

# BETHEL CEMETERY ASSOCIATION POLICIES AND OPERATING PROCEDURES

The Bethel Presbyterian Church, 2445 Highway 557, Clover, SC provides a cemetery as a service for the burial of church members of Bethel PCA or Redeeming Grace PCA. The BCA strives to maintain the church cemetery with a peaceful and respectful appearance for all families of those interred. The following rules and regulations are in place to maintain the dignity and sanctity of the church cemetery.

## DEFINITIONS....

BCA.....Bethel Cemetery Association  
GRAVE REGISTRAR.....Person responsible for maintaining the cemetery ledger  
LOT.....One (1) single grave site  
PLOT.....Group of single grave sites assigned to a family  
PCA.....Presbyterian Church in America

## MEMBERSHIP....

All members, at least 21 years of age, of Bethel PCA or Redeeming Grace PCA and their spouses may reserve a lot by joining the BCA.

There are two classes of members:

1. GENERAL: Dues in this class are \$25.00 a year and shall be paid annually. These funds will be used for the upkeep of the cemetery. This class is not an option anymore. It is grandfathered only to members prior to June 1, 2005.
2. LIFETIME: Dues in this class are \$250.00 and shall be a one time payment payable at the time the lot is assigned. This fee shall be deposited in the BCA Investment Account.

## FEES/DUES....

Fee for one (1) single grave site for a Church Member of Bethel PCA or Redeeming Grace PCA shall be a \$250.00 Lifetime Membership Fee.  
Fee for one (1) single grave site for a Non-Church Member of Bethel PCA or Redeeming Grace PCA shall be \$5,000.00 plus a \$250.00 Lifetime Membership Fee.

## RESERVING GRAVE LOTS....

1. A suitable ledger will be maintained by the Grave Registrar to record reserved grave sites.
2. A suitable ledger will be maintained by the Grave Registrar to record all interments.

## UNUSED GRAVE LOTS....

A request to use an unused grave lot shall be presented to the Grave Registrar or to the Board of Directors for approval. If approved, the \$250.00 Lifetime Membership Fee shall be paid.

## LOT ABANDONMENT....

Abandonment of any cemetery lot by the lot holder shall constitute a reversion of the ownership thereof to

the BCA.

#### OPENING A GRAVE SITE/INTERMENT....

No grave site shall be opened without the prior knowledge of the Grave Registrar or the Board of Directors. The funeral director or whoever opens the grave shall be required to place canvas or other suitable material on the ground adjacent to the grave site on which to place the earth removed from the grave. Sod shall be removed before digging the grave and retained for replacement. All interments must be made with a minimum of a concrete burial vault or a concrete grave liner.

The interment of two (2) bodies in one grave is not allowed, except in the case of mother and infant or two (2) infant children buried at the same time; and, it shall be done in accordance with the regulations of the funeral director in charge.

Cremated remains of only one (1) body are allowed on a single grave site. Cremated remains are not allowed to be scattered in any part of the cemetery. All cremations shall adhere to same fees and lot regulations in accordance with the current bylaws pertaining to burials.

Only human remains are allowed to be buried in the cemetery.

#### CLOSING A GRAVE SITE/DISINTERMENT....

The funeral director or whoever closes the grave will be responsible for removing any excess earth to an area designated by the Board of Directors.

Any problems arising after a burial may be brought to the attention of the Grave Registrar, Board of Directors or to the funeral home in charge of the burial.

All live flowers and plants placed on a new grave shall be removed within two weeks after burial date.

Any disinterment shall be done according to the current laws of the approving authority. The funeral director or whoever opens the grave shall be required to place canvas or other suitable material on the ground adjacent to the grave site on which to place the earth removed from the grave. Sod will be removed before digging the grave and retained for replacement. If necessary, the empty grave will be back filled and tamped with dirt from excess dirt located at a designated area of the cemetery.

In either case, closing a grave site or disinterment, the grave site shall be left in a neat and orderly matter.

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#### MONUMENTS AND MARKERS....

The cemetery is to be laid out and permanent markers placed at each grave site. All permanent markers in the cemetery are to be in a neat line and placed on a suitable foundation to insure stability. The Board of Directors will strictly enforce the placement of all markers. Headstones may be erected in the older sections of the cemetery (Sections A-T and Sections # 1-7). All markers in the newest part of the cemetery (Section # 8) shall be installed at ground level. All foot markers and corner markers shall be installed at ground level in ALL sections of the cemetery.

No person shall erect, construct or place any coping or any kind of enclosure within the cemetery. The marking of lots with decorative fencing of wire, stone, wood, brick, etc. is NOT allowed.

Graves shall be marked within one year of burial with a permanent marker which includes the name of the deceased as a minimum of information. For historical purposes the date of birth and death are very helpful.

Marker size shall be a minimum of 12 X 24 inches. They shall be of material consistent with existing markers and obtained from a licensed and insured monument company or government-supplied. All monuments, markers or plaques shall be installed by a licensed and insured monument company. No markers shall be placed in the cemetery without the prior knowledge and approval of the Grave Registrar or the Board of Directors.

All monuments and markers are the responsibility of the owners and must be maintained by the owner. Repairs shall be done at the expense of the lot owners or relatives.

#### FLOWERS, DECORATIONS AND LANDSCAPING....

Many items may have sentimental value but can become disruptive to the appearance and maintenance of the cemetery.

The ONLY allowed decorations in the cemetery are limited to:

1. Flowers – real or artificial.
2. Wreaths – real or artificial.
3. US Flags or any flag that is specific to the veteran's service. Maximum flag size shall be 12 X 18 inches.

No other decorations are allowed.

No more than two (2) arrangements/decorations are allowed (with the exception of a new grave). All potted plants, real or artificial, shall be anchored in the ground in non-breakable containers. No rocks or bricks shall be placed around the container. All decorations shall be placed as close to the marker or monument as possible for proper maintenance of the cemetery.

Lighting of any kind, such as solar lights, is NOT allowed.

Planting of trees, flowers, shrubbery or ground cover is NOT allowed.

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#### MISCELLANEOUS....

Members are encouraged to remove faded, worn or tattered flowers/decorations and wilted or dying flowers. These items will be removed by the Board of Directors or maintenance personnel when they become unsightly.

Each special request shall be addressed by the Board of Directors on a case by case basis.

The Board of Directors encourages all association members to continue periodic surveillance and maintenance on their family plots and on their ancestors' lots.

It shall be the responsibility of the association members to notify a member of the Board of Directors of address changes.

Cemetery grounds are sacred grounds and should be respected. The cemetery is NOT a playground. NO children shall be allowed to play in the cemetery or on the rock wall. Children could easily get hurt and we do not want that to happen.

CEMETERY HOURS....

Bethel Cemetery is open from Sunrise to Sunset. No visitation is allowed after dark.

**Approved by BCA Board of Directors on April 29, 2018.**

**Approved by Session of Bethel PCA on May 20, 2018.**

**BCA Policies and Operating Procedures Revised, Effective May 20, 2018.**

