

# Coley Springs Missionary Baptist Church

## Guidelines to Ensure a Safe and Respectable Cemetery

At Coley Springs Missionary Baptist Church (**CSMBC**), we seek to show honor and respect toward all families that have chosen our church cemetery as the final resting place for their loved ones. We also seek to ensure that our cemetery is a safe place where family members or friends can visit for years to come as they cherish the life of a loved one. Therefore we have developed the following guidelines that will promote a safe, well-cared for, esthetically pleasing, and well-operated cemetery.

### 1. Funeral Services:

- A. All cemetery services, including the Rights to Interment/Inurnment/Entombment must be paid for in full by the designated next of kin and that person be given a signed Facility Use burial authorization before the service can take place.
- B. For burial **only** services, a 24-hour minimum notice must be given before interments, inurnments, or entombments can take place. A two-week notice is required for disinterment requests.
- C. We strongly recommend an outer burial container for all in ground interments.
- D. An Interment Order can be initialized via telephone by a licensed funeral director; however, the Burial Rights Owner or designated next of kin, must still complete the necessary Facility Use/burial authorization Form before any service takes place.
- E. **CSMBC** assumes no responsibility for errors in accepting orders over the telephone. An Interment Order must be completed and signed by the Burial Rights Owner or designated next of kin in order to allow an Interment, Inurnment/Entombment to take place. In addition, the Burial Rights Owner or next of kin must visit the cemetery site to verify the correct location.
- F. **CSMBC** cannot be responsible for the repairs, upkeep, and maintenance of memorials purchased. If care is needed, repair arrangements must be provided by the deceased's next of kin.
- G. During the committal services, CSMBC will not perform any activity on it's grounds that will interfere with the sanctity of the service.

### 2. Flowers, & Floral Arrangements, Shrubs, and Trees:

Flowers can be a wonderful way to honor a loved one when one comes to visit our cemetery. However, if the flowers or arrangements have been destroyed by the elements, **CSMBC** reserves the right to remove all floral designs whether live or artificial. Additionally, flowers may be removed during specific times of the year due to our cemetery clean-up schedule. During the mowing season, **April 1<sup>st</sup>** through **November 30<sup>th</sup>**, please limit all floral arrangements to just **one** arrangement per marker. The only **exception** to this rule is when there are two vases attached to the marker or monument. In addition, **CSMBC** reserves the right to remove all trees, shrubs or plants of any kind if the upkeep of the cemetery is hindered. Excessive floral arrangements will be removed **1 week** after interments

**3. Grave Markers:**

Listed below are only grave markers/identifiers that may be erected in the CSMBC cemetery. **CSMBC RESERVES THE RIGHT TO REMOVE ANY AND ALL UNAUTHORIZED ITEMS.** This guideline applies to active members, inactive members, and non-members alike.

1. ***A headstone/grave marker***
2. ***An official one-piece grave cover***
3. ***An attached medal or ceramic vase for flowers***
4. ***A Crypt Mausoleum; single, stacked or side by side (side by side is counted as two single plots)***

Digging around the perimeter of a memorial is **strictly prohibited**. Furthermore, the **CSMBC** is not responsible for any damage to memorials when there has been any evidence of this occurring. We cannot allow a Burial Rights Owner or any other individual other than the maintenance crew to perform landscaping of any sort on the Cemetery property.

Anyone entering the grounds of CSMBC should consider themselves at any point subject to video surveillance. Any trespassing, destruction, graffiti, other form of vandalism or theft will be prosecuted to the fullest extent allowed under North Carolina law.

Name of Burial Rights Owner or next of kin: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephones #'s: Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*Because **CSMBC** is a private, religious assembly; we therefore reserve the right to refuse admission to any person. Any person engaging in disrespectful or disruptive behavior or found to be disregarding the Guidelines outlined in this document shall be subject to dismissal from the cemetery grounds by local law enforcement.*