

Alamance Presbyterian Church Cemetery

Policies and Procedures

Revised March 14, 2024

At its April 28, 2024 Stated Meeting, the Session of Alamance Presbyterian Church voted to raise the cost of a plot to \$3,000.

1. There shall be a Cemetery Committee consisting of at least seven members appointed by the Session. The duties of this team shall be:
 - a. To interpret present cemetery policies and procedures.
 - b. To mark all graves prior to opening them.
 - c. To coordinate the placement, care, and repair of cemetery headstones, foot markers, and plot markers.
 - d. To provide for the earthen burial of urns containing cremated remains.
 - e. To make recommendations to the Session of any desired changes to the cemetery policies and procedures.
 - f. To make a report to the Session of the committee's activities at least annually.
2. The Alamance Church Cemetery Trust Fund will be established. The Session of Alamance Presbyterian Church, acting as its board of trustees, shall be the legal guardian of these funds.
3. The principal of all present cemetery trust funds shall be invested at the direction of the Alamance Presbyterian Church Executive Team. Only the interest from the trust fund will be used for cemetery care and upkeep, except upon the specific approval of the Session. Principal funds may be allocated on a loan basis, at the prevailing interest rates, for building purposes.
4. Annual earnings from the Cemetery Trust Fund will be placed in the Cemetery Care Fund at the direction of the Executive Team. The Cemetery Care Fund is unrestricted in principal, but restricted in use to the care and upkeep of the cemetery.
5. All general upkeep, lawn care, and maintenance shall be paid from the Cemetery Care Fund.
6. Plots are to be assigned to members of Alamance Presbyterian Church only. Any former pastor or member of this church who has dedicated their life to ministry or full-time church service may be allotted grave spaces for themselves or their immediate family (spouse and minor children). The location of this space shall be at the discretion of the Cemetery Committee with the approval of the Session.
7. Any member of this church who has been assigned plots may bury immediate family members (spouse and minor children) or members of their extended family currently on the active membership roll of Alamance Presbyterian Church, without any fees paid to the church.
8. A member of the church may bury in their assigned plots any extended family member not on the active membership roll for a fee of \$3,000, payable to Alamance Presbyterian Church. Fees must be paid prior to the opening of the grave.

9. Any person not on the active membership roll who was assigned plots in the cemetery prior to the initial adoption of these regulations (September 1, 1957) will be charged a fee of \$3,000 per grave for future use of those plots.
10. When an active member of Alamance Presbyterian Church transfers or renounces their membership, they lose possession of their assigned plots, provided that no grave spaces have been used. If grave spaces have been used, any future use of the plot will be charged a fee of \$3,000 per grave plot.
11. The Cemetery Committee or other representative agency appointed by the Lead Pastor shall be authorized to contact the nearest of kin regarding unused grave spaces. These unused spaces maybe be used for members of the church at the discretion of the Cemetery Committee.
12. No one is permitted to install curbing, plant shrubbery, or any other permanent fixture other than headstones and foot markers around graves in the cemetery.
13. Alamance Presbyterian Church is not liable or responsible for any floral arrangement or memorial object installed temporarily at a gravesite. Please note: Strong winds on the cemetery hill frequently blow floral arrangements some distance from their graves. Any such objects found by the Cemetery Committee or lawn care service will be placed behind the brown storage building beside the picnic pavilion. Found floral arrangements or objects unclaimed for more than six months may be discarded at the discretion of the Cemetery Committee.
14. Cleaning and/or maintenance on displaced or damaged grave markers shall be carried out at the discretion of the Cemetery Committee. Anyone desiring to pay for such repairs to a grave marker themselves must consult with the Cemetery Committee prior to the work.
15. Funeral Services must consult with a representative of the Cemetery Committee prior to the opening of a grave. A representative of the Cemetery Committee must mark all graves prior to their opening.
16. The Cemetery Committee must be consulted before installing headstones, to ensure that:
 - a. The stone to be placed does not extend into another plot.
 - b. The proper concrete base is installed. The base shall be at least four inches deep and extend at least four inches on all sides beyond the base of the stone to be installed.
17. All foot markers must be placed level with the ground.
18. All graves for casket burials must be dug by licensed contractors, with the following exceptions: Graves dug by the Alamance Fire Department, or a similar organization, with the authorization of the Cemetery Committee.
19. Graves for the earthen burial of urns containing cremated remains are subject to the same policies and procedures stated above.
20. Graves for the earthen burial of urns containing cremated remains may be dug by a member of the cemetery care committee at their discretion. This service is provided at no cost to the family.

21. The following additional policies and procedures shall also apply to graves in the South Cemetery (the section of the cemetery on the south hill near the brick gate).
- a. Graves may be marked only with a flat tablet or grave marker set flush with the ground. The marker may be a head marker, foot marker, or a combination of the two. The marker must be made of bronze, brass, and/or granite.
 - b. Persons desiring to have a head marker, foot marker, or a combination of the two must have the approval of the Cemetery Committee prior to installation.
 - c. No monumental work, tombstone vault marker, fence memorial, mound or any other object protruding above the ground is permitted in the South Cemetery.
 - d. The opening and closing of the grave must be done under the supervision of a representative of the Cemetery Committee.
22. Inurnment in the Alamance Presbyterian Church Columbarium is governed by a separate policy established by the Session.
23. The Session of Alamance Presbyterian Church, in consultation with the Cemetery Committee, reserves the right to make exceptions or changes to the policies and procedures stated above, at its own discretion.