

Cemetery Bylaws
Springwood Presbyterian Church
Revised April 20, 2023

WHEREAS, the corporation of Springwood Presbyterian Church, Inc., Whitsett, NC, Presbyterian Church (USA), hereinafter referred to as church, desires to set forth in print and to clarify certain rules and regulations that now govern the cemetery and additional rules that assist in the administration of the cemetery, the following bylaws are hereby enacted:

1. All cemetery property, both used and unused, belongs to Springwood Presbyterian Church. No portion of this property is to be, or has been in the past, sold or transferred by deed or title to any person for burial plots. Individuals may purchase a "Right of Burial". In the event an election is made not to utilize an assigned plot for burial, the plot will be surrendered to the church. The Right of Burial in an assigned grave can be transferred to a family member by contacting the Cemetery Committee to initiate the transfer, based on the current rules and regulations at that time.
2. All Cemetery property and the care thereof are to be administered by the Cemetery Committee of Springwood Presbyterian Church, Incorporated. A Cemetery Committee representative must mark the site before any plot is opened and also before any stone (vertical or flat) is placed. Therefore, advance notice must be given before any work is done on or in a plot.
3. A specific plot may be requested in advance of need by an active member of Springwood Church; and upon approval by the Cemetery Committee will be held for no more than 30 days without full payment. Active membership throughout these bylaws is defined as participation in the life of the church, attendance in worship as often as possible (but at least quarterly if physically able to do so), and financial support.
4. Any former pastor or member of Springwood Church who devoted his/her life to the Christian Ministry may be provided with a burial plot for his/her immediate family (spouse and/or children living at home) at the discretion of the Session or Cemetery Committee.
5. The Cemetery Committee shall present an end of year finance report and a budget for the following year's expenses. The budget and subsequent expenses exceeding \$1,000 must be approved by the Corporation Trustees (Session).
6. The Cemetery Committee shall be responsible for maintaining an accurate record of all burials including names and dates of interments, in accordance with North Carolina statutes, and the Church Office is to be notified whenever a change or burial occurs. A property survey and planning map, as well as an alpha/numeric list of all plots, shall be kept by the Cemetery Committee Chair and in the Cemetery File in the Church office for purposes of defining spaces to prospective members, preserving accessibility throughout the Cemetery, and maintaining accurate documentation of existing and future gravesites.
7. Any fees outlined in these bylaws may be waived by a decision of the Cemetery Committee. All fee increases reflected herein shall be preceded by 60 days advance notice to the community. Payment of fees must be paid prior to opening the grave or cremation site.
8. A permanent marker with the appropriate engraving (full name, dates of birth and death) is required on all cemetery plots (full-size and cremains) within 180 days from the date of burial. (See #13, below.)

9. No one is permitted to install curbing, plant shrubbery, or do other permanent work without approval and permission of the Cemetery Committee.
10. The cemetery will be open from sunrise to sunset to visitors who may come for quiet reflection, meditation, or prayer. Visitors enter the property at their own risk. Dogs are to be leashed when inside the cemetery, and pet owners are required to clean up after their pet.
11. **Full-size plots:**
 - A. The use of a vault is encouraged, but not required, with all coffins.
 - B. The price to secure Right of Burial in each full-size plot for a coffin or cremains is as follows: (These fees do not include the cost of opening and closing the grave.)
 - a. \$450 for active members of the church
 - b. \$1,000 for inactive or former members; and
 - c. \$2,500.00 for non-members.
 - C. Once a Right of Burial in a full-size plot has been secured with the above fee, cremains of immediate family members may be interred in full-size plots (vacant or occupied) as follows:
 - a. One grave occupied by casket/vault may be used for the additional burial of up to 3 cremains on top, as space permits, with a permanent flat marker for each of the cremains (12" x 24") to indicate name, dates of birth and death of the interred individuals.
 - b. One vacant grave may be used only for the burial of up to 3 cremains, with a permanent flat marker (12" x 24") to indicate name, dates of birth and death of each interred individual required within 180 days. Once cremains are interred in a full-size plot, a casket/vault cannot be added to that plot.
 - c. In addition to the fee above for securing a Right of Burial in a full-size plot, the charges for each *interment* of cremains by the Cemetery Committee (marking, digging, and refilling the site) is as listed below. This fee is payable no later than the time of the interment.
 - i. \$250 for active members
 - ii. \$300 for inactive or former members
 - iii. \$350 for non-members.
12. **Cremains Plots:**

A section at the northwest corner of the cemetery is designated for the interment of cremains only.

 - A. Cremains sites may only be marked and opened by a member of the Cemetery Committee. No cremains are to be interred without first notifying the church or the Cemetery Committee.
 - B. Multiple cremains buried in a cremains plot must be buried at the same time. There will be no opening of these plots once a plot is occupied. No more than two cremains are to be interred in any single cremains plot.
 - C. Each site is to be marked with a proper, permanent 12" x 24" marker mounted flush with the ground indicating the name and dates of birth and death of each interred individual.
 - D. The price to secure Right of Burial in a cremains plot is:
 - a. \$100 for active church members
 - b. \$200 for inactive or former members
 - c. \$300 for non-members
 - E. In addition to the fee above for the Right of Burial, the charges for each interment of cremains (marking, digging, and refilling the site - provided by the Cemetery Committee) is listed below. This fee is payable no later than the time of the interment.
 - a. \$250 for active members
 - b. \$300 for inactive or former members

c. \$350 for non-members.

- F. Normally, cremains plots will be assigned in order within the cremains area, from southwest to northeast, filling in each available plot as needed. Since cremains plots are not assigned until needed, family members who wish to secure the right of burial in a plot next to an interred loved one may only do so with proof of purchase of a flat grave marker with their own name and date of birth to be placed immediately upon assignment of plot.

13. **Stones and Monuments**

All structures, monuments, or edifices of any kind are subject to the approval by and discretion of the Cemetery Committee in accordance with the character of the cemetery.

- A. No stone or marker is to be placed in the cemetery without it being marked in advance by a Cemetery Committee representative; therefore advance notice must be given to the church or Cemetery Committee.
- B. All stones must have a foundation, and be set taking into account the weight of the stone and the solid footprint required for the stone to rest securely upon it over time, given soil and weather conditions. A minimum depth of 4" to 8" of foundation, *depending on the size of the stone being placed*, is required. Larger stones will require a poured concrete foundation or other type of base for stability.
- C. No stone or marker may exceed the width of the plot or the total width of plots, if plots are next to each other.

14. **Flowers and Decorations**

All fresh flowers and artificial flowers on graves are to be removed or replaced within a reasonable period of time. Heavy winds often blow items off of graves, so all decorations should be tagged with the full name of the deceased. All decorations may be removed and discarded at the discretion of the Cemetery Committee when deteriorated, inappropriate to the season, or unidentifiable. The Cemetery Committee shall not be responsible for lost property.

15. Any alterations, additions or deletions to these rules and regulations may be made upon adoption by a majority vote of the Corporation Trustees of Springwood Church (The Session), and these Bylaws shall be reviewed every five years.
16. It is the intention of the Board of Trustees of Springwood Church Corporation to abide by the laws of North Carolina. In the case of conflict, state laws that apply to church-operated cemeteries will take precedence over these Bylaws.

The Cemetery Bylaws of Springwood Presbyterian Church were recommended by the Cemetery Committee and approved by a vote of the Springwood Corporation Board of Trustees (the members of the Session) on April 20, 2023.

Barbara Buckmaster, Clerk of Session
Secretary of the Board of Trustees

Date