

Policies and Procedures for Presentation of Remains to Diocesan Cemeteries

In the pursuit of providing the best service to our families as they bring the remains of their loved ones to our sacred grounds for final committal we have outlined the following policies and procedures:

- The cemetery office must be notified of the name, age and address of the deceased, in addition to the name, address and telephone number for the next of kin at least forty eight (48) hours prior to burial, inurnment or entombment. If a grave, crypt, or niche location has already been reserved for the deceased, a deed or contract for that burial privilege should be presented. Otherwise, an appointment will be made with the next of kin to assist them in the selection of a burial location for their loved one.
- All funeral processions must arrive before 3:00 PM Monday through Friday or before 2:00 PM on Saturday. Presentation of cremated remains by friends and family (without a funeral director) must arrive between 9:00 AM and 10:00 AM Monday through Friday or 10:30 AM on Saturday. Late charges will be added for arrivals after the times outlined above.
- Any outstanding balance for the burial privilege in addition to the opening and closing is due and payable in full at the time of the burial, inurnment or entombment.
- Concrete burial vaults are required for full body interments and should be installed prior to the burial.
- Each committal service scheduled is allotted a twenty minute time frame. In order to accommodate other services scheduled for the same day, no services should exceed this time allowance. If an extended period is needed, arrangements must be made in advance.
- Families and friends of the deceased are asked to depart prior to the actual burial or entombment. The Funeral Director should remain on site as the family representative.
- Graveside or chapel services are for final blessing for the deceased. This is not the appropriate time for eulogies, memory presentations such as easels and guest books or other extended prayers and/or rituals. No open caskets are permitted. Other extended musical performances must be preapproved.
- Military Honors are permitted inside the Chapel. Bagpipes are permitted outside the building. Other extended musical performances must be preapproved.
- No release of balloons or the lighting of fireworks are permitted on cemetery grounds.

Thank for your consideration and cooperation with these policies.