



HOLY CROSS PARISH CEMETERIES

Columbarium
St. Francis Xavier | Cross Plains



Policy Statement for
Holy Cross Catholic Cemeteries Columbarium
St. Francis Xavier | Cross Plains

1.0 General Policy Statement

- 1.01 Use of the columbarium shall, at all times, be subject to the limitations, restrictions, and conditions of all church canons, rules, regulations, laws, and discipline of the Roman Catholic Church, the Diocese of Madison Catholic Cemeteries, and Holy Cross Parish Cemeteries, either now in force or hereafter enacted.
- 1.02 All inurnments in the St. Francis Columbarium, not approved as of this day, July 1, 2024, shall come under the following policies.
- 1.03 All Holy Cross Cemeteries are open from sunrise to sunset.
- 1.04 The Holy Cross Parish Cemeteries reserve the right to update and change these policies at any time. Call 608-815-3003 or email cemetery@holycrosswi.org to request a copy of these policies.

2.0 Catholic Church teaching on the Respectful disposition of cremated remains.

- 2.01 Catholic Church teaching requires the respectful disposition of cremated remains in their entirety. Options include a family grave marked with a traditional memorial stone or the columbarium, both of which St. Francis Xavier Cemetery provides. *The practice of scattering cremated remains on the sea, from the air, or on the ground, or keeping cremated remains in the home of a relative or friend of the deceased are not the reverent disposition that the Church requires. (Order of Christian Funerals)*
- 2.02 Therefore St. Francis Xavier Catholic Cemetery has provided the option of a columbarium for the above ground disposition of cremated remains. The columbarium has been created to provide for the spiritual wellbeing of the Church members at the time of death with a final resting place and to provide a peaceful place for families and friends to gather for prayer after inurnment has taken place. It is the responsibility of the one who purchases a niche to inform their family of their intent to be inurned in St. Francis Xavier Catholic Cemetery Columbarium.

3.0 Process

- 3.01 At the time of need, the Cemetery Sexton will indicate the niche(s) that are available for purchase in the columbarium.
- 3.02 You may purchase a single niche or companion niche.
- 3.03 The certificate holder acquires no property rights in the Columbarium, only the right to be inurned. Selection of the niche location is made at the time of purchase.
- 3.04 Once full payment is complete for each Right of Burial, inscription and the cemetery fees, the Cemetery Sexton will prepare a Right of Burial(s) certificate, record Right of Burial to said Columbarium location, and enter it into permanent records.
- 3.04 A copy of the sealed Right of Burial(s) certificate will be mailed to the party (Grantee) of purchase by the Cemetery Sexton (Grantor). It is the duty of the Right of Burial Grantee to maintain record of their purchase.
- 3.05 All fees must be paid to the Holy Cross Parish office in advance of a burial, if not working through a funeral home. See Columbarium Price Addendum for complete schedule of fees.
- 3.06 If the Cemetery Fee, or parts of the Cemetery Fee were not assessed at the time of purchase, the remaining fee(s) will be applied at the time of burial. The Cemetery Sexton will review original paperwork and inform the funeral home staff or party of any remaining fees:
- \$500 Perpetual Care Fee per Right of Burial
 - \$100 Opening / Marking Fee per Right of Burial
 - \$150 Administrative Fee per transaction
- 3.07 All funerals, columbarium inurnments or graveside burials must have a Catholic Priest or Deacon (who is in good standing) present to pray over the dead. Please contact one of our preferred Funeral Homes to schedule a funeral or graveside burial:
- Gunderson Funeral Home & Cremation Care - (608) 221-5420, gundersonfh.com
 - Cress Funeral & Cremation Services - (608) 238-3434, cressfuneralservice.com
 - Ryan Funeral Home - (608) 249-8257, ryanfuneralservice.com

3.08 For all burials or inurnments, a *Disposition of Remains* must be on file with the Cemetery Sexton. This is provided to the Cemetery Sexton when working through a funeral home. Please furnish the Cemetery Sexton with this paperwork in advance of the burial.

4.0. Urn Size, Materials & Labeling

4.01 All our niches have the same interior dimensions and are 10" H x 11" W x 10" D.

4.02 For two urns to fit into one of our niches, the maximum urn size is 10" H x 5.5" W x 10" D.

4.03 It is the responsibility of the holder of the Certificate of Right of Inurnment to arrange for an urn of proper size. The certificate holder should notify the family of the urn size requirement.

4.04 Each person must have their own urn that is properly identified (see 4.07). We do not allow the mixing together of cremated remains.

4.05 A non-biodegradable urn may be made of stone (granite, marble, and onyx), metal (brass, stainless steel, bronze, copper, or pewter), or a durable polymer / resin urn.

4.06 Wood, glass, or other biodegradable / breakable materials are not accepted for columbarium inurnment.

4.07 The urn of cremated remains must be inscribed with or have a metal ID tag affixed to the urn with the person's full name, date of birth, and date of death.

4.08 Urns come in many shapes and sizes. Care should be taken to select an urn that reflects the dignity of the baptized Christian who now shares eternal life with God.

4.09 Please note, once we have inurned your loved ones cremated remains, we do not disturb them and leave them at rest, the same with ground burials.

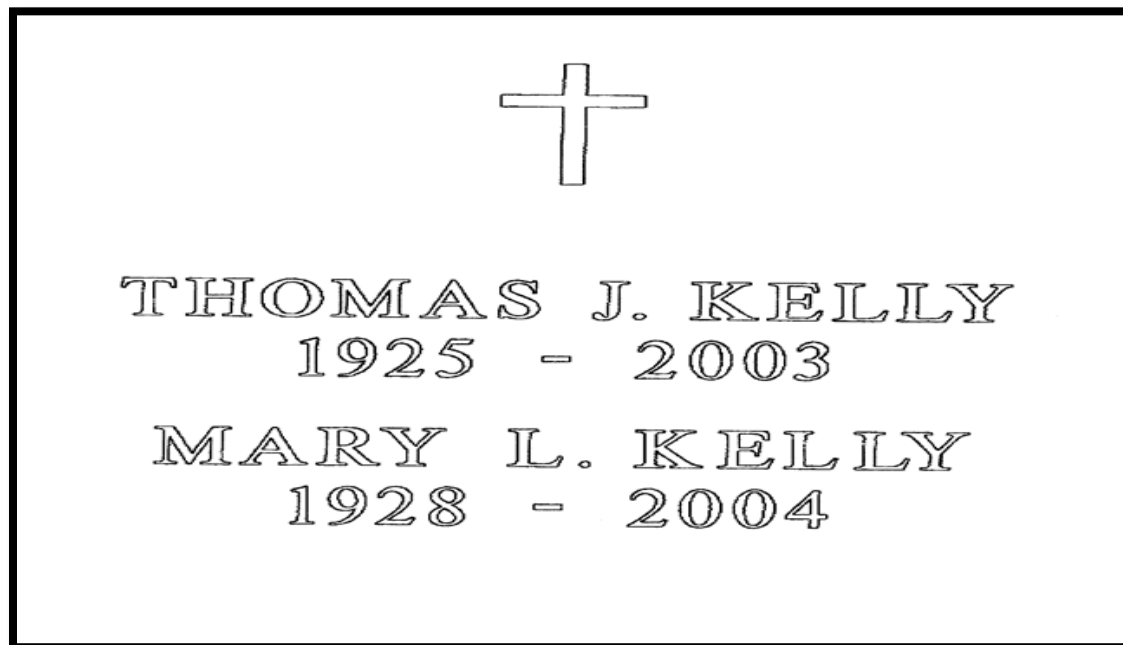
5.0 Correctness of Inscription

5.01 At the time of purchase, the owner (or responsible family member) will provide the correct Christian spelling of the person's name and year of birth. The owner will sign an inscription order on the Right of Burial form signifying permission for Holy Cross Cemetery to request this exact inscription.

5.02 Inscriptions or inurnments acknowledging relationships that are not aligned with official Catholic Church teaching are not allowed.

5.03 The parish will make arrangements with the engraver for the approved inscription.

- 5.04 The parish shall be responsible only for such errors in the inscription as might be made by the party doing the inscription which deviates from the name and dates as filled in on the signed inscription order.
- 5.05 Inscriptions will be engraved at the time of purchase rather than at the time of death.
- 5.06 A person who purchases a pre-need niche that is engraved cannot transfer the right of inurnment to another person except at considerable cost to re-engrave all the other niches on the same panel.
- 5.07 Inscription of niches for the sake of uniformity shall include a cross, the Christian first name, middle initial and family name of the deceased, year of birth and year of death.
- 5.08 Nothing additional should be adhered to the face of the niches except for a military medallion which will be installed by our cemetery staff.



6.0 Catholic Funeral Liturgy and Cremation

- 6.01 Three separate and sequential rites are recommended as the most fitting way to celebrate the pilgrimage of the deceased: The Vigil for the Deceased, the Funeral Liturgy, and the Rite of Committal.

- 6.02 The Catholic Funeral Liturgy highlights several important beliefs and values that the Church affirms in its funeral practices: the sacredness of all human life; the dignity of the individual person; the resurrection of Jesus Christ; death as an occasion to confront and embrace human mortality; respect which is to be shown for the bodies of the dead; and the importance of remembering the dead.
- 6.03 The Catholic Church recommends doing a Rite of Committal which is to bury the dead. The Church *strongly* prefers that cremation take place after the full funeral liturgy with the body. The presence of the body most clearly brings to mind the life and death of the person and better expresses the values that the Church affirms in its rites. This is the same body once washed in Baptism, anointed with the oil of salvation, and fed with the Bread of life. This is the body whose hands clothed the poor and embraced the sorrowing. Thus, the Church's reverence and care for the body grows out of a reverence and concern for the person whom the Church now commends to the care of God.
- 6.04 Funeral Directors offer regular caskets for rent when the body is present for the funeral mass and cremation follows. When cremation follows Funeral Liturgy, the Rite of Committal of the urn will need to be scheduled at a later date.
- 6.05 However, when circumstances prevent the presence of the body at the funeral liturgy, it is appropriate that the cremated remains of the body be present for the full course of the funeral rites, including the Vigil for the Deceased, the Funeral Liturgy, and the Rite of Committal. The funeral liturgy should always be celebrated in a church.
- 6.06 The cremated remains should be treated with the same respect given to the corporeal remains of a human body. The cremated remains of a body should be entombed in a mausoleum, columbarium, or may also be buried in a common grave in a cemetery.

7.0 Church Responsibilities

- 7.01 The administration, operation and maintenance of the columbarium are the ultimate responsibility of the Holy Cross Parish. Perpetual care of the columbarium is included in the Cemetery Fees portion when purchasing a right of inurnment.

8.0 Flowers and Decorations

- 8.01 Flowers or plants, real or artificial, are not permitted to be placed in the Columbarium area.

8.02 Donations, however, will be accepted in a loved one's name to plant annuals in the flower bed near the Pieta statuary.

8.03 The cemetery committee will plant flowers before Memorial Day. The suggested minimum flower donation amount is \$20. The placing of any items, such as toys, signs, wreaths, ornaments or any other articles, is not permitted in or near the columbarium area. Any of these items may be removed by the maintenance staff and disposed of without notice.

8.04 For those who have served in the military, a Bronze and Medal of Honor Medallion Benefit may be placed on your niche. You may order the small size (2" W x 1-½"H x ⅓"D) through the US Department of Veteran Affairs here, [VA Headstones, Markers & Medallions](#)

Our Maintenance Staff will secure the medallion to the niche for you.

9.0 Definitions

9.01 Active Registered Parish Member - Person or family who is a registered, tithing and participating member within the Holy Cross Parish. Please email or call the church of your registration if you are unsure of your registration status.

9.02 Columbarium - Consists of a set of niches in which urns containing the ashes of cremated remains are stored in perpetuity.

9.03 Inurnment - permanent placement of cremated remains in an urn and placement of such urn in a niche or grave within a cemetery.

9.04 Niche - the individual compartments within a columbarium

9.05 Perpetual Care Fee - Cares for our beloved who sleep in Christ. The Perpetual Care Fee is required by law and covers items like: burying infants, the indigent, and the forgotten; maintaining those (usually very old) graves sold without perpetual care funding, or whom families are no longer known; maintaining the tree care and landscaping within each cemetery; unforeseen expenses related to cemetery equipment; special landscaping projects.

9.06 Right of Inurnment - Purchased per person. When you purchase a Right of Inurnment, you purchase the right to name one person who will be inurned in said niche. You are not purchasing the physical niche itself.

10.0 Contact Information, Sacramental Requests, Payments, Donations

10.01 Contact Information - For our Columbarium in Cross Plains visit [Holy Cross Cemeteries](#) or email/call our Cemetery Sexton at Here's a simple mail link: cemetery@holycrosswi.org

or call 608-815-3003. The Holy Cross Parish Columbarium is located within the St. Francis Cemetery surrounding the Pieta Statuary at 2947 Thinnes Street, Cross Plains, WI 53528

10.02 Non-Emergent Sacramental Request - Please contact our church office:

St. Bernard (608) 831-6531 (M-F, 8:30-4:30 pm) or
St. Francis Xavier (608) 798-0100 (M-TH, 8:30-4:30 pm).

10.03 Urgent Contact Information - Please contact one of our preferred Funeral Homes to schedule a funeral or graveside burial:

- Gunderson Funeral Home & Cremation Care - (608) 221-5420, gundersonfh.com
- Cress Funeral & Cremation Services - (608) 238-3434, cressfuneralservice.com
- Ryan Funeral Home - (608) 249-8257, ryanfuneralservice.com

10.03 Sacramental Emergency Request - To request a Priest for the Sacrament of the Anointing of the Sick outside our office hours, please call 608-815-3020.

10.04 Payments – Niche payments may be made out to: *Holy Cross Parish Cemetery* and mailed to or dropped off at the Holy Cross Parish Office, Attn: Cemetery, 2947 Thinnes Street, Cross Plains, WI 53528.

10.05 Donations - In-kind donations for flowers or other may be made out to *Holy Cross Cemeteries - Columbarium* and sent to: Attn: Columbarium, Holy Cross Parish Office, 2947 Thinnes Street, Cross Plains, WI 53528.

Information published within this document are for the Holy Cross Parish Cemeteries. Holy Cross Parish reserves the right to update and change these policies at any time. Email or call us at cemetery@holycrosswi.org, (608) 815-3003, to request a copy of these policies.

Rules established May 2004

R E V I S E D AUGUST 2019, July 2024, September 2025

