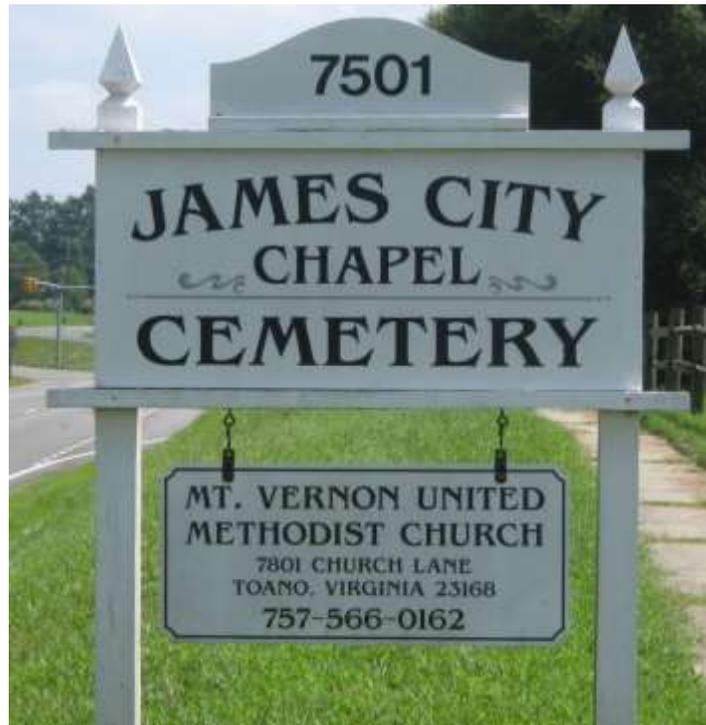


JAMES CITY CHAPEL CEMETERY

7501 Richmond Road
Williamsburg, Virginia 23188

Rules and Regulations



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Approved and Adopted by the Administrative Council of Mount Vernon UMC on June 4, 2014

Rules and Regulations

SEC A. ORGANIZATION AND ADMINISTRATION

General

1.0 The cemetery shall be operated by a Cemetery Committee under the authority of the Trustees of Mount Vernon United Methodist Church. Any conflicts or questions not covered in the rules will be resolved by Trustee action.

Cemetery Fund

2.0 The Cemetery Committee and Trustees of Mount Vernon UMC shall manage the cemetery fund originally established by the James City Chapel Methodist Cemetery Association with donations, bequeaths, and early association membership fees for the purpose of funding perpetual-care of the cemetery. Cemetery funds shall not be used for the operations or maintenance of the church. All fees, income from investments, and other monies accruing from operations, donations, personal bequeaths, or any other sources shall be paid to the cemetery fund for credit to the Fund. Expenses for operations, maintenance and capital improvements to the cemetery shall be paid from the fund.

2.1 Income shall be deposited in an F.D.I.C. insured interest-bearing account(s) and/or in FDIC insured certificates of deposit(s) in a commercial bank.

Cemetery Committee

3.0 The Cemetery Committee is responsible for; (a) The issuance of Burial Privilege Certificates; (b) Preservation and up-dating of cemetery records including burial privileges sold, the posting of interments and other pertinent data on Cemetery master records and diagrams; (c) Maintain appearance of the cemetery and recommend desirable changes in policy, operation or finance.

3.1 The Cemetery Committee shall be responsible for implementing the functions outlined in paragraph 3.0, and at interment, shall locate and stake out the grave site(s) to be used.

3.2 The Cemetery Committee shall; (a) Collect fees, receipts from the purchase of burial privileges sold, and all other monies accruing to the cemetery fund; and shall ensure deposit of such receipts into account(s) as provided for in Section 2.1; (b) Shall make such disbursements as may be approved for operations, and; (c) Shall maintain a file of the fiscal records such as status of bank and savings certificate balances or other investment income. The foregoing shall be reflected in annual reports to the Trustees of the church. Records also shall include burial privileges ownership and interment information, and donation records. These records shall be maintained in the Mount Vernon UMC office in the form of written (hard copy) and computerized records.

3.3 Mount Vernon UMC reserves the right to make changes and amendments to this document as required for the administration and operation of the James City Chapel Cemetery.

SEC B. BURIAL PRIVILEGES

Burial Privileges

4.0 The granting of Burial Privileges will be limited to those persons listed on the Official Church Roll as defined by The Charge Conference Report of Total Membership and The Charge Conference Report of Constituency Roll. These reports list the persons who have been in worship and served in support of the church, according to the requirement of the Book of Discipline of The United Methodist Church, Section V Church Membership paragraphs 214-227 and Membership Records and Report paragraph 230. Burial privileges are also granted to current Affiliate and Associate Members as provided by Paragraph 227 of the Book of Discipline. Granting of burial privileges for past members requires approval of the Cemetery Committee, and may extend to immediate family members of the past member at the discretion of the committee.

4.1 These privileges are intended for use by the purchaser and/or his/her immediate family. Immediate family members include only the spouse, children, and parents. Exceptions may be granted at the discretion of the Cemetery Committee.

4.2 Burial privileges may be obtained by contacting the church office. A member of the Cemetery Committee will assist with burial site selection and determining information required for completing the Burial Privilege Certificate. A Burial Privilege Certificate will be issued upon receipt of full payment in the amounts shown in Section 4.4 and as noted on the completed Burial Privilege Certificate.

4.3 Upon receipt of full payment, the Cemetery Committee will issue a Burial Privilege Certificate for burial plots reserved, and all data relative to each certificate will be entered in the permanent cemetery records.

4.4 The cost of Burial Privileges shall be according to the following schedule:

Cost Schedule for Burial Privileges in James City Chapel Cemetery

Cemetery burial plots in Sections A through E are offered for burial privileges as full-size single plots (4 ft. x 8 ft.) which will accommodate a casket and vault for traditional burial of one person; or the cremains of one or two people. Sections F, G and H are reserved for burial of cremains only, and burial privileges are offered in half-size (4 ft. x 4 ft.) plots which will accommodate a cremains burial vault(s) for the burial of cremains of one person.

a. Sections A through E (Full-size Plots Only, 4 ft. X 8 ft.)

1. For current Members of Mount Vernon UMC, as defined by Section B, Paragraph 4.0 above.

\$500.00 per 4' X 8' burial plot.

2. For immediate family (as defined in Paragraph 4.1 above) of current Members of Mount Vernon UMC, as defined by Section B, Paragraph 4.0 above, who are not members of Mount Vernon United Methodist Church

\$750.00 per 4' X 8' burial plot.

3. For past Members as defined by Section B, Paragraph 4.0 above. (Requires approval of the Cemetery Committee)
\$750.00 per 4' X 8' burial plot.

b. Sections F, G, and H (Half-size Cremains Plots Only, 4 ft. X 4 ft.)

1. For current Members of Mount Vernon UMC, as defined by Section B, Paragraph 4.0 above.
\$250.00 per 4' X 4' Cremains burial plot.
2. For immediate family (as defined in Paragraph 4.1 above) of current Members of Mount Vernon UMC, as defined by Section B, Paragraph 4.0 above, who are not members of Mount Vernon United Methodist Church
\$375.00 per 4' X 4' Cremains burial plot.
3. For past Members as defined by Section B, Paragraph 4.0 above. (Requires approval of the Cemetery Committee)
\$375.00 per 4' X 4' Cremains burial plot.

In addition to the Burial Privileges costs listed above, there will be an additional **Perpetual Care Fee of \$250.00** per full-size (4' X 8') plot and \$125.00 per half-size (4' X 4') plot. Proceeds from this fee go directly into the Perpetual Care Fund to help support ongoing perpetual care of the cemetery.

Burial privileges for more than one site may be purchased at the same time to insure adjacent burial plots. These prices will become effective on July 1, 2015.

4.5 In consideration of the price increase, the first since 2002, until June 30, 2015 members of Mount Vernon UMC may purchase full-size plots (4' X 8') for the current price of \$200.00 each, and half-size cremains plots (4' X 4') for \$100.00. During that time period, payment for burial privileges in full size plots may be made in three payments; \$75.00 down-payment with two additional payments before June 30, 2015 of \$75.00 and \$50.00. Upon final payment, a Burial Privilege Certificate will be issued. Payment for burial privileges in a half-size cremains burial plot must be paid-in-full at \$100.00, at which time a Burial Privilege Certificate will be issued.

4.6 Burial vaults are required for all traditional casket burials and the burial of cremains. Spreading of cremains on top of the ground, on existing graves, or with existing graves is absolutely not allowed. Vaults for traditional and cremains burials are to be buried so that the top of the vault is 18' to 24" below grade. All interments must be marked by an appropriate head or foot stone, or by a temporary funeral home marker identifying the person interred. No burial site is to be left unmarked.

4.7 Authorization by a member of the Cemetery Committee is required before a burial site may be opened. Upon request, satisfactory evidence of burial privilege must be furnished, such as a Burial Privilege Certificate or an earlier receipt/document. A record of issuance of burial privilege entered in the cemetery records per Section 4.3 will be acceptable in the event that no document is available.

4.8 Every reasonable effort will be made to honor the burial site originally chosen; however, conditions may prevail rendering this impractical. For example: an unusually large tree may prevent opening a burial plot site, the presence of subterranean obstacles, or finding an unmarked grave may preclude the use of a site. To remedy the conditions described above, the Certificate holder may choose one of the following options:

- (a) An alternate burial plot
- (b) Such other options as may be presented by the Committee
- (c) Repurchase by the Committee in the amount of the original purchase cost of the plot.

4.9 The work of opening and closing of traditional casket burial and cremains burial sites and obtaining the required burial vault must be arranged through a funeral home. The cemetery does not have staff to do the work of opening/closing burial sites, or the ability to supply vaults. The church office must be notified upon making arrangements for a burial and/or a funeral service in the cemetery.

4.10 Headstones, footstones, and corner markers are to be installed at the expense of the Burial Privilege Certificate holder or the estate of the deceased. Headstones, foot stones and ground-level stones/markers shall be mounted on a concrete sub-base foundation below grade for stabilization. The top of ground-level stones/markers shall be no higher or lower than one inch above grade (ground) in order to allow sufficient clearance for mower blades and to prevent the markers from being lost by becoming covered with grass overgrowth. Monuments are permitted, but the footprint of the monument shall not extend beyond the boundaries of the burial plot, or plots that are adjacent to each other, as noted on the Burial Privilege Certificate.

4.11 Current and future owners of burial privileges are encouraged to have corner markers, preferably with the initials of the owner's last name, installed to mark the perimeter of the plot(s) that they have selected, and which appear on the Burial Privilege Certificate. The installation of corner markers will prevent accidental use of the plot by others.

4.12 All stones or markers must be approved by the Cemetery Committee before installation. The Committee reserves the right to authorize the removal of such markers, etc., installed without permission, or which may be considered inappropriate language or graphics, at the certificate holder's expense.

4.13 Upon written request by the Certificate holder, and at the discretion of the Cemetery Committee, the committee may repurchase unwanted plots for the amount of the original purchase cost of plots.

4.14 The Burial Privilege Certificate is non-negotiable and non-transferable except to the Cemetery Committee. Upon the death of a certificate holder, remaining privileges may be transferred to the legal heir(s) or devisee(s) upon written request. No sale of a Burial Privilege Certificate except back to the Cemetery Committee is permitted.

4.15 The Cemetery Committee is responsible for the general maintenance of the cemetery. Certificate holders, or if deceased, their immediate family members are responsible for care and maintenance of the markers associated with their cemetery burial plots.

4.16 Unless later required by the Cemetery Committee, there is no on-going assessment or charge for perpetual care. Such costs are paid from the Perpetual Care Fund which is sustained by donations, personal bequeaths, and gifts from families and friends of those interred in the cemetery. Each person holding a Burial Privilege Certificate and people who have family members interred in the cemetery are encouraged to make annual free-will donations to the James City Chapel Methodist Cemetery Association to support continued perpetual care of the cemetery.

SEC C. FLORAL AND DECORATION REGULATIONS AND RESTRICTIONS

Floral and Decorations

5.0 Mount Vernon United Methodist Church encourages families to honor their loved ones with flowers and decorations (See 5.1). In order to maintain an atmosphere of dignity and serenity, and to provide for safety of visitors, volunteers, and contractors, everyone is asked to respect the following Floral and Decoration Regulations and Restrictions.

5.1 In order to accommodate grass-cutting, and to prevent over-growth on adjacent plots, the following must be followed.

Allowed

- 1) Fresh cut or silk flowers are preferred. Plastic flowers fade quickly and will be removed by the cemetery committee when faded. Flower containers must be secured in the ground in an unbreakable pot or vase. (Vases and pots with holes in the bottom allow the metal stems of artificial flowers to be pushed into the ground, helping to anchor the pot or vase to the ground.)
- 2) Stable and unbreakable containers
- 3) Miscellaneous items, including keepsakes, trinkets, statues, shells, toys, metal designs, or similar articles, etc., are allowed only if such items are placed in a unbreakable planter, which can be placed directly on the ground within the boundary of a grave. The items must be anchored in dirt in the planter. The unbreakable planter must not exceed 20”W X 30”L X 12”H. (While Mount Vernon UMC understands the intent of placing items that may reflect memories about those interred, the issue of the items listed above present safety issues because these items may become flying missiles if struck by lawn mowers or line-trimmers. Such items can also become entangled with lawn mowers and line-trimmers, potentially damaging the equipment. The items may become broken which can injure visitors to the cemetery. The cemetery committee reserves the right to remove these items if they are not displayed in a suitable unbreakable planter as described, not maintained, or are deemed by the committee as offensive or inappropriate.)

Not Allowed

As stated in 5.0 above, the intention of the Floral and Decoration regulation and Restrictions included in these rules and regulations are to ensure that the character of the cemetery reflects an atmosphere of dignity and serenity, and to provide for safety of visitors, volunteers, and contractors. The “Not Allowed” items listed below are deemed by the Cemetery Committee and the Board of Trustees of Mount Vernon UMC to be necessary in order to achieve the results intended.

- a) Plantings, such as trees and shrubs or other plants are not allowed. Planted flowers on graves are not allowed without written permission from the cemetery committee. Planted trees and shrubs can become over-grown and cause interference with adjacent burial privilege plots of others. Flowers planted on graves may interfere with grass cutting operations using both lawn mowers and line-trimmers. The cemetery committee reserves the right to remove any planted flowers authorized if not maintained on a regular basis.
- b) Glass vases and jars, or other breakable containers such as lightweight pottery, and pictures in picture frames are not allowed. Pieces of broken containers can endanger grass cutting contractor personnel and cemetery visitors.
- c) Artificial flowers may not be simply stuck in the ground without a pot or vase. A suitable vase or pot is required. Artificial flowers stuck in the ground create maintenance safety issues. Metal containers with foam inserts and spiked ends for insertion into the ground, or heavy duty metal, concrete, wood, heavy plastic, or heavy pottery containers are required for artificial flowers. (As mentioned above, vases and pots with holes in the bottom allow the metal stems of artificial flowers to be pushed into the ground, helping to anchor the pot or vase to the ground.)
- d) Rod iron plant hangers, rod iron garden flag holders, garden flags, and trellis frameworks are not allowed. Rod iron hangers are not acceptable for use in the cemetery for hanging pots, flowers, plants, garden flags, or memorials. Typically, they are unstable and subject to falling, especially during a wet season. Rod iron plant hangers are heavy enough to do damage to grave stones and markers. Trellis frameworks are subject to being blown over in the wind, requiring that they be tied-off to some structure with rope or string. During weed-cutting operations around stones and markers, the line of a line-trimmer could wrap around the rod iron staffs and trellis bases, potentially causing damage to the equipment, or injury to maintenance personnel. The planting of plants of various kinds normally associated with trellis frameworks is a violation of 5.1a above. If not removed by the responsible party, these items shall be removed by the cemetery committee.

5.2 Placement of real flowers and/or wreaths is encouraged for Memorial Day, Easter, Veterans Day and Christmas. They will be removed after 30 days. The cemetery committee places American flags on graves of known veterans on Memorial Day and Veterans Day.

5.3 The cemetery committee reserves the right to remove dead flowers, faded or unsightly seasonal arrangements as the next season approaches. A temporary sign may be placed at the main entrance of the cemetery 30-days prior to the removal of seasonal cemetery flowers and/or decorations.

5.4 Watering cans and buckets are not to be left at the cemetery.

5.5 All grading, landscape work and improvements shall be done only with written approval of the Cemetery Committee. A committee member will meet at the cemetery with anyone desiring to do that kind of work on a burial plot(s). No planting on any burial plot(s) is allowed without the permission of the cemetery committee. Landscaping stone is not allowed.

5.6 All trees and shrubs of any kind shall be planted, trimmed, cut, or removed only by cemetery committee members or authorized contractors.

5.7 The cemetery shall be open from dawn to dusk every day. Trespassing after dark may be subject to prosecution.

5.8 In the event that any condition is in non-compliance with these rules and regulations, the Cemetery Committee reserves the right to remove items and correct any condition without notice. Where possible, any non-compliant condition will be addressed in writing to the person who the Cemetery Committee believes to be responsible for the plot(s) involved. If there is no response to the letter within 14-days, the condition will be automatically corrected. Any items removed from the cemetery by the Cemetery Committee will be stored for 90 days at Mount Vernon UMC, and then appropriately disposed of.

5.9 Any questions about these Rules and Regulations may be addressed in writing to the Cemetery Committee of Mount Vernon United Methodist Church at the address below. Questions regarding intent, interpretation, or enforcement of the Rules and Regulations will go before the Cemetery Committee for response. Any conflict or question remaining after committee response, or not covered in the rules, will be resolved by action of the Trustees of Mount Vernon United Methodist Church.

Mount Vernon United Methodist Church
Cemetery Committee
7801 Church Lane, Toano, VA 23168
Phone 757-566-0162
Email: office.mtvernon@verizon.net
Office Hours: 9:00 a.m. till Noon, Monday-Friday