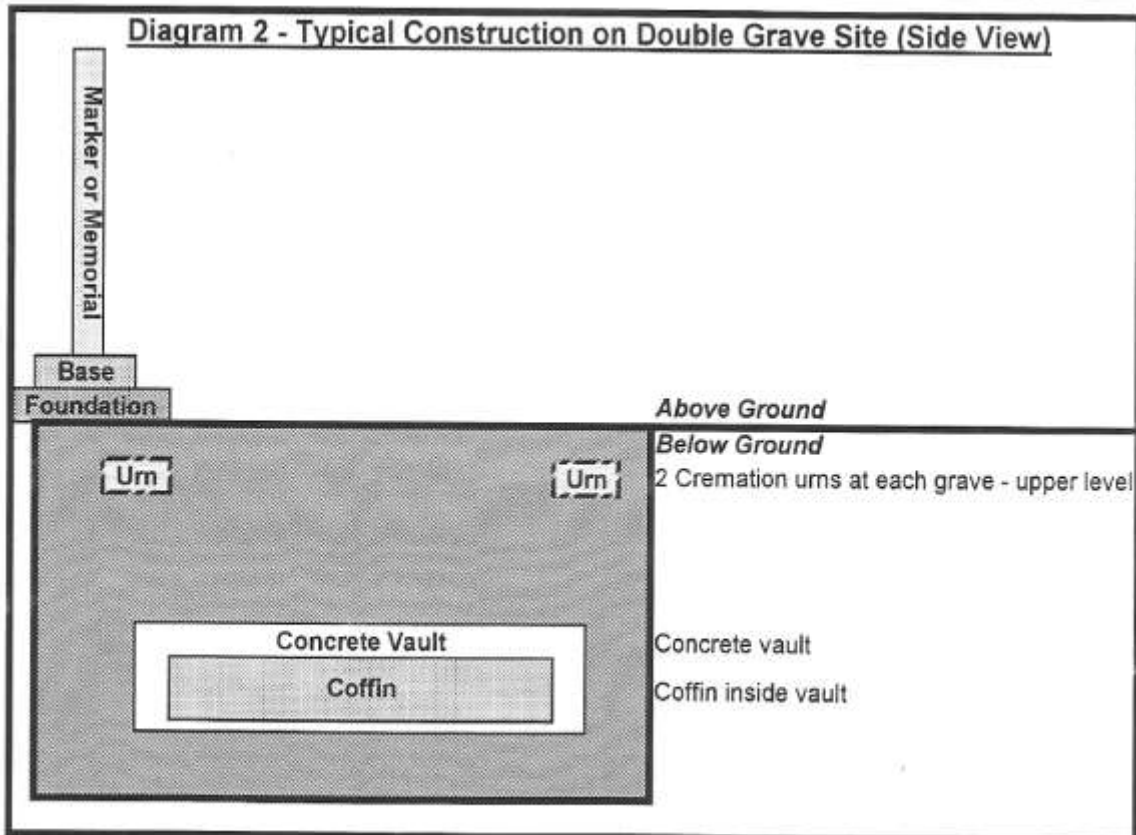
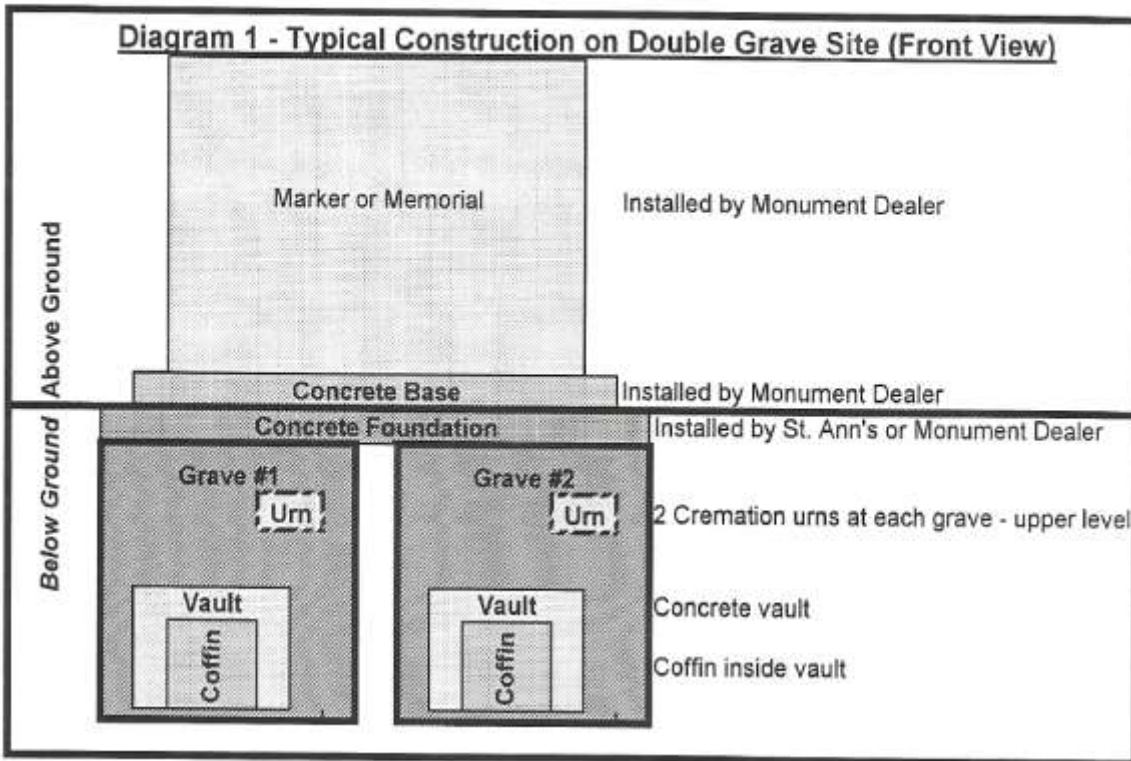
3.3 What if a person is financially unable to afford the cemetery costs for a burial? We will work with every family. No member of Saint Ann Parish will be turned away from Saint Ann Cemetery. We have a pastoral responsibility to provide a signified place of rest for the earthly remains of our members who await the resurrection of their bodies.

3.4 May I purchase Burial Privilege Certificate on an installment plan? To be determined! Open Discussion

4. Rite of Christian Burial

4.1 My family doesn’t have much money. For financial reasons, we want to keep our funeral arrangements as simple as possible. How about have the priest just come to the Funeral Home for some prayers and/or come to the gravesite? Since there is **no charge** for sacramental services in St. Ann Parish, there is no financial reason not to celebrate the Rite of Christian Burial as the Church intends this Rite to be celebrated – that is, fully. The full celebration of the Rite of Christian Burial includes: 1) The Vigil; 2) The Funeral Mass or Funeral Service; and 3) Rite of Committal.

St Ann Cemetery Pastoral Cemetery Handbook



ST. ANN CEMETERY
BURIAL PRIVILEGE CERTIFICATE

This is to certify that, _____

Of _____

In consideration of the Sum of \$ _____ is the proprietor of the

RIGHT OF BURIAL

In the plot of ground designated as lot _____, Block _____, Section _____

Number of graves _____ in

St. Ann Parish Cemetery, Phoenixville, PA 19460

Subject to the following provisions:

This right of burial is subject to the laws, usage and discipline of the Roman Catholic Church in the Archdiocese of Philadelphia relating to rites and ceremonies therein observed, and to the cemetery rules and regulations that have been or hereafter may be adopted by the Archdiocese of Philadelphia or St. Ann Parish.

It is understood and agreed that:

- A. All matters pertaining to the opening of graves (interment or disinterment), erection of monuments or markers, and the care and ornamentation of the above designated plot of ground are subject to the approval of the authorities in charge of said cemetery.
- B. This Burial Privilege Certificate does not convey title or interest in said land. Title thereto and possession thereof shall remain in the Archdiocese of Philadelphia and St. Ann Parish.
- C. Right of Burial herein granted is not transferable or assignable without written consent of the cemetery authorities.
- D. The holder of this certificate shall not allow interments to be made for remuneration.
- E. No body interred in this plot of ground shall be disinterred or moved without the written permission of the Archbishop of Philadelphia or his duly authorized representative.
- F. St. Ann Cemetery staff and its agents shall have perpetual right of passage over said lot.
- G. The Archbishop of Philadelphia or his representative reserve the right to settle any dispute concerning the proprietorship or use of the right of burial.
- H. If the proprietor, his heirs or assigns violate any of the terms set forth herein or any published cemetery rules, the Archbishop of Philadelphia or his representative reserves the right to revoke this Burial Right.
- I. A portion of the purchase price shall be set aside in a permanent care endowment fund for the general maintenance and improvement of the cemetery.
- J. Coffin burials are limited to single depth; cremation burials may not exceed two (2) per grave space.
- K. The cemetery reserves the right to reclaim abandoned grave spaces, which have been previously sold (if proprietor returns, the Cemetery will offer similar grave space or refund purchase price.

St. Ann Parish Cemetery

By _____

Seal

Date _____

Indicate Replacement _____ Void if original document is found

St. Ann Cemetery PriceList

Effective July 1, 2011

Burial Privilege Certificate				
Number of Interments				
	Casket	and	Cremations	Price
Single (Foundation installed by St. Ann's)	1	and	2	\$ 1,750
Double (Foundation installed by St. Ann's)	2	and	4	\$ 2,450
Triple (No Foundation)	3	and	6	\$ 2,775
Triple (Foundation installed by St. Ann's)	3	and	6	\$ 3,200
<i>Foundation prices are subject to change based on monument size.</i>				
<i>Prices include Endowed (Perpetual) Care</i>				
<i>Casket and Cremations can be combined at a single depth</i>				

Grave Opening		
	Price	
Casket	\$ 900	<i>All past due fees and Annual Care must be paid before interment</i>
Cremation	\$ 500	
Baby Section	\$ 210	
Disinterment	\$ 1,350	

Foundations (Installed by St. Ann Contractor)		
	Price	
Single	\$ 275	<i>Foundation prices are subject to change based on monument monument size.</i>
Double	\$ 375	
Triple	\$ 425	
Government Marker	\$ 225	

Documentation & Other Fees	
	Price
Foundation Installation Order - Independent Contractor	\$ 50
Monument Work Permission Application:	
New Monument	\$ 50
Inscription Work	\$ 40
Repair Work	\$ 40
Research Family History	\$ 50
Application for duplicate Burial Privilege Certificate	No Fee

Cemetery Maintenance Fees	
	Endowed (Perpetual) Care
Single	\$ 250
Double	\$ 350
Triple	\$ 450

