

TO: Funeral Directors & Families
FROM: Diocese of Camden – South Jersey Catholic Cemeteries
RE: Policies & Procedures for Presentation of Remains to Diocesan Cemeteries
DATE: July 28, 2023

In the pursuit of providing the best service to our families as they present the remains of their loved ones to our sacred grounds for final committal, we share 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 may need to be presented, depending on what is already on file with the cemetery office. 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 no later than 3pm Monday through Friday or no later than 2pm on Saturdays and holidays. Late charges will be added for arrivals after the times outlined above.
- Presentation of cremated remains by family or friends (without a funeral director) must be scheduled through the cemetery office and are generally permitted between 9am and 2pm Monday through Friday, and between 9am and 12 noon on Saturdays and holidays. Actual time is subject to availability based on funerals scheduled for the desired date. 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) fee, is due and payable in full before the burial, inurnment or entombment can take place.
- Concrete burial vaults are required for full body interments and funeral homes should schedule their vault company business partners to have installation completed prior to the scheduled burial.
- It is the family's responsibility to contact the deceased's parish to arrange for a priest to be scheduled for the Rite of Committal service. Each committal service scheduled is allotted a twenty-minute time frame, in order to accommodate other services that day. If an extended period is needed, arrangements must be made in advance.
- For safety reasons, 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's representative.
- Graveside or chapel committal services are for the final blessing of the deceased. This is not the appropriate time for eulogies, memorial presentations such as easels and guest books, or other extended prayers and/or rituals. No open caskets are permitted.
- Military Honors are permitted inside the Chapel. Bagpipes are permitted outside the building(s). Other extended musical performances must be preapproved through the cemetery office.
- No release of balloons or the lighting of fireworks is permitted on cemetery grounds.

Thank for your consideration and cooperation with these policies and procedures.



SOUTH JERSEY CATHOLIC CEMETERIES
— Your Choice † Your Privilege † Your Right —
A Ministry of the Diocese of Camden