

St. Philip's Parish
Brevard, NC

Policies & Procedures No. 900

Cemetery Committee

St. Paul's-in-the-Valley:

This pre-Civil War Episcopal church cemetery is a historically significant graveyard and we will make every effort to maintain its beauty. It is located on the Old Greenville Highway (now known as US Highway 276.) This cemetery was established first to be used by members of St. Paul's-in-the-Valley Parish and then later by members of St. Philip's Parish, Brevard, NC.

St. Philip's:

Under the present church sanctuary, there remain graves from the original cemetery for St. Philip's Parish. These graves were covered when the present stone structure was built to replace the original wooden church building that was destroyed by fire in 1925. This building is listed on the National Register of Historic Places.

This Policies and Procedures information sets forth rules, regulations and guidelines for the use of either cemetery of the Parish of St. Philip's, Brevard, NC. A copy of these policies shall be sent to lot owners or their closest descendant and will be given to future purchasers.

I. Administration:

A. Cemetery Committee:

1. Shall be composed of 5 or more active communicants of St. Philip's Parish, to be appointed by the vestry and whose terms shall be determined by the vestry. It shall also include the rector and junior warden, ex officio.

2. Administrative details concerning the sales, improvements, upkeep, and designation of cemetery lots shall be the responsibility of the Cemetery Committee.

B. Transactions:

1. An owner of a lot may not give or sell said lot without first offering it to the Cemetery Committee at the original sale price.
2. Lots shall not be sub-divided without the permission of the Cemetery Committee.
3. Records of all transactions, noting the cemetery plot and grave site information, shall reflect the name of the owner and/or additional relevant information. These records shall be retained in the church office.
4. Sales of each new plot shall be documented by a member of the Cemetery Committee in the receipt book for the Cemetery. Said receipt, together with the payment for the plot shall be given to the church clerk for signature by one of the wardens. When the receipt has been signed, a copy shall be sent to the recipient of the sale and the treasurer shall be given the payment.

II. Cemetery Plots:

A. Sale:

Lots shall be transferred to *communicants* of St. Philip's Parish only. Sale price for grave sites shall be as listed in Appendix A.

B. Burial:

Before any burial or deposition of ashes, the rector and church office must be notified and the burial information supplied for the church records. The rector or his designee will inform the chairman of the cemetery committee or other member of this committee.

The lot owner shall assume the financial responsibility for opening and closing a grave. Any damage to the roads, paths, other plots, or markers shall be repaired and the cost borne by said lot owner.

A refundable deposit of \$250 is required to assure placement of a marker within one year. See item E.2 Maintenance.

C. Choice of type of burial/deposition of ashes:

1. While the choice of type of burial is personal, we encourage those who would wish to bury at St. Paul's-in-the-Valley to consider cremation. Heavy duty earth moving machinery that is required to open a grave does damage to roads and often to grave lots around the grave to be opened. When graves were dug by hand, it was possible to respect the adjacent property.
2. See section B. above.

D. Pet Burials: are not permitted.

E. Maintenance:

1. Maintenance of individual plots shall be the responsibility of the owners or descendants. There should not be plantings that will exceed the boundaries of the plot, that will obscure the rest of the area, or interfere with access to other areas of the cemetery. The Cemetery Committee may elect to trim growth that impairs the safety or access to any portion of the property.
2. All graves shall be marked with a permanent stone marker with identification information for the individual. A \$250 refundable deposit is required before disposition of remains to assure placement of the marker within one year. If a marker is not placed within one year, the Cemetery Committee will place a marker using the deposit to offset the costs. Such a marker is the responsibility of the owner of the lot or relative, and said marker must be erected within one year of the burial. Structures of any type, such as walls, or a simple stone bench, etc. must be approved in advance of construction by the cemetery committee. Lot fencing is not permitted.
3. In order to maintain the natural beauty of this historic cemetery, artificial flowers or shrubs of any type are prohibited.
4. Plantings of any type outside of the boundaries of an individual's plot must be approved by the cemetery committee. Plantings within a plot must not detract from the overall appearance of the natural beauty of this cemetery.
5. Money from donations and the sale of lots shall be used for the improvement and upkeep of the cemeteries.

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APPENDIX A

ST. PAUL'S-IN-THE-VALLEY CEMETERY

Effective December 1, 2004, the selling price for grave sites/lots in St. Paul's-in-the-Valley Cemetery shall be:

1 single space	4 ft. x 10 ft.	\$200.00
4-space burial lot		\$1,000.00
5-space burial lot		\$1,500.00
6-space burial lot		\$2,000.00

Memorial area for distribution of ashes: inscription on memorial marker of individual name, date of birth and death, shall be at the prevailing price of the marker. A refundable deposit of \$250 is required for graves and the Memorial area, see Policies and Procedures No. 900 item E.2 Maintenance.

Approved by the Vestry:

Date: April 18, 2011

(original signed)
Louise J. Wright, Vestry Clerk