



BYLAWS SHARON METHODIST CHURCH CEMETERY

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ARTICLE I - THE PURPOSE OF SHARON METHODIST CEMETERY

1. The Sharon Methodist Church Cemetery exists to procure and preserve land to be used exclusively as a cemetery, delivering superior service to our members and the public in providing for the sale of graves, the disposition of human remains only, and the burial process that takes place within the Cemetery.
2. To provide burial privileges at no cost to current members and immediate family members.
3. The Cemetery Committee is responsible for preserving and enhancing the Cemetery's beauty and heritage as well as maintaining its historical records.
4. Maintain and update accurate records of all burials in the Cemetery.
5. Maintain and update accurate records of all members who have reserved plots / graves.
6. Sharon Methodist Church shall be responsible for the upkeep and care of the cemetery.
7. A Cemetery Committee of at least four (4) people shall be appointed by the Nominating Committee and be vested with this authority. There are no term limits for committee members. Members of the committee will elect a chair annually.
8. Meeting Frequency. The committee shall meet a minimum of six (6) times a year.
9. Minutes of all meetings are to be kept and made available upon request of church members.
10. The Chairman of the Cemetery Committee shall be responsible for making any necessary reports to the Church Council.

ARTICLE II - RESPONSIBILITIES OF THE CEMETERY

1. To maintain a safe environment for the Cemetery grounds.
2. Damages Resulting From Normal Cemetery Operations
Sharon Methodist Cemetery shall not be liable for any damages occurring because of an error in interments, dis-interments, paperwork, selling of plots, etc., whether due to current issues with recordkeeping or resulting from past recording errors concerning locations of burials within the plots. The Cemetery Committee will make every reasonable effort to correct, mitigate or rectify the situation.
3. Damages Resulting From Cemetery Maintenance
Sharon Methodist Cemetery shall not be liable for damages resulting from the mowing of the grass, the removal or cutting back of weeds and other necessary routine maintenance at the Cemetery.
4. Damages to Persons Visiting Cemetery Grounds
Sharon Methodist Cemetery reserves the right to compel those coming into the Cemetery to obey all rules and regulations in effect currently, or any rules and regulations to be adopted in the future. Any person entering Cemetery grounds does so at their own risk and shall be solely responsible for any damage done to them or their property while on Cemetery grounds. The Sharon Methodist Cemetery shall not be held responsible for any injuries sustained at the Cemetery. All disorderly persons damaging tombstones or other Cemetery property may be ejected from the Cemetery and will be held liable for all damage incurred. Sharon Methodist Cemetery is not responsible for damage resulting from acts of nature.



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Article III - RESERVING OF PLOTS OR SINGLE GRAVE

1. Plots may be assigned, upon request, to any current church member without a fee. The plot assignments must be recorded by the Cemetery Committee chairperson.
2. Reserving grave site without cost are for Sharon Methodist Members only. A completed signed registration form is required.
3. Additional grave sites can be reserved for a non-member's family of Sharon Methodist (husband, wife, children, parents, brother, sister, or grandchildren). \$250 deposit will be required to reserve a grave site for a non-member. The balance due is required before burial. The price will stay fixed at the time of deposit.
4. For non-member families other than husband, wife, children, parents, brother, sister, or grandchildren full payment is required to reserve a grave site.
5. Non-members of Sharon Methodist Church may reserve a grave site after payment in full is received.

ARTICLE IV – RESERVING A NICHE IN THE COLUMBARIUM

1. The Columbarium is only for members and past members of Sharon Methodist Church and their immediate family members. (husband, wife, children, parents, brother, sister, or grandchildren)
2. Purchase of a niche shall be made through the Cemetery Committee.
3. Pricing for the Columbarium should be reviewed annually and adjusted for economic trends.
4. If a niche is reserved, the price will include engraving of the last name(s), first name(s), date of birth for the designated purchaser.
5. The cost of engraving additional information is at the expense of the purchaser.
6. Niches are of uniform size and designed to hold the ashes of two people. Niche size: [12' x 12' 12"].
7. Urns must be sized to fit two inside.
8. Only human remains may be interred.

ARTICLE V – PURCHASING OF PLOTS OR SINGLE GRAVE

1. Purchase of a plot / grave shall be made through the Cemetery Committee. No purchaser's right to a plot or a grave shall be deemed valid until the entire amount of the purchase price is paid. No plot(s) shall be considered reserved or purchased until payment in full is received.
2. Payment arrangements are to be made prior to the opening of the grave. In case of persons not able to pay, burial may be permitted, based upon the decision of the entire committee.
3. Final approval for the opening of a grave is to be given by the chairperson of the Cemetery Committee or another Committee member if the chair is not available.
4. Current Sharon Methodist members receive a single grave site at no charge for persons whose names appear on the current membership roll, and their children 21 and under. A one-time \$250 Perpetual Care Fee will be assessed for each grave site. This fee can be paid in advance or at the time of burial.



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ARTICLE VI – MARKERS

1. A stone marker of permanent nature shall be placed at the grave site within a six-month period from date of burial. If the stone marker is delayed beyond six months, proof of the order will be requested. No wooden or plastic grave markers are allowed.
2. In Cemetery Section E, only flat plaques or flat stones that are level with the ground are allowed. No above-ground headstones are permitted in this area. All plaques in this area will be placed at the head of the grave, except for military markers, which may be placed after a grave headstone has been placed.
3. Any surface marker shall be placed in such a way as not to hinder mowing with a power mower.
4. No border or curb around plots shall be erected that will hinder mowing grass; nor, shall any permanent natural plants, trees, shrubs, etc., be planted.
5. The Chairperson of the Cemetery Committee shall inform all purchasers of these rules concerning markers at the time of purchase and within sixty days after burial.

ARTICLE VII - FINANCE / MAINTENANCE

1. Pricing for grave sites should be reviewed annually. Fees for graves should be adjusted for current dollar values of area Cemeteries and rising economic trends.
2. There are two accounts designated for the Cemetery.
 - a. Checking account for all cemetery expenses.
 - b. Investment Fund (Trust Fund) for deposits. Principle cannot be used for any reason.
 - c. Only interest may be used.
 - d. Interest can only be used when taken out for expenses in any given year.
 - e. This money shall be kept in a special Cemetery Fund and a monthly report of receipts and expenditures kept on file.
3. All gifts monetary gifts received for Cemetery shall be used for maintenance of the cemetery.

ARTICLE VIII – ADMINISTRATIVE DUTIES

1. An Excel database must be updated after each interment. The following information must be entered.
 - a. Full name of interred
 - b. Date of birth
 - c. Date of death
 - d. Age at death
 - e. Cemetery Location and Section A, B1-4, C 1-4 , E 1-2
 - f. Row #, Plot #, Position in Plot : 1 , 2, 3 ,4
2. Cemetery maps C, D, E must be kept up to date with each interment.
3. Enter interred with showing grave is occupied.
4. Add color code to designate if grave site has been reserved.
5. Add color code to designate headstone in place (not interred)

<input type="checkbox"/>	Available
<input type="checkbox"/>	Reserved
<input checked="" type="checkbox"/>	Interred
<input type="checkbox"/>	Headstone In Place
<input type="checkbox"/>	May Be Available



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ARTICLE IX – BURIAL / INTERNMENT

1. Only human remains may be interred, and only with the prior permission of the Cemetery Committee, and once appropriate burial fees have been collected and burial record paperwork has been filled out.
2. The remains of no more than one person may be interred in any one grave space.
3. Up to two sets of human ashes may be buried per grave. There will be a perpetual care fee of \$250 per burial site. The cost of opening a grave site will be at the grave owner's expense.
4. In the case of the burial of cremation remains over an existing casket of human remains, only two sets of human ashes are allowed, with the casket burial occurring first.
5. For burials of human ashes without vaults, a hole with dimensions of 16" x 16" x 24" will be dug. If ashes are contained in a vault, size requirements of hole will increase, which may not allow enough space to bury two sets of ashes in the grave. Size of such hole will vary and shall be provided by the funeral director prior to the burial.

ARTICLE X – MISCELLANEOUS

1. All families of Sharon Methodist Church will be presented a copy of Cemetery Rules, Pricing Schedule, and Bylaws.
2. It is the responsibility of the family of the deceased for permanent monuments or headstones to be in place within six months after burial.
3. Engraving of Columbarium niche must be completed within 90 days of interment.
4. Sharon Methodist Cemetery Rules must be followed by all members of Sharon Methodist Church and all family, friends, contractors, and visitors.
5. Sharon Methodist Church or the Cemetery Committee shall not be liable for any damages occurring as a result of an error in interments, dis-interments, paperwork, selling of plots, etc., whether due to current issues with recordkeeping or resulting from past recording errors concerning locations of burials within the plots. The Cemetery Committee will make every reasonable effort to correct, mitigate or rectify the situation.

ARTICLE XI - AMENDMENTS OF AUTHORITY

1. The rules and regulations and Bylaws of The Sharon Methodist Cemetery may be amended or added to by the Cemetery Committee. These will need to be approved by a simple majority vote of the Sharon Methodist Church Council provided, however, that such amendment or alteration be presented to the church at least two weeks prior to the time the vote is taken.
2. These by-laws regarding the Sharon Methodist Church Cemetery may be amended or altered by a majority vote of the members present at any regular Church Council, provided, however, that such amendment or alteration be presented to the church at least two weeks prior to the time the vote is taken.