

**ST. JOHN'S EVANGELICAL  
LUTHERAN CHURCH**

Barre Mills, Wisconsin

**CEMETERY  
MANUAL**

**FEBRUARY 1, 2016**

This manual is maintained by the  
St. John's Lutheran Church  
Cemetery Association Board  
and supplements the By-laws

### Purpose and Scope

This manual provides the rules and regulations which are intended to clarify the means by which the provisions of the By-laws are carried out in the use and maintenance of the cemetery. Prices for the various types of sites are included in Exhibit A. Detailed information on the lot/site owners, burials and lot/site layouts for both the old and new cemeteries are available on the church web site ([www.stjohnswels.org](http://www.stjohnswels.org)) or through the Association.

The monument companies are encouraged to use this manual to assist their customers in the selection, preparation and placement of monuments and markers so they meet the cemetery rules. Please contact a Cemetery Association Board Member if you have any questions about the information or if you would like to purchase a burial site.

This revision has been issued to update the current board members.

#### Cemetery Association Board:

Roger Summerfield - 608-786-3358

Dale Young - 608-786-0753

Ken Hemker - 608-786-2495

I. Cemetery Locations

St. John's Lutheran Church owns and maintains two cemeteries. The "Old Cemetery" is located about ¼ miles east of the church on County Road M. The "New Cemetery" is on the west and south sides of the church.

II. Cemetery Layouts

A cemetery lot may consist of different burial sites and are laid out as follows:

- A Five-Site Lot measures sixteen feet by twenty feet
- A four-Site Lot measures sixteen feet by sixteen feet
- A Two-Site Lot measures sixteen feet by eight feet
- A Single-Site Lot measures sixteen feet by four feet, and

There may not be Lots available for sale of the specific types shown in this section. The Cemetery Association Board will consider all requests and determine the best means of accommodating those requirements.

Up to three cremations may be buried on any one, Single-site Lot.

The layout of both cemeteries, along with specific lot and site details are maintained by the Association and are available.

III. Maintenance of the Cemeteries

It is the responsibility of the Cemetery Board to ensure that the graves are made correctly, the monuments/markers are proper and set correctly, and that the overall appearance of the grounds is properly maintained. The Board is responsible for the "Perpetual Care" of the cemetery which involves the ongoing mowing of the cemetery grass and trimming around gravestones and other maintenance as deemed necessary. It may also include the planting or maintenance of shrubs or plants, if needed to improve the overall aesthetics or protection of the grounds. It does not include the planting or maintenance of any plantings at individual grave sites.

IV. Gravesite preparation and burial

The location and digging of the grave must be done by an individual who is authorized by the Cemetery Association to perform that duty. The only individual currently approved is Paul Wehrs (608-786-3048). Paul may enlist other people to assist in this duty but the work must be with his oversight and coordination.

All regular burials must be performed by a commercial company who is qualified to perform the burials. Burial of cremation containers may be performed by a commercial company or by Paul Wehrs, or his designate. In no case will burials be performed by individuals outside of the Cemetery Association or their designate, unless specifically authorized by the Cemetery Association Board.

The digging and backfilling of the gravesite must be done properly to ensure that the ground is maintained in a stable way around the headstone to avoid settling.

The "scattering of cremation ashes" is not allowed on the church properties.

**V. Grave Marking and Monuments**

If an upright monument is utilized to mark a gravesite, the base of the monument must be set inside the boundaries of the site. The base of the monument shall be a minimum of six inches wider than its height and the width of the base shall be sufficient to provide good support. In some cases the use of piers may be required to ensure long-term stability. The Cemetery Association will assist in identifying the specific boundaries of the lot with the company who will be placing the monument or marker.

If a single monument is used to mark more than one gravesite within a Lot, it shall be centered on the Lots and follow the same placement requirements as for a single site.

The height of the gravestone in any arrangement shall not exceed 40 inches from the supporting foundation/slab.

In the case of multiple burials within one site, i.e. Cremations, only one upright stone may be placed at the head of the site. The cremation burial within the site must use only markers located flush with the ground, within the space of the burial site. If a cremation burial takes place on an existing burial site where an upright monument already exists, it is preferred that the cremation be marked with a flush marker next to the existing monument. See the following photograph with an example of the preferred arrangement of the monuments.

**Cremation Marker example on existing grave site**



All Monuments and markers must be placed by a company that is equipped and qualified to do such placement.

The Cemetery Association will attempt to contact the owners, heirs or other next of kin if existing markers are deteriorating and becoming unsightly, unsafe or have become damaged. If no such individuals are known to the Board Members or any other leadership personnel within the church, a notice will be placed in the weekly church bulletin for one month. If no one responds to the notification, the Board of Directors will notify the Congregation Council and take the action required to resolve the matter. This may require alteration of the original design or construction of the monument.

VI. Trees, shrubs, plantings and structures

No trees, shrubs or permanent floral arrangements are to be planted in the cemetery without the approval of the Cemetery Board. Flowers may be placed at the grave sites so long as they are in containers and properly maintained. If not a part of the monument, the containers must be located next to the monument and be movable for maintenance purposes. The containers should be vented to allow water to escape and flowers must be securely fastened. If the flowers are not maintained and/or come loose and are blown onto the cemetery grounds, the Cemetery Association has the right to dispose of those flowers.

The placement of any items such as benches, statues, fences, etc. is not permitted without prior authorization by the Cemetery Association. This includes the placement of such items in conjunction with the initial monument or marker. A written request must be submitted in to the Cemetery Association which contains specific drawings or pictures, dimensions, location information and other details that will assist in making a final decision.

VII. Purchasing and Resale of Lots or Sites

Only members of St. John's Lutheran Church may purchase a Lot or Site, unless specifically authorized by the Cemetery Association. The purchase prices are shown in Exhibit A. A deed will be issued to the purchaser which entitles the purchaser and any heir or designee of a burial place, and the owner is bound by all of the rules and regulations of the association.

The purchase of Lots or Sites as investments for resale is strictly prohibited. The resale of lots or sites may only be made to the Cemetery Board at a sale price no greater than the original purchase price of the Lot or Site. The Cemetery Association will make that Lot or Site available for resale at the current pricing. It is strictly prohibited for the owner or heirs of a cemetery lot to sell, barter or trade any burial right assignments to other individuals. This includes regular burials as well as cremations.

The sale of individual Sites may be restricted to certain areas as designated by the Cemetery Board.

VIII. Assignment of Burial Rights

The owner of a Lot or Site, or their authorized representative may request that the Association allow individual(s) who are outside of the WELS Church-body to be buried in a Site(s) within the owners Lot. If approved, it does not formally transfer ownership of the Site to that individual but only allows for those that are not a part of the WELS church to be buried within the same Lot with the original owner. This shall not involve resale of the site but only assigns the right for burial to another individual not specifically shown on the current Cemetery Records.

It is strictly prohibited for the owner or heirs of a cemetery lot to sell, barter or trade any burial right assignments to other individuals.

All such Assignments of Burial Rights must be approved by the Cemetery Board with appropriate update of the cemetery records.

Exhibit A  
Lot and Site Prices  
August 4, 2014

Five Site Lot	\$1,875.00
Four Site Lot	\$1,500.00
Two Site Lot	\$750.00
Single Site Lot	\$400.00
Cremation Site <sup>1</sup>	\$150.00

Note 1: Cremations are limited to no more than three per single grave site. Cremation burials which are approved by the Association for burial with an existing traditional burial are not subject to the \$150 charge. An example would be the burial of cremation remains of a close family member with an already deceased individual.