

**St. Martin of Tours
Catholic Cemetery**
of the Archdiocese of Louisville

Policy & Procedures Manual



St. Martin of Tours Catholic Church
440 Saint Martin Road
Flaherty, KY 40175
270-828-2552

Pastor

Rev. Jeffrey G. Hopper

Facility Manager

Rhonda Thompson

Cemetery Committee

**Rhonda Thompson
William (Billy Joe) Vowels
Charles Pike
David Vowels**

Office Manager/Bookkeeper

Renee Jenkins

Website

www.stmartinfl.org

Purpose of St. Martin of Tours Catholic Cemetery

St. Martin of Tours Catholic Cemetery in Flaherty, Kentucky is a ministry of the Archdiocese of Louisville. We offer the sacred rite of burial to the Catholic community and all of God's people. We commit ourselves to the Gospel and Catholic tradition. We affirm the sacredness of human life and profess the resurrection of the body and life everlasting.

Cemetery Management

Cemetery Management shall mean the Cemetery Committee or Pastor for the purpose of conducting business of St. Martin Cemetery. Below include the following:

Pastor/Administrator of St. Martin of Tours Catholic Church is appointed by the Archbishop of Louisville and is responsible for the oversight and cohesive management of St. Martin of Tours Catholic Cemetery in Flaherty, Kentucky. All final decisions must be approved in references to cemetery care and maintenance, policy, and finances.

Cemetery Committee consists of the Pastor, office manager, Facilities Manager and three (3) parish members (*selected by the Facilities Manager*). The *Cemetery Committee* is responsible for setting policy and financial planning which include any activities, equipment and materials that are needed.

Finance Committee provides funding, budget approval and financial oversight.

Office Manager oversees all activities of the business office including the financial reporting and recordkeeping for the cemetery.

Facilities Manager/Committee member oversees activities, maintenance and supervises volunteer cemetery personnel.

Hours of Operation

1. The main cemetery gate will be open from 8:00 AM to 4:30 PM, Tuesday thru Friday and on major holidays. Appointments can be made thru the Parish Office for any other times.
2. Headstone/monument installation shall be done during the cemetery hours of operation only. No installations on Holy Days or Holidays. Headstone/monument installation or repair must be coordinated with Facilities manager.

Cemetery Policies

1. *The Saint Martin Cemetery Committee* reserve the right to refuse admission to the cemetery and can refuse use of any cemetery facilities. Person arranging for interment must contact the Parish Office to make the necessary grave plot arrangements.
2. *The Cemetery Committee or Pastor* reserves the right to specify the terms/purchase of all interment rights for grave plots.
3. Full size graves are intended to accommodate the remains of only one person. A second or third right of burial (*in designated sections*) for a grave can be purchased. In sections that accommodate two burials per full size grave space, either one full size burial and one cremation burial per grave or two cremation burials per grave are permitted.
4. *Each Plot purchased MUST be selected from the current row available for sell approved by the committee (no exceptions). Each plot purchased will receive the burial right information on the map and deed. No one person/purchaser will be allowed to purchase more than one plot with the purchaser's name as owner/holder on each plot. (As advise by the Archdiocese of Louisville Cemetery policies).* Purchasing process for a plot must be completed in 30 days. After 30 days purchases not completed will be issued a full refund.
5. The use of a grave plots is for the grave plot owner & holder or his/her direct heirs (*proof of heirs must be provided*), for interment only and cannot be **resold**. Grave plots may be transferred back into Saint Martin of Tours by the grave plot holder/owner or his/her heirs.
6. Plots sold: \$750.00 for members; \$1,500.00 for past members (*not active in the church in the past 10 years*); \$2,500.00 for non-members; and all cremations above a sold plot is \$250.00 (*members or non-members*).
7. Grave Plot Transfers: A] Plot owners who are current active members of St Martin Catholic Church can transfer his/her own plot to another plot at the original amount paid; B] Plot owners can transfer his/her grave plots back to St. Martin of Tours at any time for a full refund after plot is sold; C] Plot owners who transfer their plot to another person is acceptable, however, the other person must complete a grave plot purchase requisition within thirty (30) days to complete the process for new ownership. After 30 days the transferred grave plot will go back to St. Martin of Tours records as a vacant grave plot for sell. D] Plot owner transfers to an **immediate family** (*spouse, children, siblings, grandchildren*) who must be a current active member at St. Martin of Tours Catholic Church to be transferred for the same amount paid originally; E] Transfers to others (*including immediate family who are not current active members of St. Martin of Tours Catholic Church*) will be approved by the Cemetery Committee and the original amount paid (*if not refunded*) will be included toward the new purchase, however the new owner must pay the difference of the current grave plot amount.

8. All landscape work and general maintenance of the cemetery will be done by cemetery representatives for the general care and beauty of the cemetery.
9. If you have already purchased a grave plot, an established title of Easement/Deed will be maintained in the Parish Office. If a pre-purchased grave plot is not utilized by the owner/holder/or purchaser, it then becomes property of grave plot owner/holder's heirs. However, if you are a direct heir, proof must be provided, to utilize this said grave plot.
10. An accurate location of all grave plots is recorded on maps and by file in the Parish Office. Burial process MUST go through the parish office before a body is interred for proper process and record filing.
11. A Saint Martin of Tours Cemetery fund provides for the eternal maintenance of the cemetery and all grave sites contained within. This fund is the accumulation of income from donations and fees collected from the sale of grave sites.
12. The cemetery does not own or provide any equipment or manpower for burial.
13. All headstones must be constructed of granite or bronze. Headstone size: stone height maximum of 60" with the footer being a half inch wider than the base all around.

Decoration Rules

Cemetery Management reserves the right to regulate the method of decorating lots so that uniform beauty may be maintained. Cemetery Management reserves the right to remove any flowers, vases, floral designs, or any type of arrangement or decorations when they detract from the beauty of the cemetery or become an obstruction to lawn care equipment.

1. Fresh flowers may be placed on headstones/grave sites year-round. Flowers will be removed by cemetery personnel when wilted.
2. Glass vases/bottles are not permitted.
3. No containers can be buried in the ground.
4. Votive candles, solar candles or candles of any type are not permitted.
5. Decorations of any kind that are attached to plastic/wooden stakes are not permitted in-ground.
6. Decorations consisting of flower baskets, flower arrangements, wreaths and flags are only permitted on the ground from November 15th thru February 1st each year.
7. Decorations are not permitted on the ground from March 1st thru November 15th each year. Any decorations not permitted, will be removed immediately by cemetery representatives.
8. All mementoes left on headstones must be permanently attached to headstones or will be removed by cemetery representatives.
9. Shepherd hooks are allowed, however, if any are found to be bent or unsatisfactory in appearance, they will be removed by cemetery representatives.

10. The use of wire is permitted to attach flower arrangements to headstones, but there cannot be any stakes in-ground.
11. Potted plants are not permitted anywhere in the cemetery except for the following holidays: Easter, Mother's Day, and Father's Day. They must be removed on the first Monday after the holiday. *On Memorial Day and Veteran's Day*, potted plants and American flags are permitted from the Friday afternoon before the holiday through the Sunday after. Flags must be all wood and cloth no metal or plastic parts.
12. The use of any type of lighting, trinkets, toys, ornaments, and live plants are permitted if permanently attached to the stone. Any of these items that are in disarray will be removed by cemetery representatives.
13. Any flower vases deemed an accessory to a headstone must be permanently mounted to the headstone.

Policy, Rules and Regulations for St. Martin of Tours, Flaherty are revised according to the current policies of the Archdiocese of Louisville Cemetery. New revised cemetery policy for St. Martin of Tours Cemetery effective February 17, 2021, and approved by St. Martin of Tours, Flaherty, Kentucky Cemetery Committee.