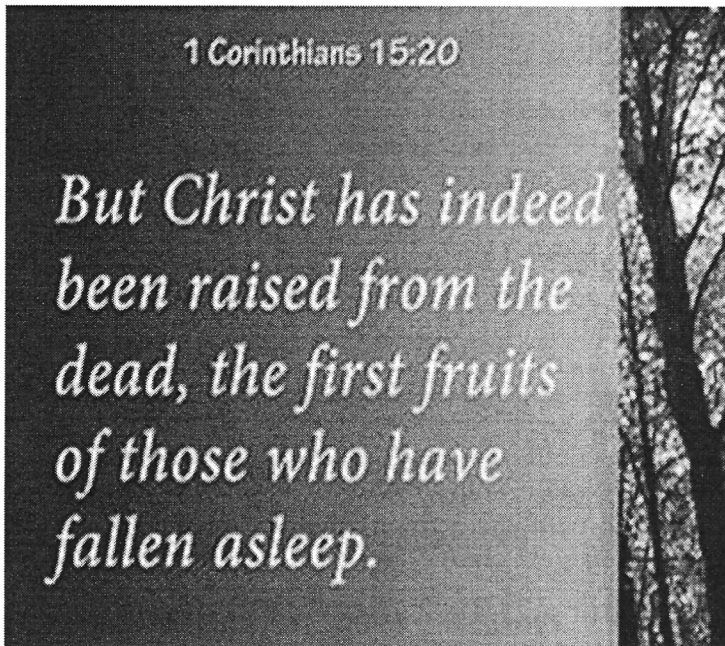


CEMETERY HANDBOOK



Trinity Lutheran Church
Medford, WI
(Adopted January 30, 2022)

BURIAL PRIVILEGES

The right and privilege of burial in a cemetery will be granted to the following:

- All those who were considered members in good standing* in our congregation at the time of their death
 - Those on the Pastor's regular visitation and private Communion list are considered members in good standing
 - All baptized children under the age of 18 are considered members in good standing by virtue of their Baptism
- Those who are considered inactive** members of our congregation, recognizing that Christian faith cannot always be determined by activity (See Perpetual Care provisions.)
- All those who were formerly members of our congregation who have since joined and been active in a sister congregation, provided they have already obtained a lot by the burial of an immediate family member
- Non-members of our congregation, Christian or non-Christian, provided a spouse, child, or parent is a member in good standing of our congregation. (See Perpetual Care provisions.) Note: This privilege is granted as an act of kindness to our members recognizing that the location of burial has no bearing on eternity.
- In the case of suicide privilege of burial will be up to Pastor in consultation with the Elders . They will seek to apply the rule of charity to all cases which are submitted to them for funeral consideration, measuring up well to the standard of "stewards who are found faithful."

*Defined as those who commune at least six times per year

**Defined as those who commune less than six times per year

PERPETUAL CARE

A Definition: Included in perpetual care will be the following:

- ◇ Preparation of a new gravesite for seeding, including leveling the site, adding dirt, etc.
- ◇ Reseeding of the gravesite as weather permits
- ◇ Maintenance of the gravesite, including filling holes, reseeding when necessary, leveling stones
- ◇ Mowing, trimming, and caretaking of the gravesite throughout the year
- ◇ Custodian will keep record of fees paid

Recognizing that increasing cost of cemetery care, and also recognizing that those who have supported our congregation through their offerings in the past have, at the same time, provided toward perpetual care we provide the following one time payment provisions regarding perpetual care:

Members in good standing (as defined earlier) (\$25 will go to the Caretaker for new gravesite work)	\$50
Former members (as defined earlier)	\$200
In active members (as defined earlier)	\$300
Non-members (as defined under Burial Privileges)	\$500

All perpetual care fees are a one time payment per gravesite at time of burial. (previously set head stone site also)

BURIAL SITE ARRANGEMENTS

Under typical circumstances there will be no choice of burial plot in which the burial site is located. Burial sites will be distributed within the plot in such a way to fill the plot from south to north, for the family in which the next death occurs.

In the interest of providing an opportunity for present members to set a headstone in advance, Trinity congregation provides the following provisions:

- A headstone may be placed in advance by an individual or couple, provided a fee of \$100 per headstone along with the burial site fee. Plus the fee for burial site and the headstone is set in place within six months of the request
- In addition, a choice of gravesites will be given only among the lots that have been previously assigned
- All those wishing to set a headstone on a lot outside of the previously assigned will receive the next lot in the line filling from south to north

Burial of cremations are to be done in accordance with Wisconsin State Law at time of death. In the interest of those who are considering cremation, Trinity congregation burial site arrangements will remain the same with a limit of three per burial site

The purpose for granting the privilege of setting a headstone before the time of death is to give individuals or couples the opportunity to complete such arrangements prior to their death, not merely allow people to choose a location

The fee is established provide perpetual care for the lot prior to the individuals death. In addition, the fee and the setting of the headstone demonstrate to the congregation that such lot will indeed be used in the near future.

PREVIOUSLY ASSIGNED PLOTS

In the interest of making the most efficient use of our cemetery property, the following provisions are established for handling previously assigned plots where individual gravesites remain unused for a period of five years following the last burial in that plot:

- The church office will contact the family by letter to inquire whether the remaining sites within the plot are intended to be used or not
 - In the interest of using our cemetery property effectively, Trinity congregation encourages families to only declare gravesite as “intended to be used” if there is a remaining family member that wishes to be buried there
 - Keep in mind that all members of our congregation are assured a burial plot, even if you indicated that certain gravesites are not intended to be used and are returned to the congregation for other use
- If a written response is received indicating that a remaining gravesite is not intended to be used, the congregation will have the right to offer that gravesite to anyone wishing to be buried in our cemetery according to our Burial Privileges
- In the event of a death, family would be encouraged to use a particular gravesite or double site from among the previously assigned plots that are known to be available

GRAVE MAINTENANCE

In the interest of keeping our cemetery in good order and its appearance as complimentary as possible, the following provisions have been established:

- Flowers, arrangements, etc. placed on the graves are to be removed by the family when they no longer add beauty to the gravesite
- As a general rule, all flowers, arrangements, etc. placed on the graves are to be removed no later than the last day of September in order to prepare for winter
- After the last day of September, the caretaker will have the right to remove all flowers, decorations, etc.
- As flowers, ribbons, crosses, etc., are placed on the gravesite, care should be taken so that they add beauty while they are in place
- All flowers, arrangements, etc., are to be placed on the headstone or as near it is possible so as to assist the caretaker with mowing and trimming
- No flowers, shrubs or trees are to be planted by individuals. All landscaping matters will be done under the direction of the caretaker
- In the interest of proper appearance, it will be the caretakers right to remove any flowers, unused shepherd hooks & metal stands may be removed for cemetery maintenance and stored by back of church for future use. etc. that are creating an eyesore to the cemetery property

Note: Decorations during the winter months are acceptable. We merely ask that you remove them when they no longer look appropriate.

BASEMENT USE FOR FUNERALS

- If catering is used, family is responsible for set up, clean up and trash removal
 - Donation appreciated to cover heat, electricity and cleaning
- If family wishes to provide own food we can offer some guidelines about amount of food needed. Family is responsible for set up, clean up, and trash removal
 - Donation appreciated to cover heat, electricity and cleaning
- If someone wants to borrow roasters from kitchen, they need to be signed out, returned in timely manner, not to exceed two weeks, clean and in good condition
 - Sign out with Pastor or church secretary