



Petra Memorial Park Operational Guidelines and Procedures

“Blessed are those who die in the Lordfor their good deeds will follow them.” Revelation 14:13

100 Administration

- 101 The Petra Memorial Park is owned by Petra Church. References in this policy to Petra Church refer to the congregation, its successors and assignees. The congregation generally administrates the Memorial Park through its Petra Memorial Park Team.
- 102 The Petra Memorial Park Team
- 102-1 The Petra Memorial Park Team shall consist of at least four people composed of any persons who are chosen by the Elders. Those serving on the Petra Memorial Park Team shall serve a three-year term and may be re-appointed. The chairperson must be a Petra member.
- 102-2 The responsibility of the Petra Memorial Park Team is to maintain the Memorial Park in good order and administrate this policy. Neither the Petra Memorial Park Team nor the congregation shall be responsible for theft or vandalism.
- 103 Burial plots that are owned by individuals or used for burial perpetually shall be devoted to Memorial Park use.
- 103-1 If Petra Church's property, including the Memorial Park, is sold to another evangelical church, this policy shall remain active unless other policy arrangements for perpetual Memorial Park administration are adopted by the owner.
- 103-2 If Petra Church is dissolved or its property is sold to an entity other than a church an effort shall be made to deed the Memorial Park to a separate Memorial Park known as the Petra Memorial Park. The Petra Memorial Park Team and its successors shall continue the operation of the Memorial Park.
- 104 The Memorial Park shall be properly graded and laid out into burial plots. A plot plan of the Memorial Park shall be maintained in the possession of the Memorial Park Team chairperson and a second copy shall be maintained at the church. The owners of burial rights in all plots shall be identified on the plot plan or an attachment to the plan. The Memorial Park Team chairperson shall maintain a record of all changes of ownership of burial rights and shall keep current the record thereof attached to both counter parts of the plot plan.
- 105 The proceeds of the sale of burial rights to members and non-members shall be paid to the Memorial Park Operating Fund of Petra Church. After the initial start up expenses of Petra Memorial Park are paid for, a percentage of the sale of plots, determined by the finance team, shall go into the Future Care Fund. This percentage may be adjusted as needed.
- 105-1 The congregation may pay the routine expenses of maintaining the Memorial Park if there is not enough in the Memorial Park Operation Fund and the interest earned from the Memorial Park Future Care Fund.
- 105-2 The Memorial Park Future Care Fund shall be setup and administered by the Finance Team of the congregation, who shall invest the fund in such investments as are legal investments and are approved by the Board of Elders. Income accruing there from shall be used for maintenance of the Memorial Park but, if not needed for current maintenance, shall be added to principal, for the benefit of the Memorial Park.
- 105-3 All moneys received by the Petra Memorial Park Team from bequests to the church for Memorial Park purposes or from any other source (other than the sale of burial rights) shall be deposited in the Memorial Park Future Care Fund or used for its designated purpose.
- 105-4 The Elders shall approve all future developments to the memorial park, the use of Petra Memorial Park finances and the plot cost.
- 106 The Petra Memorial Park Team in consultation with the elders may amend this policy from time to time, as they deem appropriate and the amended policy shall apply to all sold or occupied burial plots in the Memorial Park. It is the plot holder's responsibility to periodically request an updated policy from the Memorial Park Team.

107 This policy became effective upon adoption by the Elders at its Elders meeting on February 10, 2009. The Elders of the congregation shall review this policy as needed and may make amendments.

200 Acquisition & Transfer of Ownership of Burial Rights

- 201 Petra members and regular attenders (verified attendance) have the right to acquire a plot or plots for burial of the Petra member/regular attender and their spouse and children who reside with or are under the support and care of the Petra member/regular attender. A regular attender is a person who is not a member but attends regularly three out of four Sundays a month.
- 202 Regular Memorial Park plots are intended for Petra church members and regular attenders only. Active members of a Hopewell Network Church are eligible to purchase burial plots at the same rate as regular attenders of Petra. Infant plots and cremation burials in the memorial garden are for sale to the public. Revision January 2020: Regular plots are open to the public in Phase I until December 31, 2030.
- 203 Regular plots shall measure forty (40") inches wide, by ten (10') feet long. Infant plots shall measure twenty four (24") inches wide, by four (4') feet long.
- 204 Acquisition of burial rights to a plot or plots shall be by purchase from the Petra Memorial Park Team.
- 204-1 The full amount of the purchase price shall be paid at time of purchase for pre-purchased plots. A Deed of Conveyance shall be given to the purchaser.
- 204-2 For plots purchased at time of death, full payment is expected within six months.
- 204-3 Upon request of the Elders or Head Deacon of the congregation, however, the Memorial Park Team may grant a plot or plots to an individual who the Memorial Park Team determines is not able to pay all or a portion of the regular plot cost.
- 204-4 The Memorial Park Team, from time to time may increase the plot cost.
- 205 In the event of the death of an owner of burial rights in a plot (other than that in which said owner is interred), all rights to the plot shall pass in the following manner:
- 205-1 The spouse of the owner shall succeed to ownership of the remaining plots if the owner is survived by a spouse.
- 205-2 If a spouse of the owner does not survive, if the owner has filed at the church office with the Memorial Park Team written instructions as to which member or members of the owner's family shall succeed to the rights of burial in said plot, such instructions will be recognized by the Memorial Park Team and will be followed if in the judgment of the Memorial Park Team such instructions are definite, reasonable and practical.
- 205-3 The owner may provide for the burial of a person not of the owner's immediate family if the owner does so without compensation and if written instructions are given to and approved by the Memorial Park Team identifying the person to be buried in the plot. No plot may be resold under any condition.
- 205-4 In a conveyance to two or more persons as joint owners, each owner has a right of interment in the plots conveyed. Upon the death of a joint owner, the burial rights held in joint ownership immediately vest in the surviving owner or owners.
- 205-5 Should an owner of an unused burial plot die and the Memorial Park Team not be aware that rights to the burial plot have passed to any other owner as described above, fifty years after the death of the owner, ownership rights shall be deemed abandoned and shall revert to the congregation subject to any requirements of the law. In such event, no payment made to the Petra Memorial Park Team shall be refunded.
- 206 An owner may return the burial rights to a plot or plots to the Petra Memorial Park. The Memorial Park Team Chairperson may refund the original purchase price or any portion thereof, however, only upon the approval of the Petra Memorial Park Team.
- 207 Each assignee of a plot promptly shall give the Memorial Park Team written notice of the assignee's mailing address and phone number if the assignee moves to a new residence. Each owner promptly shall give the Memorial Park Team written notice of any change of the owner's address or phone number.

300 Funerals/Interment

- 301 The plot owner or the plot owner's personal representative shall give notice of interment to the church office at least two (2) days prior to the interment. The church office shall contact the Memorial Park Team representative in ample time to complete arrangements and verifications of records before the day of interment.

- 301-1 Instructions for interment may be given by telephone or in written form by the Funeral Director or other representative of the plot owner and should be delivered immediately to the Memorial Park Team.
- 301-2 Notwithstanding the provisions of paragraph 301-1 above, the Memorial Park Team reserves the right to reject telephone orders, however, and to require written instructions in a form approved by the Memorial Park Team.
- 301-3 The Memorial Park Team shall not be responsible for the cost of any work completed in accordance with written instructions that are later found to be erroneous. The Memorial Park Team reserves the right to make an equitable charge to the plot owner or the plot owner's personal representative whenever additional labor costs result from such errors.
- 302 A burial permit for each funeral or interment as required by the government authority having jurisdiction over the matter shall be presented to the Memorial Park Team before interment.
- 303 No grave shall be dug except at the order of the Memorial Park Team. The grave shall be staked out by the Memorial Park Team or assignee. The charge for opening, closing and seeding the grave shall be set by the Memorial Park Team and shall be paid by the family of the deceased at time of burial.
- 304 The cost of the headstone, foundation, and setting of the headstone is the responsibility of the family of the deceased.
- 305 All interments shall be below ground with a minimum depth of 36 inches. All caskets shall be protected by grave vaults of corrosion-resistant materials (metal, concrete, stone, etc.). This requirement of a below-ground receptacle is not solely to protect from the environment, but to insure against depression, so that Memorial Park ground shall remain safe for maintenance and access. The Memorial Park Team may prohibit burial in a fashion that would violate any of these policies. The Memorial Park Team, and its agents, shall have the right to inspect any burial plot to ensure compliance with the policies.
- 306 Any disinterment or removal will be allowed for good reason when approved by the Memorial Park Team. All approvals required by the government authority having jurisdiction over the matter shall be delivered to the Memorial Park Team prior to any disinterment or removal. At least two week's notice shall be given to the Memorial Park Team and the Church Board before any disinterment or removal may be made. When permanent interment is to take place in another Memorial Park, the written authorization of the plot holder or the next of kin of the deceased must be presented to the Memorial Park Team. If the owner of a plot, which was vacated, is deceased, ownership of the said plot shall return to the Memorial Park.
- 307 The interment of cremated remains will be permitted, consistent with applicable guidelines for burial (see # 305). All cremated remains shall be placed in an urn vault unless buried in the memorial garden area in a self decomposing box.

400 Use of the Memorial Park

- 401 A plot in the Memorial Park that has been sold or used for burial shall not be used for any purpose other than the burial of a deceased person.
- 402 The non cremated remains of one human being only shall be interred in a plot unless permission is granted by written consent of the Memorial Park Team that more than one body may be interred therein such as an infant above a deceased, and provided that proper identification is made of such interments on one regulation headstone. Two infants may be interred in one plot if size of caskets and vaults permit. No more than two remains will be allowed in one plot. Any extra expense incurred in the burial of two remains in one plot will be added to normal grave opening expense.
- 403 Cremated remains of eight human beings may be interred in a plot designated for cremation burials, provided that proper identification is made of such interments on one regulation headstone.
- 404 At the Memorial Park Team's discretion, a cremation urn may be placed in the ground above a previously buried loved one if the person's name can be added to the current headstone. Fee for this will be determined at time of request.
- 405 If any of the Memorial Park Policy is violated, the Memorial Park Team may take any appropriate steps to correct such violation, including, by way of illustration, removal of any monument, structure, or other item violating any of the policies.

500 Headstones/Markers

- 501 A permanent headstone must be placed on the plot within one year after interment.
- 502 All headstones shall be placed at the direction of the Memorial Park Team. All headstones shall face Memorial

Drive. Eastside of Memorial Drive – headstones shall be placed at the east end of each plot with engraving including names and dates towards the west. Future Westside of Memorial Drive – headstones will be placed on the west end of the plot with engraving including names and dates towards the east.

503 Only one suitable headstone may be erected on each plot. *All Headstones including Slant Stone must include a base stone and fall within the minimum and maximum guidelines indicated below. The monument should be 4" to 12" narrower in width than the base.* Headstones must be mounted on a concrete ground-level foundation. Anything other than the headstone is not permitted. The following are not permitted: other permanent decoration, monument or structure; foot stones; railing around any plot; statues; and raising the ground on the plot higher than surrounding ground

Single Monument

Minimum:	Base	6" height	28" width	12" depth
	Monument	14" height	24" width	6" depth
Maximum:	Base	8" height	34" width	14" depth
	Monument	36" height	30" width	10" depth

Double Monument

Minimum:	Base	6" height	44" width	12" depth
	Monument	14" height	32" width	6" depth
Maximum:	Base	8" height	60" width	14" depth
	Monument	42" height	52" width	10" depth

Triple Monument

Minimum:	Base	6" height	60" width	12" depth
	Monument	28" height	48" width	6" depth
Maximum:	Base	8" height	72" width	14" depth
	Monument	42" height	60" width	10" depth

504 Foundations for all headstones or other markers shall be of concrete. All single foundations shall be 20 inches by 40 inches and shall be at least thirty (30") inches deep for headstones, depending on soil conditions (but to a depth where the ground is solid), subject to the approval of the Memorial Park Team. All double foundations shall be 20 inches by 80 inches and shall be at least thirty (30") inches deep for headstones, depending on soil conditions (but to a depth where the ground is solid), subject to the approval of the Memorial Park Team. Foundations shall not exceed the lot(s) width for which the headstone is intended. Foundations will be placed from April to November or at the discretion of the committee.

505 The Memorial Park Team shall review and approve all monument drawings before the order for the monument is placed. The Memorial Park Team shall have the right to refuse or remove any monument, or construction, or inscription that it deems improper, after review with the Elders, family and the company installing such.

506 Dilapidated or damaged monuments and tombstones or markers, etc. must be repaired at the expense of the owner of burial rights to the plot, the owner's family and heirs. The Memorial Park Team shall give written notice of the necessity for repairs to the owner, family or heirs of record at the last address stated on the records of the Memorial Park Team. The owner, family or heirs shall respond in 30 days with an expectable plan of correction. In the event the owner, family or heirs fail to make plans for repair within 60 days, or fail to repair the damage or replace the marker within agreed time, the Memorial Park Team may make such repairs or direct that the repairs or removal of the marker be made and charge the expense thereof to the owner, family or heirs.

600 Flowers and Decorations

601 Permeate threaded vase mounts may be installed in the base stone. Such vase mounts must be installed by the monument company.

602 Fresh flowers placed on a grave shall be in unbreakable (not glass) containers and shall be removed before becoming unsightly.

603 Any temporary grave decoration shall be placed as near to the headstone as possible. The Memorial Park Team may remove any decoration that interferes with mowing or maintenance. The Memorial Park Team periodically will remove decorations.

604 *Any out-of-season artificial decorations or flower arrangements will be removed.*

605 Any unsightly containers or baskets will be removed.

606 Potted plants and flower arrangements are permitted two days before Easter, Memorial Day, Mother's Day, Father's Day, Fourth of July, and Labor Day. They may be removed within one week after these holidays.

607 Wreaths on stands are permitted from November 1 until March 1.

608 Planting of shrubs, trees, or flowers will not be permitted.

609 The Memorial Park Team and the congregation do not assume responsibility for decorations.

700 Cremation Memorial Garden and Cremation Plots

701 The memorial garden is available for the cremated remains of Petra members and non-members. Cremated ashes will be placed in a common burial area. Ashes are to be buried in a biodegradable urn at a depth of 12 inches and not scattered on the surface.

702 The names of the deceased will be placed on a common headstone / monument.

703 The cost to place ashes in the memorial garden will cover the cost of engraving of the name on the common headstone or monument, the cost of burial of ashes and perpetual care costs of the garden.

704 For those only wanting a place of memory with the engraving of the name and no ashes to be buried, the cost is the expense of the engraving of the name on the common headstone / monument and perpetual care costs of the garden.

705 Cremation Plots are available for permanent burial of urns to be buried at a depth of 36 inches. These plots are 24" x 24" and may serve for the burial of several urns if space permits. Cremation headstones shall follow the guidelines set forth in sections 500 of this policy with the following exception: A permanent flat marker is required. The flat marker must be 12"x24"x4" with all sides having a saw cut finish. Flat marker foundation installation will be the responsibility of the Memorial Park Team.

706 The cost of the marker, foundation, and setting of the marker is the responsibility of the family of the deceased.

800 Infant Burial

801 Infant burial area of the Memorial Park is available to infants less than two years of age. Infant burial area is an alternative to a regular gravesite if desired.

802 Plots shall measure twenty four (24") inches wide, by four (4') feet long. Casket size must fit accordingly and be a hardened container. No vault is necessary when a hard container is used.

803 Acquisition of Infant burial rights to a plot or plots shall be by purchase from the Memorial Park Team.

804 Infant headstones shall follow the guidelines set forth in sections 500 of this policy with the following exception: A permanent flat marker is required. The flat marker must be 12"x24"x4" with all sides having a saw cut finish. Flat marker foundation installation will be the responsibility of the Memorial Park Team.

805 The cost of the headstone, base, and setting of the headstone is the responsibility of the family of the deceased.

900 Miscellaneous

901 Except for maintenance equipment, vehicles (including monument, vault and excavation equipment) are not permitted on grass areas unless authorized by the Memorial Park Team.



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Petra Memorial Park Plots

Cost Sheet
 April 2021

Regular Plot Cost:

- The plot cost for a plot assigned at purchase for burial of a Petra member is \$500 and \$600 for a Petra regular attender.
- Regular plots are available to the public for \$900 each until December 31, 2030.
- In addition to the plot cost is the expense of opening and closing the grave, reseeding, setting the foundation and headstone at burial.

Cremation Burial Cost:

- The cost to bury an Urn Vault in a plot is \$375.00 (includes foundation) for Petra members and Petra regular attenders. The cost is \$425.00 (includes foundation) for non-members and non-regular attenders; a flat marker is required and is not included in the price. Flat marker foundation installation will be the responsibility of the Memorial Park Team.
- The cost for placing remains in the memorial garden is \$195.00. This cost covers the engraving of the name on a common headstone and the burial of the biodegradable urn.

Infant Plot Costs:

- There is no plot charge (includes foundation) in the infant section of the Memorial Park for a Petra member or Petra regular attender's infant.
- The plot cost in the infant section of the Memorial Park for infant burial of a non member's or non regular attender's infant is \$125.00 (includes foundation).
- This cost does not include the expense of opening and closing the grave, reseeding, or the headstone. Flat marker foundation installation will be the responsibility of the Memorial Park Team.