



HOLY CROSS PARISH CEMETERIES



St. Bernard | Middleton
St. Francis Xavier | Cross Plains
St. Martin of Tours | Martinsville
St. Mary | Pine Bluff
St. Peter | Ashton

Policy Statement for Holy Cross Parish Cemeteries

1.0 General Policy Statement

- 1.01 Use of our cemeteries shall, always, 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 burials and memorials, in Holy Cross Parish Cemeteries, 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 Process

- 2.01 At the time of need, the Cemetery Sexton will indicate the lot(s) that are next available for purchase in the cemetery of inquiry.
- 2.02 Once full payment is complete for each Right of Burial and the cemetery fees, the Cemetery Sexton will prepare a Right of Burial(s) certificate, record Right of Burial to said location, and enter it into permanent records.
- 2.03 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 the record of their purchase. Right of Burial(s) may be handed down to heirs with a valid Right of Burial certificate.
- 2.04 All fees must be paid to the Holy Cross Parish Office in advance of a burial, if not working through a funeral home.
- 2.05 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 Staking/Marking Fee per Right of Burial
 - \$150 Administrative Fee per transaction

2.06 All funerals and graveside burials must have a Catholic Priest or Deacon (in good standing) present to pray over the dead. To schedule a funeral or graveside burial, please see 9.03.

3.0 First & Second Right of Burial

3.01 Right of Burial(s) will be assigned to the grave site in numeric succession.

3.02 No interment, sale or transfer of a First or Second Right of Burial may take place without the consent of the Pastor or Cemetery Sexton and must be on record and in writing with the Cemetery Sexton.

Any sale or transfer of a Right of Burial(s) must be procured through the Cemetery Sexton. Profit in the sale of such Right of Burial(s) assigned to grave sites must accrue to the Parish rather than the original purchaser.

The Parish reserves the right to buy back a Right of Burial or easement at the original purchase price.

3.03 Each Right of Burial and all cemetery fees must be paid in full before receiving a copy of the sealed Right of Burial certificate. This must be completed before a burial occurs.

3.04 There is a maximum of two (2) Right of Burial(s) assigned to each grave site.

3.05 Everyone buried in a Holy Cross Parish Cemetery must be memorialized within a year (365 days) of interment.

3.06 Ownership of a Right of Burial(s) by Last Will and Testament. Please contact the Cemetery Sexton with questions regarding ownership by Last Will and Testament at cemetery@holycrosswi.org or, 608-815-3003.

3.07 Second Rights of Burial, if not already included on the original headstone, the second right of burial must be memorialized on a matching flush, ground-level marker, consistent with the design of the original grave marker. Recommended size is $\leq 36"$ x $\leq 24"$.

3.08 A vault is required for full casket burials.

- 3.09 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. If you are not working through a funeral home, please furnish the Cemetery Sexton with this paperwork in advance of the burial.
- 3.10 Disinterment is a serious consideration, and requests must be submitted to the Pastor or Cemetery Sexton for review before being submitted for a review by the state.

4.0 Cremated Remains Burials

- 4.01 If not working through a funeral home, the cremated remains should be brought to the services in a dignified non-biodegradable urn. For columbarium cremated remains burials please see the columbarium policies.
- 4.02 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 which is suitable for ground burial.
- 4.03 A concrete urn vault is not required for cremated remains in an urn constructed with the materials designated in 4.02.
- 4.04 A concrete urn *vault is required* for cremated remains in wooden or glass type urns.
- 4.05 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.
- 4.06 Our professional contracted and insured grave digger will prepare the opening and closing for the burial service. The funeral home must schedule this service for you. Or, if no funeral home is involved, the family is responsible for contacting, contracting and paying our insured grave digger as these fees are not part of the cemetery fee. Please contact the Cemetery Sexton at cemetery@holycrosswi.org , 608-815-3003 to receive the contact information of our grave digger. For liability purposes no graves may be dug by another party.
- 4.07 All Second Rights of Burial, if not engraved on the *original* headstone, must be memorialized within 365 days on a flush to the ground marker that matches the original grave marker.

5.0 Infant Burials

- 5.01 A funeral home should be used to arrange for an infant burial.
- 5.02 A small vault is used, and the funeral home will arrange for our professional, contracted, and insured grave digger prepare for the burial service.
- 5.03 Infant burials may be made in an existing family lot as a Second Right of Burial. There is a maximum of two (2) people per plot total.
- 5.04 The Right of Burial and cemetery fees may be waived due to hardship, based on demonstration and/or the approval of the Pastor.
- 5.05 Infant cremated remains do not require a vault when the urn is made of stone, metal, or polymer/resin.
- 5.06 A concrete urn *vault is required* for infant cremated remains in wooden or glass urns.
- 5.07 Flush ground-level markers matching the original grave marker are required if the infant is not memorialized on the *original* headstone. Memorialization must be made within 365 days.
- 5.08 The Miracle of Life Rosary Garden at St. Mary in Pine Bluff – inters miscarried babies less than 20 weeks old. Please contact the Cemetery Sexton at cemetery@holycrosswi.org or call 608-815-3003 for more information.

6.0 Memorialization – Approvals, Design, Owner and Sexton Responsibilities

Please see the Holy Cross Parish Cemetery Memorial Guidelines handout that accompanies this section before submitting memorial designs.

6.01 Approvals

1. Memorial markers and date of death must be installed or inscribed within the first year (365 days) after a burial.
2. The design must be pre-approved by the Pastor. Please have the monument company send design specifications to the Cemetery Sexton at cemetery@holycrosswi.org
3. The proposed design must include the design specifications (foundation, base, and monument height, width and depth), materials, and inscription details. Failure to

provide this may result in additional cost to the easement owner to remake, replace, or remove the monument.

4. The approved design signed by the Pastor must be on file with the Cemetery Sexton before placing an order or before any site work begins.

6.02 Monument Design Requirements

1. All burials must be memorialized within 1 year (365 days) of burial with a stone marker.
 - a. We recommend that you work with our preferred vendors - Spellman Monument (Sauk City), Pechmann Memorials (Madison East) or DiRienzo Monuments (Madison West).
 - b. Memorial materials may not be made of wood or homemade memorials.
 - c. It is recommended but not required to use a granite foundation.
2. Full Christian name of each memorial corresponds with the name(s) on record in the office of the Cemetery Sexton.
3. Date of birth and date of death on the front of the monument.
4. Predominant Christian symbolism on the front of the monument must align with Catholic doctrine and belief (i.e. Cross, Sacred Heart, Mary)
5. Other Symbols that reflect deep and abiding human values, such as family, country, nature, work may be allowed.
6. References to business names, hobbies, trivial pursuits, pop culture, quotes by non-Catholic leaders are not allowed.
7. Benches or above ground columbarium style monuments are not permitted.
8. Photo images are not allowed on the front of the monument.
9. Multiple surnames on a single monument are not allowed unless approved in writing by the Pastor or Cemetery Sexton.
10. Acknowledging relationships that are not aligned with official Catholic Church teaching are not allowed.
11. Second Rights of Burial, if not already included on the original headstone, the second right of burial must be memorialized on a matching flush, ground-level marker, consistent with the design of the original grave marker. Recommended size is $\leq 36'' \times \leq 24''$.
12. Monuments must meet the specific cemetery requirements for height, width, and depth (see Memorial Guidelines Handout).

6.03 The Monument Owner Responsibilities

1. Submit full payment for the Right(s) of Burial assigned to the lot(s) and Cemetery Fees before beginning the design process or erecting a monument.
2. Be financially responsible for the upkeep of the physical monument itself. It is recommended that the monument be placed on a granite (cement is acceptable) ground level foundation, then on a granite base above the ground.

3. Be responsible for having a professional monument company add the date of death.
4. Be financially responsible to remove, replace, or alter a non-conforming monument to conforming specifications.
5. No memorial shall be removed from the cemetery without the consent of the lot holder and the Cemetery Sexton. If the family cannot be located, the Cemetery Sexton shall correct and record the repair/replacement.
6. Communicating with heirs about Rights of Burial purchased and securing permission for Second Right of Burial permission with the Cemetery Sexton.

6.04 The Cemetery Sexton Responsibilities

1. Marking the location of memorials. No memorial may be placed on two or more plots unless it is a companion or family memorial being placed on graves assigned to the same family.
2. If a memorial becomes unsightly, dilapidated, or a menace to visitors, the Cemetery Sexton shall have the right to correct the condition or to remove it at the expense of the owner(s).
3. All memorials shall be set in a uniform line. The Pastor or Cemetery Sexton have sole discretion to determine adherence to guidelines in this Holy Cross Parish Cemetery Policy Statement resulting from any disputes or contradictions such as but not limited to offensive or non-compliant memorials. Memorials will either be removed or remediation required of the Right of Burial/Easement Owner.

7.0 Catholic Funerals

- 7.01 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.
- 7.02 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.
- 7.03 The Catholic Church recommends doing a Rite of Committal which is to bury the dead. The Church prefers and urges that the body of the deceased be present for its funeral rites since the presence of the body most clearly brings to mind the life and death of the person. The Bishop's Committee on the Liturgy recommends that cremation take place following the funeral liturgy. However, if that is not possible, the cremated remains of the body shall be present for the full course of the funeral rites including the Vigil, the Funeral Liturgy, and the Rite of Committal.

- 7.04 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.

8.0 Cemetery Clean-up, Planting and Landscaping

- 8.01 Spring Decoration Removal - All seasonal decorations must be removed by **March 15** each year to allow for spring clean-up. Families may begin placing new summer decorations **after April 1**.
- 8.02 Fall Decoration Removal - Please remove all fall and summer decorations by **October 15** to prepare for winter maintenance. New fall and winter decorations may be placed **after November 1**.
- 8.03 Planting and Landscape Materials - To maintain the beauty, safety, and sacredness of our cemetery grounds, **no new live plantings or decorative border materials** (such as rock, bark, or edging) are permitted.

Existing plantings must be **carefully maintained throughout and trimmed back at the end of the growing season**. Any plantings that become overgrown, unsightly, or interfere with maintenance will be removed at the discretion of cemetery sexton to support the long-term care of the grounds for all families.

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 First Right of Burial - First named person that purchased the right to be buried in said grave. This First Right of Burial may be buried in a casket or as cremated remains in an urn.
- 9.03 Interment - Permanent disposition of the remains of a deceased person by burial, inurnment or cremation.
- 9.04 Monument - the (often upright/slant) granite memorial with inscribed names and dates.
- 9.05 Monument Base - Granite slab affixed to the monument foundation and that the monument is affixed to.
- 9.06 Monument Foundation - Lawn level flush to the ground granite or cement slab that the monument base is set upon.

- 9.07 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.
- 9.08 Right of Burial - Purchased per person. When you purchase a Right of Burial, you purchase the right to name one person who will be buried in said grave. You are not purchasing the land itself.
- 9.09 Second Right of Burial - Second named person that purchased the right to be buried within said grave. This Second Right of Burial in all cases, is in the form of cremated remains only. The one exception being an infant burial. Second Rights of Burial, if not already included on the original headstone, the second right of burial must be memorialized on a matching flush, ground-level marker, consistent with the design of the original grave marker. Recommended size is $\leq 36'' \times \leq 24''$.

9.0 Contact Information, Sacramental Requests, Payments, Donations

- 9.01 Contact Information - For information about our Holy Cross Parish Cemeteries go to [Holy Cross Cemeteries](#), or email/call our Cemetery Sexton at cemetery@holycrosswi.org 608-815-3003. Our Parish Offices are open:
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).

Please mail or drop off any cemetery business (payments, bills etc.) to: Holy Cross Parish Office, Attn: Cemetery, 2947 Thinnes Street, Cross Plains, WI 53528.

- 9.02 Non-Emergent Sacramental Request - Please call 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).
- 9.03 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
- 9.04 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.

9.05 Payments - Cemetery 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.

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

9.04 Holy Cross Cemeteries Contact Information – Please mail or drop off any cemetery business (payments, bills etc.) to: Holy Cross Parish Office, Attn: Cemetery, 2947 Thinnes Street, Cross Plains, WI 53528. Our Holy Cross Parish Office is open M-TH from 8:30 – 4:30 pm.

The information published within this document is for the Holy Cross Parish Cemeteries. Holy Cross Parish reserves the right to update and change these policies at any time. Contact us at cemetery@holycrosswi.org , 608-815-3003, to request a copy of these policies.

Updated September 18, 2025