

## ASSOCIATED CATHOLIC CEMETERIES MEMORIALIZATION POLICY

*(Note: This policy is provided on our web site as a courtesy to site visitors. Since revisions to this policy may be made from time to time and without notice, this version may have been superseded by a more recent version, and therefore, may not be current. For additional and the most current information, please contact the cemetery office.)*

**EFFECTIVE: APRIL 26, 1989**

**REVISED: DECEMBER 2, 2020**

### **Policy:**

To protect and foster the sacred character of Catholic cemeteries<sup>1</sup> and in keeping with its Rules and Regulations,<sup>2</sup> Associated Catholic Cemeteries issues this Memorialization Policy.

“Memorials are an important part of fostering the community’s awareness of the sacred. A memorial keeps remembrance alive. It commemorates. In a Catholic cemetery, it is lasting evidence and a reminder of a Christian life lived.”<sup>3</sup> In this light, memorials in Catholic cemeteries are not seen as private functions of the family of the deceased, but “pertain to the whole Body of the Church. They manifest it and have effects upon it.”<sup>4</sup>

It is the intent of Associated Catholic Cemeteries to adhere closely to established standards concerning the kind, size, design, symbolism, craftsmanship, quality, and material of memorials, inscriptions, monuments, or markers to be placed in any cemetery. This is necessary to assure a high level of quality and appearance.

The most common form of memorialization is the individual grave marker or monument. Memorialization may take many other forms such as a family or community mausoleum. Special remembrances such as shrines, artwork, gardens, or plantings are also forms of memorialization.

### **Implementation:**

#### **I. GENERAL:**

**Designs and Inscriptions:** In keeping with the mission of Associated Catholic Cemeteries, all memorial designs and inscriptions must explicitly perpetuate Catholic ideals to all who look at them. “No believer in Christ, no institution of the Church, can avoid this supreme duty: to proclaim Christ to all peoples.”<sup>5</sup> “We also recognize that the lay faithful, through the sacraments of Christian initiation and by the gifts of the Holy Spirit, have the vocation and mission of proclaiming the Gospel and transforming culture in its light.”<sup>6</sup> Therefore, every memorial (flush and upright) must have at least one symbol that the average person would readily and easily recognize as a Christian symbol compatible with Catholic customs, traditions, faith and morals. An appropriate scriptural text will satisfy this requirement for a religious symbol if the passage is referenced. Phrases not drawn from canonical texts, e.g., quotes from traditional songs or prayers, do not meet this minimum. No anti-Christian symbols and particularly, no anti-Catholic symbols will be allowed. Furthermore, the overall design of the memorial must incorporate the religious symbol in a manner that provides it with suitable prominence

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<sup>1</sup> *Code of Canon Law*, Canon 1243

<sup>2</sup> Rules and Regulations of Associated Catholic Cemeteries, #20.20, 1999.

<sup>3</sup> *A Catholic Cemetery – A Vision for the Millennium*, National Catholic Cemetery Conference, #56, 1997.

<sup>4</sup> Vatican II, *Sacrosanctum Concilium*, December 4, 1963, No. 26.

<sup>5</sup> John Paul II, *Redemptoris Missio*, December 7, 1990.

<sup>6</sup> *A Future Full of Hope*, Vision, priorities, and goals for the Archdiocese of Seattle, promulgated 2004, No. 11.

and respect. On flush memorials, as a minimum, the appropriate religious symbol must be at least equal in height to the lettering of the birth/death dates of the individual(s) being memorialized. In the event that no dates are shown, the symbol must be at least equal in height to the first name of the person being memorialized. On upright monuments, as a minimum, the appropriate religious symbol (i.e., the religious identification such as a cross, rosary, and the like) must be at least equal in height to the largest lettering and/or largest language character (e.g., Arabic or Asian) on the memorial. The Superintendent shall normally judge and approve the Christian character and other design features of all memorials. In situations where questions arise, the President of Associated Catholic Cemeteries is the final judge as to the appropriateness of the design. No memorial shall be erected or placed until checked, approved, and accepted by Management. It is not the intent of this policy to provide an all-inclusive list of appropriate symbols. However, to assist both the families we serve and provide guidance to the cemetery staff, the following is a partial list of appropriate religious symbols:

1. Cross. A cross is always appropriate and can be incorporated into designs in a wide variety of ways including date separators
2. Crucifix
3. Rosary
4. Image of Jesus or an image that has long standing in Catholic tradition representing Jesus, e.g., the Lamb of God, shown with a halo and often cross banner. The lamb that for many years has been offered for infant memorials does not satisfy this requirement. To qualify, the lamb must clearly evoke the paschal character of Christ's life, death and resurrection.
5. Image of the Blessed Virgin Mary
6. Image of one of the saints. If the saint is not clearly identifiable with symbolism normally associated with him/her (e.g., keys with St. Peter, small birds or animals with St. Francis of Assisi), the name of the saint must be included.
7. Angel(s)
8. Praying hands
9. Bible or prayer book when they are clearly identifiable as such, e.g., a ribbon in the book, or words on the design that state "Holy Bible" or the like.
10. Designs which incorporate elements of the designs shown above or other design elements, e.g., cross with a rosary, prayer book and cross, cross with a rose or flowers, etc.
11. Appropriate scripture. If scripture is the only religious symbol on the memorial, the scripture passage (chapter and verse) must be referenced.

The presumption is that staff will assist families in selecting designs that not only meet minimum requirements, but that will actively promote, strengthen, and enhance Catholic prayer, devotion, and values. Staff requests for exceptions to the above rules should be rare, extraordinary measures, and they should expect such requests to be generally declined. Instead, staff should be prepared to offer adequate catechesis to explain the vital importance of religious symbols.

It is the responsibility of the purchaser ordering the memorial to verify the spelling, dates, lettering, and placement of all inscriptions. The Cemetery will assume no liability for errors which occur in placement of inscriptions, lettering, or spelling. An approval

drawing is required for all monument sales with the fee automatically included and itemized on the purchase agreement. An approval drawing is required on all memorials that include non-standard modern English Roman characters (e.g., Arabic, Asian, or Russian Cyrillic) for both the characters themselves as well as the placement of the characters on the memorial (including crypt and niche shutters). An approval drawing is also required for any memorial or inscription that includes accent marks that are not completely assimilated into standard modern English, e.g., the French accents *aigu* (é), *grave* (à, è, ù) and *circumflexe* (â, ê, î, ô, û), the German *umlaut*, as in *Fräulein* (girl) or the Spanish tilde, as in *niño* (child). An approval drawing is required for all personalized designs and inscriptions other than standard. This fee will be automatically included and itemized on the purchase agreement.

**Authorization Required:** Prior to the installation or removal of any memorial the approval of the following must be obtained in writing:

- A. Lot holder, or in the event of the death of the lot holder, the new lot holder or heir,

**OR**

Anyone having knowledge of the deceased wishing to place a memorial on the grave of the deceased with the following stipulations: 1) there is no reason noted on file which would prohibit placement of a memorial; 2) the purchaser understands that the memorial may be removed without notice if the cemetery is instructed to do so by the lot holder, **AND**

- B. The Superintendent.

If a memorial becomes unsightly, dilapidated, or a menace to visitors or staff, or is not in compliance with the ACC Rules and Regulations or policies in place governing memorialization, the Superintendent may require removal of the memorial. A certified letter/return receipt requested will be sent by the Superintendent to the last recorded address of the lot holder or, in the event of the death of the lot holder, the new lot holder or heir in an attempt to contact the lot holder prior to any action on the part of the cemetery. After sixty days of return of the receipt, the Superintendent shall have the right to either correct the condition or remove the memorial from the lot or plot at the expense of the lot holder. Should the letter be returned as undeliverable, the Superintendent may, at his/her discretion, correct the condition or remove the memorial from the lot or plot at the expense of the lot holder without waiting 60 days from the return of the undeliverable letter. If the letter is returned, the letter and envelope will be added to the permanent record by being given a number, included in the Purchase Order book, and recorded on the lot card. However, the Cemetery reserves the right to order the immediate removal of any memorial without notice to the lot holder if in the judgment of the Superintendent immediate removal is warranted, e.g. memorials that pose a public hazard. If a memorial is removed, it may be discarded at the direction of the Superintendent and in a manner as deemed appropriate after a reasonable length of time has elapsed without there being direction from the lot owner. If only a portion of a memorial is of concern, then the Superintendent may order the limited removal of that particular portion of the memorial. For example, broken concrete foundations around flush memorials may be removed, and the memorial may be reset without a new concrete foundation installed. Broken concrete caps around the bases of upright monuments may be removed without replacement.

While Associated Catholic Cemeteries reserves the right to order the removal work listed above under the direction of the Superintendent, this reservation in no way requires the Cemetery to do all or any of the above, with the exception of addressing known safety hazards. The Cemetery will take reasonable precautions to maintain a safe cemetery environment for cemetery workers as well as the public. Even so, the principal

responsibility for maintaining a memorial in a safe condition is that of the memorial's owner, not the Cemetery. Steps taken to address safety hazards should be at the memorial owner's expense. However, with the passage of time and changes of address, the Cemetery may not be able to locate the memorial's owner. This may compel the Cemetery to assume the financial burden to either render a memorial safe or remove the memorial, but the Cemetery is under no obligation to provide any other remedial work.

**Memorial Privilege:** "Whenever possible, appropriate means for recording with dignity the memory of the deceased should be adopted, such as a plaque or stone which records the name of the deceased."<sup>7</sup> However, Catholic cemeteries are also "bound to fulfill their office with the diligence of a good householder"<sup>8</sup> and "accurately collect the revenues and income of goods when they are legally due"<sup>9</sup>. For this reason, memorial privileges will only be allowed when the purchase price of grave(s), crypt(s), or niche(s), plus any other incidental charges, has been paid in full. The memorial will not be ordered until all outstanding balances owed concerning the grave(s), crypt(s), or niche(s) where the memorial will be set are paid in full.

**Default in Payment:** A memorial shall remain personal property until fully paid for whether it shall be attached to real estate, or otherwise, and title to said memorial shall remain in the seller or the holder of the obligation for any unpaid installment until fully paid. Upon default in payment of any memorial sixty (60) days or more past due, all rights of the memorial purchaser cease and the Superintendent/Site has the right, at his/her option, to remove the memorial from the lot or plot until the account is satisfied. Any expense incurred in the removal and/or reinstallation of such memorial shall be charged to the memorial purchaser.

**Cemetery Liability:** While the Cemetery Authority will exercise all reasonable care to protect and preserve all memorials, it disclaims all responsibility and liability for any damage or injury thereto unless caused by Cemetery negligence.

## I. **MEMORIAL INSTALLATION REQUIREMENTS:**

**Fees:** The following fees (when applicable) must be paid prior to the installation of any memorial. The fees will vary from time to time in relation to the cost of the activities involved.

- A. **Setting Fee.** The charge for the Cemetery to set a memorial on a foundation and/or placing the memorial on the lot or plot or to set the foundation for a monument on the lot or plot.
- B. **Care Fee.** This Care fee provides for both the short term and long-term care of the memorial. It does not include repair or replacement of the memorial. All or part of the Care fee may be deposited in the Endowment Care Fund as determined from time to time by Management. Memorial Care shall include the trimming grass around monuments at reasonable intervals and around flat markers at least twice yearly. Memorial Care shall in no case mean the repair or replacement of any memorial damaged by Cemetery personnel in the execution of normal activity, nor by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief, explosions, unavoidable accidents, invasions, air raids, insurrections, riots, or by order of any military or civil authority, whether the damage be direct or collateral, other than herein provided.

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<sup>7</sup> *Order of Christian Funerals* No. 417

<sup>8</sup> *Code of Canon Law*, Canon 1284, §1

<sup>9</sup> *Code of Canon Law*, Canon 1284, §2

- C. **Supervisory Fee.** Non-cemetery workers engaged in placing a memorial or erecting a monument or other structures must do so with prior permission from the Cemetery Management and under its supervision. The Supervisory fee is to be paid by any person or firm requesting Cemetery approval to install a memorial on a lot or plot and is for the purpose of reimbursing the Cemetery for those activities involving the Cemetery staff for the recording of memorials on Cemetery records, site location, supervision, and inspection services.

**Workmanship:** All installations shall be done during regular Cemetery hours. They shall be made in an orderly manner using quality workmanship and materials. All backfilling, re-sodding, and removal of debris from the site are the responsibility of those installing the memorial. The completed work is subject to the approval of the Superintendent and if found unsatisfactory, the memorial may be removed by the Cemetery personnel. All outside vendors agree to abide by all Associated Catholic Cemeteries Rules and Regulations governing memorials. Associated Catholic Cemeteries does not assume any responsibility for defects in granite, foundation, or workmanship provided by outside vendors. In this process, the Cemetery reserves the right to stop all work of any nature, whenever, in its opinion, work is being done in a manner as to endanger life or property or not according to specifications or violates cemetery rules and regulations, or when any reasonable request on the part of the Cemetery is disregarded.

**Insurance Protection:** Any person or firm requesting approval to install a memorial must:

- A. Show proof of Public Liability and Property Damage insurance incurring against any loss or claim arising from their activities. This coverage must have limits of responsibility of no less than \$1,000,000.00 in each case naming the Associated Catholic Cemeteries as an additional insured and loss payee as appropriate.
- B. Show proof of Industrial Accident Insurance coverage for employees engaged in memorial installation activities on Cemetery property.

**Agreement for Installations:** Any person or firm requesting approval to install a memorial (an installer) shall enter into an agreement with the Associated Catholic Cemeteries agreeing to be responsible for any damage to Cemetery property, either belonging to the Cemeteries or to the lot holders, arising from the installer's activities in such installation and further agreeing to indemnify and defend the Cemeteries from any claim made by or liability to third person arising from such installation activities, including attorney's fees incurred by the Cemeteries in connection therewith.

**Memorial Supplier:** While the lot owner is entirely free in selecting the supplier of a memorial, all memorial dealers shall abide by all rules and regulations of the cemetery; further, the Cemetery Management has the right to approve and prescribe the kind, size, design, symbolism, craftsmanship, quality and material of memorials, inscriptions, or markers to be placed in the cemetery.

**Detailed Regulations and Instructions:** Detailed regulations and instructions respecting the above paragraph (Memorial Supplier) as may from time to time be issued by the Cemetery Management are hereby made a part of these rules and regulations. The Cemetery Management reserves the right to amend and revise this policy as it deems necessary in the future.

**Substitutions:** In the event that the memorial, or component pieces thereof, is not available, Associated Catholic Cemeteries reserves the right to offer a substitute. Any reference to any specific granite and/or any specific design on any Pre-Need memorial agreement is intended for information purposes only, and the purchaser is limited to

whatever specific granites and specific designs are available in the appropriate series at the time the memorial is to be manufactured.

## II. FLUSH MEMORIALS:

### A. General Guidelines:

- a. Granite and bronze are the only materials which may be used for memorials. No other materials are permitted.
  - i. Granite memorials must be of memorial grade granite. Memorial grade granite is free from faults, cracks, seams, or other flaws that will cause it to deteriorate over time. It does not require fillers or epoxies to hold it together. It is of uniform texture and color. It is suitable for polishing and grinding. It does not have any lacquers or other man-made products applied to it to make it look polished or to enhance the color. It is resistant to weathering and will not lose its color or fade in the sun. Memorial grade granite is the top 5% – 15% of all granite quarried.<sup>10</sup>
  - ii. Bronze memorials, statues, adornments and vases: The alloy content of bronze memorials permitted to be placed at Associated Catholic Cemeteries must be the following:
    - 1) Not less than 87% Copper
    - 2) Not less than 5% Tin
    - 3) Not more than 5% Zinc
    - 4) Not more than 2% Lead
    - 5) All other element not to exceed 2 ½%<sup>11</sup>**Limitation:** Bronze may not be used for flush lawn memorials, vases or as adornments on flush or upright memorials at St. Patrick Cemetery.<sup>12</sup>
- b. Granite is the only material permitted for use as a foundation for bronze memorials.
- c. The maximum number of flush memorials permitted on any one grave varies by section.
  - i. Full Body Adult Burial Sections<sup>13</sup>: One or two flush memorials per grave are permitted.
  - ii. Cremation or Infant Burial Sections: Only one memorial per grave is permitted.
  - iii. The gross memorial length in Full Body Adult sections cannot exceed 46 inches. (*Example: Two 32"x20" markers have a gross length of forty inches plus a six-inch separation between the memorials equals a total of 44 inches.*)
  - iv. The memorials may be of different sizes or materials so long as the sizes or materials are consistent with ACC's *Memorialization Policy* and memorial parameters of the given section of the cemetery.
  - v. The memorials will be set with a four to six-inch separation between one another. (*A six-inch separation between the memorials to allow a vase (non-vase block) to be installed between the two memorials.*)
  - vi. On upright monument graves, the markers may be set as follows:
    - a) Both at the head
    - b) Both at the foot
    - c) One at the head and one at the foot

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<sup>10</sup> Definition provided by Pacific Coast Memorials and Quiring Monuments on October 20, 2017.

<sup>11</sup> Definition provided by Coldspring Memorials on September 13, 2017.

<sup>12</sup> Per ACC Management Meeting #267 on January 8, 2020 due to vandalism concerns.

<sup>13</sup> Note: the determination of the number of flush memorials per grave is made by burial section and **not** by the disposition of the deceased person buried in a particular grave in a section.

- d. Two or more panels may be included on a single granite memorial. Two or more bronze plaques may be included as a single memorial as long as there is one single granite foundation which meets the outer dimensions detailed in this policy.
- e. The minimum size memorial for standard full body burial sections in any ACC cemetery is 28 x 16. Concrete foundations are not permitted with the following exception: At the discretion of the cemetery superintendent a 24 x 12 granite or bronze set in a concrete foundation with an outer dimension of 32 x 20 or a 36 x 14 granite or bronze set in a concrete foundation with an outer dimension of 44 x 28 may be permitted to allow for a match of other memorials in existing family lots.
- f. The minimum thickness for all flush memorials and foundations for flush memorials up to 44 inches long is 3 (three) inches. The minimum thickness for flush full ledger memorials is 4 (four) inches.
- g. The minimum width of a flush memorial on a single grave for standard full body burial sections in any ACC cemetery is 28 inches.
- h. Maximum width of a flush memorial on single grave is established by determining the width of the grave and subtracting two inches. There must be a minimum of one inch between the edge of the memorial and the edge of the grave on both the left and right sides. Example: If the grave is 36 inches wide, the maximum width allowed for the flush memorial is 34 inches.
- i. Maximum width of a flush memorial on two side by side graves is 64 inches. (24 inches is the maximum length on flush memorials wider than 34 inches.) Flush memorials wider than 34 inches will be permitted only in flush graves in rows specifically designated for upright memorials. Integral vases are not permitted in memorials wider than 34 inches.
- j. Maximum length of any flush memorial, whether on one grave or on side by side graves is 44 inches. Full flush ledger memorials may be permitted in lots specifically designated for upright memorials. See *IV. Upright Memorials, G. Full Grave Ledgers* of this policy for details.
- k. Any memorial grade granite may be used as the granite foundation for bronze memorials.
- l. All flush granite memorials, and/or granite foundations for bronze memorials when the granite extends beyond the bronze on any side, are required to have ¼” sanded round edges.
- m. Memorials wider than 32 inches require special handling and setting considerations. While every effort is made to set all memorials in a timely fashion, the cemetery superintendent may postpone the placement of any memorial when, in his/her judgment, placement may create undue difficulties, possible injury to staff, possible damage to equipment, possible damage to the memorial, and the like. Situations which may cause the cemetery superintendent to delay the placement of any memorial include, but are not limited to, wet or muddy soil, recent burial where the grave has not had the opportunity to fully settle, frozen soil, etc.
- n. The cemetery superintendent reserves the right to limit or restrict memorial sizes due to considerations specific to a given cemetery or section(s) within the cemetery.

**B. Cemetery Specific Guidelines:**

- a. Calvary Cemetery: Flush memorials guidelines as defined in *Section III. Flush Lawn Memorials, A. General Guidelines* are followed at Calvary Cemetery.
- b. Holyrood Cemetery: Flush memorials wider than 34 inches will be permitted only in flush memorial lots of monument sections and will be set in the monument foundation rows. This is to minimize memorial settling and handling of the memorial by staff for both staff safety and to lessen the chance of damage to the memorial.
- c. Gethsemane Cemetery: Flush memorials wider than 34 inches will be permitted only in flush memorial lots of monument sections and will be set in the monument foundation rows. This is to minimize memorial settling and handling of the memorial by staff for both staff safety and to lessen the chance of damage to the memorial.
- d. St. Patrick Cemetery: Flush memorials wider than 34 inches are not permitted.
  - i. Veterans (VA)(Military) Memorials: Only 24x12 flush granite memorials are permitted for Veterans (VA)(Military) memorials. Bronze is not permitted. These memorials are not set in a concrete foundation.

**C. Cremation Ground Burial Sections:**

The standard sizes for flush memorials are determined by the size guidelines already established in each given cremation section. The ACC Price Book will provide guidance.

**D. Infant Sections:**

The standard sizes for flush memorials are determined by the size guidelines already established in each given infant section. The ACC Price Book will provide guidance.

**E. Vases:**

- a. Vase holes cored into granite foundations for flush memorials are permitted for bronze vase assemblies only. Vase holes are not permitted in foundations wider than 34 inches.
- b. Remembrance Ring/Memory Ring Vases (and the like) are permitted only as a compliment to an existing memorial. They cannot be ordered or set on a grave until a standard memorial, minimum size 28 x 16, has been purchased and ordered to be set at the grave.
- c. The maximum number of Bronze Vases and/or Remembrance Ring/Memory Ring Vases (and the like) is two (2) on any one grave. Bronze Vases and/or Remembrance Ring/Memory Ring Vases must be installed in a 12x12 granite vase block. Inscriptions are permitted on the granite vase block.
- d. Bronze vases are not permitted on graves at St. Patrick Cemetery.

**F. Photos and Adornments on Flush Memorials:**

Associated Catholic Cemeteries encourages families to personalize the memorials they select for placement on the graves of their loved ones. In many respects there is no greater way to personalize a memorial than to include a picture or photo of the deceased person. Photos and adornments must perpetuate

Catholic ideals. Questions about the appropriateness of a photo or adornment will be reviewed and decided by the ACC Design Approval Committee. Associated Catholic Cemeteries is pleased to allow a variety of photographic and engraved etchings for placement on flush memorials. The types permitted include Carved Tri-tone, Carved Two-tone, Hand Etched, Laser Etched, and Paradise Brand (or the like) Metal Ceramic Photos<sup>14</sup>. Photo Ceramic photos are not permitted on flush memorials<sup>15</sup>. Requests for any other type of photo must first be reviewed and approved by the ACC Design Approval Committee. Only bronze or granite adornments are permitted on flush memorials, and they must be a shape and design that permits the adornment to be recessed in the granite.

Associated Catholic Cemeteries works with its suppliers to offer products which provide the highest quality photo renditions and which reflect the current level of technology available. Purchasers should be reminded, however, that there are limits to the technology available. While every effort has been made to ensure that photos and adornments will remain beautiful and appealing over time, such photos and adornments are subject to significant rigors when used in the cemetery environment. These include, but are not limited to, exposure to all types of weather and extremes of temperature, constant exposure to the entire light spectrum (both visible and ultraviolet), interactions with irrigation water, fertilizers, weed and pest control measures and regular contact with a variety of types of cemetery equipment. In addition, since most of the photo and adornment techniques require attaching the photo or adornment to the memorial with an adhesive material, there is the possibility that the photo or adornment can become detached over time. To secure the photo and/or adornment more fully, photos and adornments on flush memorials may be recessed into the granite.

It is expected that over time, all photos and adornments used on flush memorials will fade, discolor, and become scratched. Bronze adornments are subject to electro-chemical corrosion that may cause pitting or other damage.

Associated Catholic Cemeteries accepts no responsibility or liability for the replacement of any photo or adornment that becomes faded, discolored, scratched, or becomes detached from the memorial as the result of normal cemetery operations. Repair or replacement of such photos and adornments will be the responsibility of the purchaser.

For best results the highest quality and largest photo available should be used. Since there is the possibility that the photograph submitted may not be returned, Associated Catholic Cemeteries assumes no responsibility for photographs which are lost or damaged.

**G. Glass-Art™ and Glass Inlay Products:**

Memorial product offerings and ever-changing technology are producing new types of art for adornment and personalization of flush lawn memorials. This includes various glass options. The following product is permitted for flush memorials:

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<sup>14</sup> In discussion with Quiring Monuments on 11/28/2001, Richard Peterson, Director of Cemeteries, was told that Quiring Monuments now recommends Paradise Brand Metal Ceramic Photos for use on flush memorials.

<sup>15</sup> According to written material provided by Quiring Monuments, photo ceramic portraits are "not recommended for grass level markers."

1. **Glass-Art™** – (a product offered by OM Stone ((formerly Oregon Memorials)).

The following product is not permitted for flush memorials:

1. **Glass Inlay** – (a product offered by Pacific Coast Memorials.) Other similar products offered by any other supplier would not be permitted also.

### **III. UPRIGHT MEMORIALS:**

#### **A. Memorial Specifications:**

A monument is a memorial consisting of any structure erected above lawn level and as such will be permitted only on those ground burial lots designated as monument lots on the applicable plat map as determined by the Superintendent of the particular cemetery. “Pillow” type and “Slant” type above ground memorials are not intended for the current upright sections and are therefore not allowed. Only the lot holder or, in the event of the death of the lot holder, the new holder or heir will be permitted to authorize the placing of a monument.

Note: The superintendents of Calvary Cemetery and St. Patrick Cemetery may, on a case by case basis, permit “Slants” since this style of upright memorials is already present at those cemeteries. However, that fact is not to be taken to assume that “Slants” will be permitted if, in the opinion of the particular superintendent, there is sufficient reason to disallow same. “Pillow” monuments are not permitted.

All monument designs must be presented in writing along with a sketch to the cemetery Superintendent for his/her signed approval prior to manufacture of the monument. No monument will be allowed to be set at the cemetery without this prior signed approval by the Superintendent. All monument dimensions as well as dimensions for the placement of the monument on the lot will be approved by the Superintendent before placement of monument is allowed. An approval drawing is required for all monument sales with the fee automatically included and itemized on the purchase agreement.

1. All monuments shall be constructed of memorial quality granite as defined by industry standards.
2. Monuments must have a minimum polished 2 tablet and a base with a flat polished top and rough sides. A beveled base with rough sides may also be used. Other artistic surfaces may be substituted for the minimum polished 2 tablet and polished top of the base, but there must first be written approval by the Superintendent. The minimum width of the tablet is eight inches and the maximum width is normally ten inches. Tablets wider than ten inches may be allowed by the Superintendent to allow for artistic expression on the tablet. Bases with a polished margin line or with sawed top edges ¼” round will also be permitted as long as the majority of the sides of the base remain rough. No bases which have entirely polished sides will be permitted with the exception of monuments set into a garden with the garden surrounding the base on all sides. The maximum height of the base is 8”.
3. The tablet must be joined to the base and the base to the foundation in the following manner: A minimum 1/16” plastic spacer or cushion (such as made by Safetyloid Co. or equal) and a commercial monument setting compound around the joint line. The base must also be joined to the granite foundation

with commercial construction adhesive. Pins may be used if desired. If pins are used, they are to be epoxied with Barre-Pak or equivalent.

Two side by side grave spaces are the minimum number required in a pre-determined monument lot for the placement of a monument. Exception post July 1999: One grave per monument is permitted if, in the overall design of a ground burial section, such memorialization options are pre-established specifically and purposefully for that type of configuration. When only two side by side graves are purchased for monument privileges, the Superintendent reserves the right to determine the location of those graves within the monument lot. The monument will be set so that it is at the head of/foot of/side of and centered on the owner's graves.

Since monumentation privileges will be allowed in certain lots which have been designed with an overall plan and aesthetic appeal in mind, families who purchase burial rights in lots pre-designated for upright memorialization are expected to maintain the integrity of the section by arranging for a monument. If burial rights are purchased which include monument rights and the client later decides not to purchase a monument, the burial rights may be transferred to another location of like value and configuration at no charge to the purchaser at the discretion of the Superintendent.

Note: The superintendents of Calvary Cemetery and St. Patrick Cemetery may, on a case by case basis, permit "Slants" since this style of upright memorial is already present at those cemeteries. However, that fact is not to be taken to assume that "Slants" will be permitted if, in the opinion of the particular Superintendent, there is sufficient reason to disallow same. "Pillow" monuments are not permitted.

### **B. Designs and Inscriptions:**

Guidelines provided in section "*I. General, Designs and Inscriptions*" in this policy are applicable to upright memorials. On upright monuments, as a minimum, the memorial design that explicitly perpetuates Catholic ideals (i.e., the religious identification such as a cross, rosary, and the like) must be at least equal in height to the largest lettering and/or largest language character (e.g., Arabic or Asian) on the and must be incorporated into the monument's overall design in a manner that provides the religious symbol with suitable prominence and respect. The number of names to be inscribed on any given monument tablet will be limited to that appropriate to the design chosen. Inscriptions are encouraged on the polished top or beveled side of the monument base facing the graves in order to enhance artistic expression on the tablet. Inscriptions of individual's name/dates can also be placed on flush foot markers. Flush memorials at the foot or head of the grave (family's choice) are permitted to encourage artistic expression on the tablet. If used, these flush memorials are to follow established policy for flush memorials regarding size, design, quality, installation, and the like.

The last name and/or religious identification are permitted on the side of the monument opposite the grave spaces. All inscriptions and designs on the back side of the monument tablet opposite the grave spaces will be subject to the Superintendent's written approval. Given names and dates may only be inscribed on the back side of the monument table if the family owns the graves behind the monument. The family name and/or religious identification when inscribed on the back side of the monument tablet must be a minimum of 4 inches tall. The

maximum height of the lettering or design is subject to the superintendent's determination.

Inscriptions on the horizontal part of the bench seat are permitted.

**C. Vases:**

Granite or bronze vases attached to the monument base are permitted. If vases are attached to the monument base, the monument base must be at least one- and one-half inches (1½ inches) longer than the widest part of the vase. Bronze mausoleum crypt vases may be attached to the front of the tablet so long as they do not extend no more than nominally beyond the monument base. Bronze mausoleum crypt vases may be attached to the sides of the tablet so long as they do not extend beyond the monument base. Bronze mausoleum crypt vases are not permitted on the back of the tablet. Such vases are to be attached to the granite with pins of bronze or stainless steel and epoxied in place with Barre-Pak or equivalent. Vases attached to the foundation or any upright memorial are not permitted.

**D. Photos, adornments and other embellishments:**

Photos, adornments and other embellishments will be allowed on upright granite memorials with prior written approval of the Superintendent. Photos, adornments, and other embellishments are to be attached to the granite with pins of bronze or stainless steel and epoxied in place with Barre-Pak or equivalent. In situations where questions arise, the Superintendent may submit the issue to the ACC Design Approval Committee. The President of Associated Catholic Cemeteries is the final judge as to appropriateness.

**E. Size Guidelines:**

Monument size will be determined based on square footage of the given lot. The exposed face of the stone is to be a minimum of 10% of the square footage of the lot and may not exceed 20% of the square footage of the lot. The smallest tablet allowed on a two grave lot would have an exposed face of stone of 6 square feet. In the design of upright monument sections a nominal two foot "monument foundation alley" is incorporated. This alley is included when calculating the square footage of each grave in the lot. Therefore, the nominal measurement of each grave for the sake of this policy is thirty (30) square feet.

The following are some examples of standard sizes:

1. Bases of 48 x 14 x 8 with tablets of 36 x 8 x 24.
2. Bases of 54 x 14 x 8 with tablets of 42 x 8 x 26.
3. Bases of 60 x 14 x 8 with tablets of 48 x 8 x 28.
4. Sizes can increase to a maximum of a monument base of 84 x 14 x 8 with tablets of 72 x 8 x 36.

The maximum height of the tablet is 5 feet. The acceptable range of tablet square footage is:

1. 2 Grave Lot – 6 to 12 square feet or a 4-foot bench/monubench.
2. 3 Grave Lot – 10 to 18 square feet or a 5-foot bench/monubench<sup>16</sup>.
3. 4 Grave Lot – 12 to 24 square feet or a 5 to 6-foot bench/monubench.  
(Holyhood Sections 2 and 3 – 12 to 18 square feet)

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<sup>16</sup> 5/12/2010: Sales of 3 graves in pre-determined monument lots at Gethsemane and Holyhood are no longer permitted. Monument grave sales are either 2 or 4 graves. When 2 graves are sold for a monument, they may not be the center graves of a pre-determined monument lot.

Holyhood restriction in Sections 2 and 3: the maximum height of the tablet is 3 feet and the maximum width is 6 feet.

Note: The superintendents of Calvary Cemetery and St. Patrick Cemetery may, on a case by case basis, permit a monument on a one grave lot since this style of upright memorial is already present at those cemeteries. However, that fact is not to be taken to assume that a single grave monument will be permitted if, in the opinion of the particular Superintendent, there is sufficient reason to disallow same.

**Maximum Sizes:** The maximum monument tablet, bench, and base sizes in full body burial sections on lots delineated on the cemetery plat maps to allow upright monuments are:

1. **1 Grave Lot (Gethsemane) –**
  - a. Sections A, B, D, G:
    1. Tablet: 24” x 8” x 36” (this is the only size permitted)
    2. Base: 30” x 14” x 8” balance rough. No polished or sawn sides are permitted. A two-inch polished margin is allowed.
    3. Foundation: 34” x 26” x 4”
    4. Vases are not permitted on the base.
    5. Last name and/or religious identification is permitted but not required on the back of the tablet.
2. **1 Grave Lot (Holyhood) –**
  - a. Sections 2 and 3:
    - i. Tablet: 24” x 8” x 36” (this is the only size permitted)
    - ii. Base: 30” x 14” x 8” balance rough. No polished or sawn sides are permitted. A two-inch polished margin is allowed.
    - iii. Foundation: 38” x 26” x 4”
    - iv. Vases are not permitted on the base.
    - v. Last name and/or religious identification is required on the back of the tablet in Sections 2 and 3.
  - b. Section Upright L:
    - i. Tablet: 24” x 8” x 36” (this is the only size permitted)
    - ii. Base: 30” x 14” x 8” balance rough. No polished or sawn sides are permitted. A two-inch polished margin is allowed.
    - iii. Foundation: 34” x 26” x 4”
    - iv. Vases are not permitted on the base.
    - v. Last name and/or religious identification is permitted but not required on the back of the tablet in Section Upright L.
3. **2 Grave Lot –**
  - a. Tablet: 36” x 8” (min) to 10” (max) x 48” but not to exceed 12 square feet. (Note: tablet width may be narrower but height cannot exceed 60 inches. The minimum tablet width is 24 inches.)
  - b. Bench/Monubench: 14 inches less than the width of the two side by side graves.
  - c. Base: 58” x 14” x 8”

4. **3 Grave Lot<sup>17</sup>** –
  - a. Tablet: 48” x 8” (min) to 10” (max) x 53” but not to exceed 18 square feet. (Note: tablet width may be narrower but height cannot exceed 60 inches. The minimum tablet width is 24 inches.)
  - b. Bench/Monubench: 5 feet (60 inches)
  - c. Base: 72” x 14” x 8”
5. **4 Grave Lot** –
  - a. Tablet: Tablet: 72” x 8” (min) to 10” (max) x 60” but not to exceed 24 square feet. (Note: tablet width may be narrower but height cannot exceed 60 inches. The minimum tablet width is 30 inches.)
  - b. Bench/Monubench: 6 feet (72 inches)
  - c. Base: 84” x 14” by 8”
6. Holyhood Sections 2 and 3 – the maximum height of the tablet or bench is 3 feet and the maximum width of the tablet or bench is 6 feet. The other size guidelines based on the number of graves in the lot apply.
7. The maximum length of a monument foundation is 96 inches.
8. Family Estate Lot in garden areas as determined in advance by the Superintendent – Minimum and maximum sizes for the tablet, bench/monubench, and base will be determined by the Superintendent.

**F. Monument Benches:**

The legs on “leg benches” must be a minimum of eight (8) inches wide.

**G. Cremation Section Upright Memorials:**

Monument size will be determined based on square footage of the given lot. (There is a two-space minimum.) The size of Upright Memorials on pre-determined lots in Cremation Sections will be determined based on the square footage of the lot. An example of a minimum size is:

Bases of 26” x 12” x 6” with tablets of 18” x 6” x 24”.

Tablets with six (6) inch widths will be allowed so that the width will be proportional to overall size of the memorial. No “Slants” or “Pillows” are allowed. In all cases where a question might arise as to the appropriateness of the size, the decision rests with the Superintendent.

Since the granite foundation also forms the border around the monument, it will normally extend a minimum of six inches beyond the base of a standard size monument on all sides.

Note: The superintendents of Calvary Cemetery and St. Patrick Cemetery may, on a case by case basis, permit “Slants” since this style of upright memorial is already present at those cemeteries. However, that fact is not to be taken to assume that “Slants” will be permitted if, in the opinion of the particular Superintendent, there is sufficient reason to disallow same. “Pillow” monuments are not permitted.

**H. Infant Section Upright Memorials – Gethsemane:**

Certain pre-determined lots have been set aside for upright monuments in Infant Section A (St. Ann). The size of Upright Memorials on pre-determined lots in

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<sup>17</sup> 5/12/2010: Sales of 3 graves in pre-determined monument lots at Gethsemane and Holyhood are no longer permitted. Monument grave sales are either 2 or 4 graves. When 2 graves are sold for a monument, they may not be the center graves of a pre-determined monument lot.

this Infant Section is one standard size. One monument is permitted for each pre-determined monument grave. No monuments are permitted on graves that have not been pre-approved by management as part of the overall platting of the infant section.

The only approved monument size is:

Base: 20 x 8 x 8 Polished 1  
Tablet: 16 x 4 x 16 Polished 5  
Foundation: 24 x 12 x 4 sawn granite

No “Slants” or “Pillows” are allowed. In all cases where a question might arise as to the appropriateness of the size, the decision rests with the Superintendent.

The granite foundation also forms the border around the monument. It will extend two inches beyond the base of a standard size monument on all sides.

All infant monuments are to be pinned: the tablet to the base and the base to the foundation.

Infant monuments may not be sold pre-need.

#### **I. Upright Monument Foundation Requirements:**

All monuments placed will be required to be set on solid commercial quarried memorial quality all-sawn granite foundation manufactured to specifications set forth by the cemetery guidelines. In cases where a question might arise, the Superintendent will make the determination. Foundation will be manufactured as one piece with a sawn top. The monument base is to be adhered to the top of the foundation in such a way that it is secure following the guidelines established for the setting of monument tablets on monument bases.

The foundation will be a “floating” type. The foundation slab will be a minimum of four inches thick and a maximum of eight inches thick. The foundation will be one foot (12 inches) longer than the base which is one foot (12 inches) longer than the tablet.

1. The foundation will normally be 26 inches wide.
2. God’s Acre Walkway (Holyrood): Foundation will be 22 inches wide.
3. In Family Estate Gardens and “In Memory Of” benches, the foundation is 20 inches wide and 6 inches longer than the base.

The foundation is to be set on a bed of sand a minimum of two inches deep with a maximum depth not to exceed six inches. The sawn top of the foundation is to be flush with the surrounding turf.

Due to the nature of Calvary Cemetery’s grounds, a bed of sand is not required unless specifically ordered by the Superintendent or Grounds Foreman. Calvary Cemetery’s topography includes marked slopes. At the same time, all foundations must be set on a level, horizontal plane. This can result in one end of the top of the foundation being flush with the surrounding turf while the opposite end is left exposed and raised above the level of the lawn. To address this situation, the Superintendent may require a particular monument’s foundation to be a minimum of 8 inches thick and to have rough sides, rather than have sawn cut sides.

To maintain the strength advantage that granite has over cement, coring vase holes in the granite foundation of upright monuments is not permitted.

## **J. Pinning Monuments:**

Double pinning of a monument to its base and the base to the foundation is suggested for all monuments. Pinning monuments to base and base to foundation is required in the following situations:

1. Monument tablet is greater than 36" long and/or 6" or less wide. (Note: 6" wide tablets are only permitted in cremation sections which have allowance for upright monuments. Tablets less than 8" wide are not permitted in full body burial sections.)
2. Monument tablet is higher than 36".
3. Any monument that consists of multiple pieces.
4. ALL monuments installed at Calvary Cemetery.
5. Monuments that have unique shapes may require pinning. The cemetery superintendent will review and make the determination if pinning is required.

## **K. Foot Memorials:**

Flush foot memorials may be used for inscriptions of individuals' names/dates in situations where this will allow for greater artistic expression on the monument tablet. Foot memorials may be of any size that would normally be permitted on flush graves in the given section. While these flush memorials are normally set at the foot of the grave, the Superintendent may determine that for the overall aesthetics of the section, the flush memorials will be set at the head of the grave. Only one flush memorial will be allowed per grave. If a lot owner has contiguous graves that are both in upright lots and flush lots (ACC upright and flush lots are determined by the cemetery plat map and retail price book), flush memorials in the upright lot will normally be set at the foot of those graves and flush memorials in the adjacent flush lots will normally be set at the head of those graves. The Superintendent may make exceptions to this standard placement at his/her discretion. Aesthetics of the overall section as well as the graves adjoining will be taken into consideration.

Other flat markers, such as corner markers, etc. are permitted only with the written approval of the Superintendent. In no case will arrangement for a flush memorial, Remembrance Ring/Memory Ring vase, full ledger, or other marker be permitted on a monument lot until after arrangements for an upright monument on that lot have been completed.

## **L. Full Grave Ledgers:**

Full grave ledgers are permitted as foot memorials in lots specifically designated for upright memorials. Full grave ledgers are not permitted in lots not designated for upright memorials. If selected the following guidelines must be observed:

- a. The ledger must be flush with the lawn. All edges must be beveled with a minimum ¼ inch sanded round edge.
- b. The maximum size of the ledger (including visible foundation in the case of bronze ledgers) is 32 inches wide by 72 inches long. The minimum thickness for flush full ledger memorials is 4 (four inches).
- c. A granite sub-foundation must be installed underneath and running length the ledger. Sawn granite foundations similar to those used as upright monument foundations may be used so long as they support a minimum of 80% of the

width and a minimum 80% of the length of the ledger. (Note: reinforced concrete sub-foundations may be permitted with Superintendent approval.)

- d. The following disclaimer statement must be placed on the purchase agreement: **“No additional burials are permitted in this grave if movement of the ledger is required.”** If the person ordering the ledger memorial is not the lot owner, the lot owner must initial this disclaimer prior to the ledger memorial being ordered. Full ledgers will not be permitted to be installed Pre-Need since this would require the removal of the ledger to perform a burial in the future.
- e. Vases may be installed in either end of the ledger so long as the edge of the vase core is a minimum of 6 (six) inches from the edge of the ledger.
- f. Above ground ledgers (not flush with grave) may be permitted on a case by case basis at Calvary or St. Patrick Cemeteries. In all cases these will require prior approval by the Superintendent after consultation with the President of Associated Catholic Cemeteries.

#### **M. Pre-Need Monuments:**

In keeping with ACC’s commitment to the value of Pre-Need planning, ACC does offer the sale of upright monuments in advance of need. The purchaser must complete all required ACC paperwork. ACC offers the following options for monuments sold Pre-Need:

1. Option #1 – Monument is sold blank. Design and inscriptions are not included and will be selected at the time of first need, after which time the monument will be ordered for manufacture. Design, inscription(s), and any artwork, adornments, other embellishments, or vases will be chosen and purchased at the time of first need at the then current retail price. ACC will invest funds in the Pre-Need Liability Fund, and the monument will be manufactured and installed on the lot at the time of first need.

The retail price for Option #1 is established as follows: The cemetery will obtain a wholesale price from an approved ACC wholesaler. In consultation with the Superintendent, the retail price will be set using ACC’s markup. Then the retail price of the design fee and the retail price of the full size/faxable size approval drawing fee will be subtracted from the retail monument price. The remainder is the retail price of a blank monument with no design or inscriptions.

2. Option #2 – Monument is ordered with a standard design (no substitutions or modifications permitted). The number of name/date inscriptions included is listed on the purchase agreement. The monument will be ordered for manufacture at the time of first need. No custom design or artwork, adornments, other embellishments, or vases will be included. These may be purchased at the time of first need at the then current retail price. ACC will invest funds in the Pre-Need Liability Fund, and the monument will be manufactured and installed on the lot at the time of first need.
3. Option #3 – Monument is ordered to be manufactured and installed on the lot. This option will permit the purchaser to include custom art and design elements as well as artwork, adornments, other embellishments, and/or vases. It is the responsibility of the ACC Family Service Director or Parish Counselor to complete all of the paperwork, up to and including obtaining

the purchaser's signature on the full size approval drawing before the purchase agreement will be processed by the cemetery office.

The custom monument may be placed on the lot immediately if the graves, monument and ancillary memorial fees are paid in full. The purchaser may elect term payments for the graves, monument, and other goods/services following the provisions found in ACC's *Purchase Agreement Payment Terms* policy. If so, the custom monument will be ordered for placement on the lot when the monument and ancillary memorial fees are paid in full. The lot, the monument, and any other ancillary charges, must be paid in full prior to manufacture. If the account becomes delinquent and insufficient funds have been received to cover the cost of the lot, the monument, and other ancillary charges, the cemetery reserves the right to cancel the monument prior to manufacture. Once manufactured, the monument is considered delivered and cannot be cancelled by the purchaser. Private Family Mausoleums are explicitly excluded from these provisions and must be paid in full at the time of purchase.

4. Future Upgrades – If a purchaser selects Option #1 or Option #2 (and the monument has not been manufactured), in the future the purchaser could upgrade at any time prior to its manufacture. If an upgrade is desired, the Family Service Director/Parish Counselor/Office Staff Person must get two price quotes from ACC's supplier: 1) the wholesale price to manufacture the monument as originally ordered; 2) the wholesale price to manufacture the new upgraded order. In consultation with the Superintendent, the then current retail price on both quotes will be established. The purchaser will then pay the difference in these retail prices.
5. Pre-Need Monuments Sold Prior to October 2006 – Monuments sold Pre-Need prior to October 2006 were sold with the understanding that they would be manufactured and set within 3 years. The Superintendent may choose to include any Pre-Need monument sold prior October 2006 to the Pre-Need monument program described in Options #1 or #2 above. These monuments will then remain in ACC's Pre-Need Liability Trust Fund and be manufactured in the future at the time of first need. If a cemetery is already working with a family to get the Pre-Need monument manufactured and set, then that process should continue. If a family contacts the cemetery and wonders about the status of their Pre-Need monument, the cemetery will explain the new program. It is presumed that these families will find benefit in the new program. If they want to have the monument manufactured and set, the cemetery will assist.
6. Associated Catholic Cemeteries may elect to order and place any monument in Options #1 or #2 at any time without consulting the lot owner should due to rising costs or other unforeseen circumstances.

#### **N. Photos on Upright Memorials:**

The caveats and restrictions on photos on upright memorials are similar to those on flush memorials (cf. Flush Memorials, Subsection F). However, unlike flush memorials, ceramic photos may be permitted if mounted with bronze frames in a manner similar to that employed when installing photos on shutters. Bronze frames on upright memorials may also include bronze frame covers.

## **O. Glass-Art™ and Glass Inlay Products:**

Memorial product offerings and ever-changing technology are producing new types of art for adornment and personalization of upright monuments. This includes various glass options. The following products are permitted for upright monuments:

1. **Glass-Art™** – (a product offered by OM Stone ((formerly Oregon Memorials)).
2. **Glass Inlay** – (a product offered by Pacific Coast Memorials).
3. **Other glass products** offered by any other supplier may require management approval before being permitted.

## **V. CRYPTS AND NICHES:**

Private family mausoleums and private family columbaria are the personal property of the lot holder. As such, they may be granted greater latitude for personalization than permitted on community mausoleums and niches. The Associated Catholic Cemeteries reserves the right to prescribe and approve the kind, size, design, symbolism, craftsmanship, quality and material of all private family mausoleums and private family columbaria to be placed in the Cemetery. The Associated Catholic Cemeteries further reserves the right to determine and designate the location of any private family mausoleum or columbarium. The Superintendent shall normally judge and approve all components of any private family mausoleum or columbarium. In situations where questions arise, the Superintendent may submit the issue to the ACC Design Approval Committee. The President of Associated Catholic Cemeteries is the final judge as to appropriateness.

Community mausoleums and niches, including the shutter fronts, are the property of the Associated Catholic Cemeteries Corporation. The right of entombment or inurnment and the right to memorialize the shutter is granted to a purchaser. All layout, font style, font size, and the like in a given unit, corridor, or building is determined by the Superintendent to ensure overall continuity and aesthetics. The cemetery superintendent, in consultation with the President of Associated Catholic Cemeteries, may limit inscriptions or not permit epitaphs within individual mausoleum buildings/corridors or columbariums as well as limit the same on specific crypt or niche fronts. (Example: memorialization on shutters depicting works of art may be limited so as to retain the integrity and aesthetics of the art.) Private family mausoleums and private family columbariums are the property of the purchaser. Therefore, memorialization for those units is governed by the principles provided elsewhere in this Memorialization Policy.

It is the policy of Associated Catholic Cemeteries to provide opportunities for family's to personalize their memorialization of mausoleum crypt and niche shutters. This policy is intended to provide guidelines for placement to ensure overall aesthetic appearance to the mausoleum. All enhancements are governed by the Rules and Regulations of the Cemeteries and may be restricted by the cemetery management as to type, style, material, and design. Setting or placement of any adornment must meet the requirements set forth in this policy.

### **A. PERMANENT VASES**

Crypt/niche vases come with inner sleeves with and without “wings”. The wings facilitate the placement of the inner sleeves containing flowers at the higher levels. The first three levels of crypts will not have the wings attached to the vase inner sleeves. Vases on the upper level crypts will be supplied wings.

The permanent vase will be attached by drilling through the shutter and bolting it on from

the back side of the shutter with two bolts. The vase will be placed in the same location as has been standard for the crypt shutter type for the courtesy vase button. Placement and number of vases per shutter in a given corridor or unit is fixed; no exceptions will be permitted concerning the number or placement of vases on a given shutter. No permanent vases will be allowed on couch shutters.

## **B. PERMANENT ADORNMENTS**

There are three general types of enhancements or adornments permitted on mausoleum crypt shutters:

1. Permanent Bronze Vases (always installed on the shutter in keeping with pattern in a given corridor)
2. Bronze Adornments
3. Ceramic Photo with Bronze Frame

The following enhancements or adornments are permitted on marble or granite niche shutters:

1. Permanent Bronze Vase (always installed on the shutter in keeping with pattern in a given columbarium/corridor)
2. Bronze Adornments, space permitting and with prior authorization for the entire niche unit by the Superintendent.
3. Ceramic Photo with Bronze Frame, space permitting and with prior authorization for the entire niche unit by the Superintendent.

No permanent enhancements or adornments are permitted on exterior of the glass front niches. If space permits, a permanent Ceramic Photo with Bronze Frame may be permitted.

Two adornments will be allowed on each shutter. The first one may be placed in any corner of the shutter that is available for that purpose (that is, not already reserved for a vase). If a second is purchased, it will be placed in one of the other unused corners. Only adornments previously approved by the ACC Design Approval Committee are permitted. All adornments will be affixed so that the top (or bottom) of the adornment is 1½ inches from the top (or bottom) of the shutter and the left side (or right side) of the adornment is 1½ inches from the left side (or right side) of the shutter. In some instances, certain adornments will not fit due to the length of the last name. Templates for the placement of the religious adornments have been designed and created by ACC.

Adornments are attached through the use of approved epoxy. On occasion, and solely at the discretion of the management, an adornment may also be attached by drilling into or through the shutter.

The maximum size of any given adornment on a crypt shutter is 8.5 inches tall and/or 5.2 inches wide. Both height and width may be further restricted by the length and/or placement of names/dates or other approved inscriptions on the crypt front.

The maximum size of any given adornment on a niche shutter is 4 inches tall and/or 3.5 inches wide. Both height and width may be further restricted by the length and/or placement of names/dates or other approved inscriptions on the niche front.

## **C. PERMANENT PHOTO WITH BRONZE FRAME**

Associated Catholic Cemeteries permits a picture or photo of the deceased person on the shutter. Photos must perpetuate Catholic ideals. Questions about the appropriateness of a photo will be reviewed and decided by the ACC Design Approval Committee. Other caveats and restrictions on photos on shutters are similar to those on flush memorials (cf. Flush Memorials, Subsection F), with the exception that all photos on shutters must be Photo Ceramic or Porcelain Cameo and be enclosed in a bronze frame. In addition,

bronze frames on shutters may not include bronze frame covers, unless the crypt or niche is part of a private family mausoleum or a private family columbarium.

1. **Single Shutter:** Only one photo is allowed on a single shutter. Only the 9 x 12-centimeter frame that matches the permanent vase will be allowed. The photo may be placed in any corner of the shutter that is available for that purpose (that is, not already reserved for a vase or in use by another adornment). It will be placed so that the bottom (or top) of the frame is 1½ inches from the bottom (or top) of the shutter and the right side (or left side) of the frame is 1½ inches from the right side (or left side) of the shutter.
2. **Tandem Shutter:** There is a choice of one or two photos. If only one photo is purchased, then the photo will be placed as described for the single shutter above. If two photos are purchased then the second one may be placed in any corner of the shutter that is available for that purpose (that is, not already reserved for a vase or in use by another adornment or photo). The photo(s) will be placed so that the bottom (or top) of the frame is 1½ inches from the bottom (or top) of the shutter and the right side (or left side) of the frame is 1½ inches from the right side (or left side) of the shutter.
3. **Couch Crypts:** Only one photo permitted. The bottom of the bronze frame will be 1½ inches from the bottom of the shutter and centered on the shutter.
4. **Side by Side Companion Indoor Mausoleum Shutter:** On the side by side companion indoor mausoleum shutter one or two photos may be purchased. The placement will be the same as tandem shutters above.
5. **Garden Crypts side by side companion shutter,** only one photo is allowed. The placement will be the same as single shutters above.
6. **Single Shutter Niche:** Only one photo is allowed on a single shutter. Only the 7 x 9-centimeter frame that matches the permanent vase will be allowed. The photo may be placed in any corner of the shutter that is available for that purpose (that is, not already reserved for a vase or in use by another adornment). It will be placed so that the bottom (or top) of the frame is ¾ inch from the bottom (or top) of the shutter and the right side (or left side) of the frame is ¾ inch from the right side (or left side) of the shutter.
7. **Tandem Shutter Niche:** There is a choice of one or two photos. If only one photo is purchased, then the photo will be placed as described for the single shutter above. If two photos are purchased then the second one may be placed in any corner of the shutter that is available for that purpose (that is, not already reserved for a vase or in use by another adornment or photo). The photo(s) will be placed so that the bottom (or top) of the frame is ¾ inch from the bottom (or top) of the shutter and the right side (or left side) of the frame is ¾ inch from the right side (or left side) of the shutter.

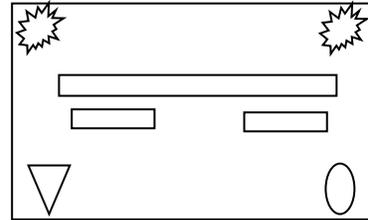
**Exceptions:** On any crypt or niche configuration, if there are too many names to allow space for the photo and frame, then a photo will not be allowed. In lieu of a photo, a scripture verse, an appropriate religious verse or poem, military insignia, or other design as approved by the ACC Design Approval Committee may be substituted. An approved design must be presented in a camera-ready fashion so that it can be processed into the ceramic material to be placed into the bronze frame. The Superintendent may allow placement in another location on the shutter for the placement of photos and/or adornments so long as they are positioned in the corners of the shutter.

Photos with bronze frame are attached through the use of approved epoxy. On occasion a photo with bronze frame may also be attached by drilling into or through the shutter.

**GARDEN MAUSOLEUM – SUGGESTED LAYOUT GUIDELINES:**

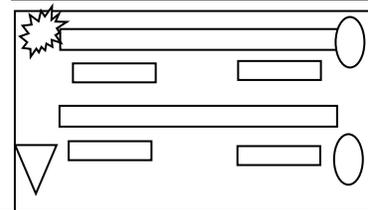
**Single Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment
- Bottom left corner – vase
- Bottom right corner – photo (only 1 allowed)



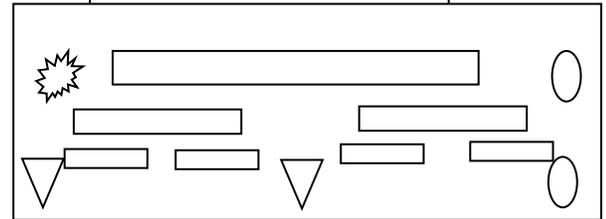
**Tandem Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment, or 2<sup>nd</sup> photo
- Bottom left corner – vase
- Bottom right corner – 1<sup>st</sup> photo



**Side x Side Companion Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment or 2<sup>nd</sup> photo
- Bottom left corner – vase
- Bottom right corner – 1<sup>st</sup> photo



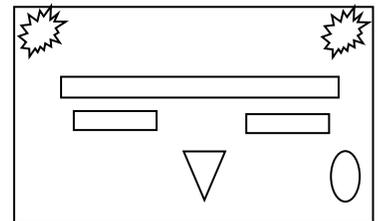
**WESTMINSTERS – SUGGESTED LAYOUT GUIDELINES:**

Same as tandem shutters

**INDOOR MAUSOLEUM – SUGGESTED LAYOUT GUIDELINES:**

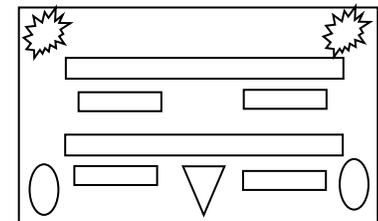
**Single Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment
- Bottom left corner – nothing
- Bottom right corner – 1<sup>st</sup> photo



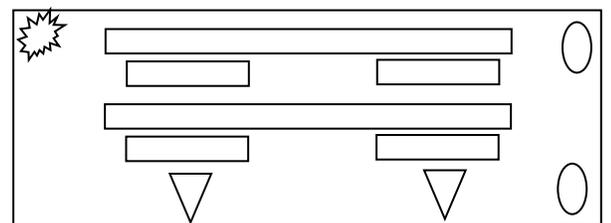
**Tandem Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment or 2<sup>nd</sup> photo
- Bottom left corner – 2<sup>nd</sup> photo
- Bottom right corner – 1<sup>st</sup> photo



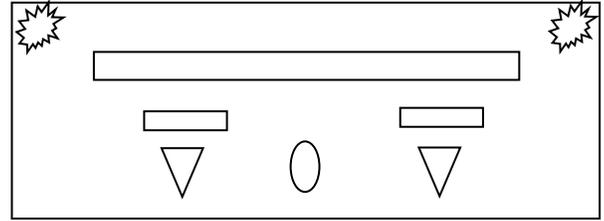
**Side x Side Companion Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment or 2<sup>nd</sup> photo
- Bottom left corner – 2<sup>nd</sup> photo
- Bottom right corner – 1<sup>st</sup> photo



**Couch Shutters:**

- Top left corner – bronze adornment
- Top right corner – 2<sup>nd</sup> bronze adornment
- Center bottom – photo (only 1 allowed)
- No permanent vase allowed



**D. EPITAPHS – CRYPTS/NICHES**

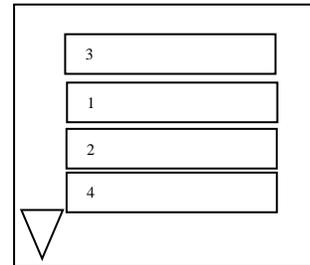
Mausoleum Crypts: One line of epitaph is permitted on a mausoleum crypt so long as it is located between the name and date lines. Where epitaphs were previously permitted on crypt fronts in a different layout, the Superintendent may continue to allow epitaph placements to match this layout style. The font is Roman (not a standard Roman but a style by that name in Quiring Monument, Inc.’s computer) with the font size of ½ inch. The number of words or characters is limited to the number that will fit in a balanced manner.

Granite/Marble Front Cremation Niches: Due to the limited size of cremation niche shutters, epitaphs are not normally permitted. Therefore, if an epitaph is permitted, it takes the place on the niche shutter that would have been used for additional name/dates inscription. The lettering size, style, and placement on the niche shutter are governed by other epitaphs on the specific columbarium unit to provide overall consistency.

**1. Cemetery Specific Guidelines:**

- a. Calvary Cemetery: Epitaphs on niches in St. Theresa follow the established pattern. Epitaphs may be permitted on marble niches in Cabrini with the approval of the Site Manger. Epitaphs, like all other inscriptions, use bronze letters and follow established patterns. Due to size constraints the use of an epitaph may limit the addition of additional name/dates inscriptions in the future. Sacred Heart and St. James niches follow the pattern described for Holyrood.

- b. Holyrood Cemetery: Name/Dates are inscribed in the order shown on the diagram. Due to size constraints, epitaphs and/or adornments may be inscribed/installed in the 3<sup>rd</sup> or 4<sup>th</sup> position in lieu of the name/date inscriptions. One permanent vase per niche shutter is included and is installed at the time of the first inscription.



- c. Gethsemane Cemetery – Niche Wall in Garden of Eternal Love (Section E): Due to shutter size limitations and the font style used, double outline Roman, epitaphs are not permitted. Only two names/dates are permitted. One permanent vase per niche shutter is included and is installed at the time of the first inscription.
- d. St. Patrick Cemetery: Follow the guidelines described for Holyrood above.

## **E. PLACEMENT OF ITEMS IN GLASS FRONT NICHE**

Personal items meant to enhance memorialization may be permitted within a glass front niche provided they have had prior approval of both the site superintendent. If the superintendent has questions about the appropriateness of an item, s/he will take it to the ACC Design Approval Committee for review and decision. Placement of personal items in a glass niche at the time of a committal is not permitted unless the item has been approved in advance. No item contrary to Catholic ideals will be permitted. Items must be constructed of a material that provides for multi-generational durability. No item that will detract from the overall aesthetics of the niche unit will be permitted. The niche owner must complete a Hold Harmless Agreement (Exhibit A) prior to the placement of any item in a glass niche.

## **IV. MISCELLANEOUS:**

### **A. STATUES OR ADORNMENTS ON UPRIGHT MEMORIALS:**

Associated Catholic Cemeteries permits and encourages the use of appropriate statuary and adornments on upright memorials. These can certainly add to both the religious identification and personalize memorials in the cemetery.

Statues must always be religious in nature. The ACC Design Approval Committee must review and approve any proposed statue in advance of its sale and/or placement in the cemetery. In addition, all proposals for stand-alone statues are subject to the approval of the ACC Design Approval Committee and the President of Associated Catholic Cemeteries.

All such adornments and statuary must be made and installed to meet the specifications established by the Cemetery Management. These items may be procured from any source provided they meet established specifications. The Cemetery Management may require written certification from the manufacturer that a particular statue or adornment is in compliance with these specifications.

The only materials permitted for use in the cemeteries for memorialization are granite or bronze. The use of Kosmolux or other marble/resin products as full round statues is not permitted. No material other than granite or bronze shall be permitted as an adornment to memorialization sold or allowed to be set in any of Associated Catholic Cemeteries' sites. Kosmolux or other marble/resin products may be permitted as bas-relief and recessed into an upright monument subject to a case by case approval of the ACC Design Approval Committee. (Note: The Cemetery Management may elect to place memorials that are the property of ACC that are made of materials other than bronze or granite. It is recognized that Cemetery Management reserves the right to place memorials that may be "temporary" in nature and not made of bronze or granite.)

As part of the review and approval process of all memorial orders or of outside vendor memorial placement orders, the appropriate ACC staff person must ensure that no material other than memorial grade granite or bronze is utilized.

With the exception of bronze, statues made of other approved materials are vulnerable to vandalism, weather, and other unforeseen acts. Therefore, no statue designs which include extended appendages or features (including, but not limited to, arms, legs, fingers, shepherd crooks) will be permitted. Bronze statues are specifically excluded from this prohibition, though it is recognized that damage to bronze can occur.

Other artistic mediums may be permitted as adornments on upright monuments. In every case use of other artistic mediums is subject to the approval of the ACC Design Approval Committee. Mosaics must be recessed into the upright monument and use epoxy material that is specifically produced for use on memorials. Faceted glass may be permitted so long as the glass is anchored in a bronze frame. Stained glass is not permitted on upright

monuments. Artistic mediums, including but not limited to those listed here, are not permitted on flush memorials or on crypt/niche fronts.

**Limitation:** Bronze statues may not be placed at St. Patrick Cemetery or attached to upright monuments.

#### **B. TEMPORARY IDENTIFICATION MARKERS:**

Temporary concrete identification markers had been placed for the convenience of the cemetery staff in finding grave locations. They were never meant to take the place of permanent memorialization. As such, in keeping with previously established policy, these temporary markers will only be maintained to the level necessary to meet the needs of the cemetery staff. The practice of manufacturing and placing any new temporary concrete identification markers has been discontinued. Any new sections developed in the cemeteries will have lot markers made of aluminum or other approved materials placed at regular intervals to assist in locating grave sites. Current sections will be upgraded with these aluminum lot markers as time and budget allow.

If, in the judgment of the site superintendent, it should be necessary to place a temporary marker at a grave site to assist in determining a grave location or the location of other graves nearby, the marker will have the grave number only inscribed on it.

#### **C. BRONZE PLATES ON CONCRETE FOUNDATIONS:**

On occasion, families wish to add additional inscriptions to existing memorials. Since ACC has an obligation to consider the long term durability of any memorial or inscription, the practice of adding bronze plates to concrete foundations is discontinued and will no longer be permitted.

#### **D. OTHER MEMORIAL TYPES:**

The Management of Associated Catholic Cemeteries may, from time to time, permit other types of memorialization. This might include such items as plantings, art work, shrines, benches, memorial inscriptions on buildings, and the like. While Management may decide to provide a variety of memorialization opportunities, it is under no obligation to do so. Detailed regulations and instructions respecting other types of memorialization may be issued by the Cemetery Management and are hereby made a part of these rules and regulations. The Cemetery Management reserves the right to amend and revise this policy as it deems necessary in the future.

#### **E. CORNER MARKERS:**

The Management of Associated Catholic Cemeteries recognizes the value of the family memorial estate and encourages memorialization that emphasizes the family. Corner markers inscribed with the initial of the family last name acknowledge the importance of family memorialization. In no case should the placement of corner markers be meant to imply square footage owned by a family. Corner markers are permitted in full body ground burial sections within the following parameters:

1. Corner markers may be placed only when graves that have upright monument privilege are included.
2. There must be a minimum of four (4) side by side consecutive graves.
3. The number of corner markers is limited to two (2). These are placed at the foot of the lot only at the extreme left and right sides of the family estate. If flush memorials

are placed as foot markers in the lot, they will be set above the corner markers, approximately 10 inches above the foot of the grave. In situations where there is a cemetery lot marker already set on the grave where the corner marker would normally be set, the following options are available: 1) the cemetery lot marker will remain in place and the corner marker will be set directly adjacent to it; or 2) with the family's written approval, the Superintendent may allow the lot number to be inscribed in the polish using ½ inch letters on the corner marker below the family's initial and the cemetery lot marker will be removed. In all cases, the final decision regarding the placement of corner markers will be made by the Superintendent.

4. Corner markers may not be placed prior to the upright monument's placement since by themselves they do not constitute memorialization.
5. Corner markers will measure 8" x 8" x 3". They will be made of the same color granite as the monument. The inscription will consist of only one large letter (the initial of the family's last name). The inscription may be painted white, black or gold litho. Gold leaf is not advised and in no case will it be provided by Associated Catholic Cemeteries.
6. Associated Catholic Cemeteries will provide corner markers for no additional charge (including care and setting fees) when the family purchases a monument from Associated Catholic Cemeteries and when the corner markers are to be placed when the monument is placed. Corner markers ordered after the monument has been set will be sold by Associated Catholic Cemeteries at a price determined by the cemetery management. This price may include a setting and care fee.
7. If a family purchases the monument from another supplier, the family may also purchase corner markers from that supplier or from Associated Catholic Cemeteries. Additional setting and care fees will be assessed at the rates charged for flush memorials of similar size.

**F. ELECTRONIC MEMORIALS:**

Electronic components whether active or passive which are intended to be installed into or affixed onto any memorial are not permitted. This includes, but is not limited to, video, audio, or computerized components, as well as solar panels or any other energy source.