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Alamance Presbyterian Church

Cemetery Policies and Procedures

1. The Alamance Presbyterian Church (hereafter referred to as the “Church”) shall establish a Cemetery Committee consisting of at least seven members appointed by the Session. The duties of this committee shall be:
 - a. To interpret present cemetery policies and procedures.
 - b. To mark all graves prior to their opening.
 - c. To coordinate the placement, care, and repair of cemetery plot markers, headstones, and foot markers.
 - d. To provide for the 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.
 - g. To make changes to these policies and procedures with the approval of the Session.
2. The Alamance Church Cemetery Trust Fund shall be established. The Session of Alamance Presbyterian Church, acting as the Church’s board of trustees, shall be the legal guardian of these funds.
3. Only the principal of the Cemetery Trust Fund shall be invested at the direction of the Alamance Presbyterian Church Executive Team. Only the interest from the trust fund shall 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, with the approval of the Session.
4. Annual earnings from the Cemetery Trust fund shall 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 for the care and upkeep of the cemetery.
5. All general upkeep, lawn care, and maintenance shall be paid from the Cemetery Care Fund.


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6. Plots are available to be assigned to members of Alamance Presbyterian Church only. Those members wishing to reserve plot spaces in the cemetery must contact the church office. 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 and their immediate family (spouse and minor children). The location of these spaces shall be at the discretion of the Cemetery Committee with the approval of the Session.
7. An active member of this Church may bury in their assigned plots any 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. An active member of this Church may bury in their assigned plots any extended family member not on the active membership roll for a fee paid to Alamance Presbyterian Church prior to the opening of the grave. Refer to fee schedule for current fee.
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) shall be charged a fee per grave for future use of those plots. Refer to fee schedule for current fee.
10. When an active member of Alamance Presbyterian Church transfers or renounces their membership, their plots shall be reassigned by the cemetery committee if no grave spaces have already been used. If grave spaces have been used, any future use of the plot shall be charged a fee per grave. Refer to fee schedule for current fee.
11. The Cemetery Committee or other representative of 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. Funeral home 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.
13. No one is permitted to install curbing, plant shrubbery, or any other permanent fixture other than headstones and footstones around graves in the cemetery.
14. Alamance Presbyterian Church is not liable or responsible for any floral arrangement or memorial object placed 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 shall be placed behind the pink storage building beside the picnic pavilion. Floral arrangements or objects

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unclaimed for more than six months may be discarded at the discretion of the Cemetery Committee.

15. Floral arrangements and other memorial objects may be placed on graves only during the winter months (December through March). Any object placed on a grave during the mowing season shall be removed. Live floral arrangements may be placed temporarily on the graves at the time of death.
16. Cleaning and/or maintenance of 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.
17. The Cemetery Committee must be consulted before the installation of headstones to ensure that:
 - a. The stone to be placed does not extend to another plot.
 - b. That 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.
18. All foot markers must be placed level with the ground.
19. 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.
20. 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. When a family reserves a plot in the south cemetery, the Cemetery Committee will record the location of the grave. A fee shall be assessed to pay the cost of the plot markers for that assigned grave. Refer to fee schedule for current fee.
 - b. Graves may be marked only with a flat tablet or grave marker set level 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.
 - c. 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.
 - d. No monumental work, tombstone vault marker, fence memorial, mound or any other object protruding above the ground is permitted in the South Cemetery.

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- e. The opening and closing of the grave must be done under the supervision of a representative of the Cemetery Committee.
21. If, at any point, a family desires to relocate the remains buried in the Alamance Presbyterian Church Cemetery, the Church office must be contacted prior to the work. The family assumes all responsibility for the cost of the exhumation, including any repairs needed in the church cemetery related to the work.
 22. Graves for the burial of urns containing cremated remains are subject to the same policies and procedures stated above. A member of the Cemetery Committee will open the grave for cremated remains.
 23. Each urn buried in a cemetery plot shall be assigned its own grave space.
 24. Inurnment in the Alamance Presbyterian Church Columbarium is governed by a separate document established by the Session. Refer to the *Alamance Presbyterian Church Columbarium Rules and Regulations*.
 25. The scattering of ashes is not permitted in the Alamance Presbyterian Church Cemetery.
 26. 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.

Revised and approved May 2024