



Mount Carmel Baptist Church Burial Grounds Policy

Section 1: Conditions

- A. The cemetery is located at 141 Parker Road in Chapel Hill, North Carolina 27517 and is available to visitors. Exceptions apply when memorial services or other special services are being held in the same location.
- B. The cemetery is the property of Mount Carmel Baptist Church.
- C. Below ground vaults are required for all burials; no above ground vaults or any other above ground structures, except tombstones, foot markers, and columbaria shall be erected in the cemetery.
- D. Burial sites are for the remains of deceased (human) individuals and must conform to local and state law.

Section 2: Eligibility

- A. Burial in the Mount Carmel Baptist Church cemetery is primarily for members of Mount Carmel. A member of the church is an individual who officially joined the church via affirmation or transfer of letter, as well as their dependent children.
- B. The Cemetery Committee reserves the right to grant burial to non-members with close ties to the church at the discretion of the committee.

Section 3: Requesting a Plot

- A. The request of a plot may only occur at the immediate time of need.
- B. At that time, the deceased individual's spouse or child may request an additional plot adjoining the deceased's plot.
- C. A legally authorized representative of the deceased must submit a current application, pay the appropriate fee, and have approval of the Cemetery Committee before a plot can be assigned.
- D. The fee does not convey ownership of any real estate or property to the purchaser.
- E. No transfer of a plot shall be made to another person, estate, corporation or other legal person or entity. However, the Cemetery Committee may reassume possession of a plot for just cause.
- F. If the assignee of a plot or the assignee's representative desires to dispose of the plot subsequent to supplying the fee, the assignee or representative is not allowed to transfer the plot to another person or entity. It may only be returned to the church for 90% of the fee. It is the responsibility of the assignee or representative to keep the church apprised of any changes in contact information (address, phone number, email addresses, etc.). If a plot has not been used 5 years from the date the fee was secured, the church shall make a reasonable effort to locate the assignee or next of kin (using the provided contact information). If the church is unable to locate the assignee or next of kin, the plot will revert to the church.

Section 4: Fees

- A. Fees received at the time of request will cover the right to burial and additional maintenance and upkeep of the cemetery.

B. Mount Carmel Baptist Church is not responsible for any other costs such as funeral home charges, stone/marker costs, casket costs, burial costs, etc.

C. Fee Structure

Fee	Member	Non-member
Right to burial fee (casket or urn burial) for first interment in a plot	\$500.00	\$5,000.00
Right to burial fee (casket or urn burial) for each additional interment in an already occupied plot	\$0	\$2,500.00 (half the fee for first interment)

D. Any exceptions to this policy must be approved by the Cemetery Committee.

Section 5: Contributions

On occasion, individuals or families may wish to provide additional contributions to the cemetery fund. The Cemetery Committee and the Administrative Deacons are charged with directing those funds and maintaining the cemetery.

Section 6: Allocation of Fees

- A. Fees received from those who request a plot, or who make contributions to the cemetery, may be used for costs associated with the perpetual care of, and damages to, the cemetery, and other costs which are not covered by insurance.
- B. Fees received from those who request a plot may not be loaned or used for other events and activities whether or not church related.

Section 7: Responsibilities

- A. The Cemetery Committee is responsible for laying off the grave and the coordination of digging the grave and the covering of the grave.
- B. A member of the Cemetery Committee will be charged with securing the agreement form and the maintenance fees before a grave is dug.
- C. A member of the Cemetery Committee must be present when a stone is set. A 6” apron around the stone and a dry pack under the stone are required.
- D. All graves should have a permanent identification marker set within 6 months after a burial. If a permanent marker is not installed, the Cemetery Committee may use the fee to purchase and place a marker of the committee’s choice.
- E. Maintenance
 - a. The Cemetery Committee is charged with the responsibility for proper upkeep and maintenance of the cemetery. It is empowered to select someone to mow the grass and perform any other duties required for the upkeep of the cemetery. No wall is to be erected and no more shrubbery or trees are to be planted in the cemetery without the approval of the Cemetery Committee.

- b. The maintenance of tombstones is the responsibility of the family of the deceased. The family is responsible for tending to fallen or leaning stones, repairing damage to stones, and cleaning the surface of stones. All fees incurred as a result of stone maintenance are the responsibility of the family. In the event a family is unable or fails to fulfill this responsibility, the church retains the right to fulfill the responsibility.

F. Decor

- a. Families placing flower arrangements in the cemetery are urged to place them so they will not interfere with mowing and proper maintenance for the cemetery. Any holiday flowers left three months after the holiday or any flowers which have deteriorated may be removed and disposed of. The Cemetery Committee may impose other restrictions on decor.

G. Records

- a. A member of the Cemetery Committee will keep books in such a manner that income and disbursements for the cemetery maintenance will be reported monthly in the church's financial report.
- b. All records of burials and information relating to the cemetery shall be kept in an orderly manner by a Cemetery Committee member, with burials and reserved graves identified and charted. A computer database of the cemetery shall be maintained with copies available in the church office. All records are property of Mount Carmel Baptist Church and shall be kept in the church archives.

Section 8: Exhumation

- A. Upon the request of a person showing evidence of due authority, the remains of a deceased eligible person may be exhumed by such person authorized by law to do so and upon compliance by such person with all requirements of state, municipal, or other applicable laws. The Cemetery Committee shall schedule any such exhumation at such time as may be convenient to it. The church may require as a condition to complying with such a request that the person making the request release and indemnify the church against all liability and expenses (including attorney fees) incurred in connection with such exhumation. If all the remains are permanently removed from a plot, the rights to the plot shall revert to the church.
- B. The church shall refund no fees of any type to any person or estate upon exhumation.

Section 9: Liability

The church's liability, if any, to any eligible person, his or her heirs, family, and personal representatives, in connection with the ownership, use, and maintenance of the cemetery shall be limited to the fee for the right to burial in a plot.

Section 10: Interpretation and Application of Policy

The Cemetery Committee in conjunction with the Administrative Deacons shall be responsible for the interpretation and application of these policies.

Section 11: Amendment of Policies

Except where the Cemetery Committee has the expressed authority to do so, the Administrative Deacons of Mount Carmel Baptist Church may, at any time, modify, amend, or repeal any of these policies subject to approval by the church in conference.

Section 12: Previously Approved Requests

All burial requests approved prior to the adoption of this current policy shall be honored.



Request for Burial at Mount Carmel

Please fill out the following information for the person requesting a plot at the Mount Carmel Baptist Church Cemetery.

Name of Requestor(s) _____

Mailing Address _____

Primary Phone _____

Email _____

Date(s) of Birth _____

If you are making the request on behalf of someone else, as his or her legal representative, please fill out your information below:

Name _____

Mailing Address _____

Primary Phone _____

Email _____

Member Status:

- A Member of Mount Carmel Baptist Church
- A Non-member with close ties to the church

In submitting this application, I acknowledge that I have received a copy of the Cemetery Policy and agree to abide by all provisions of the policy. I also agree to notify the church office of any changes in contact information provided above. Failure to do so may result in forfeiture of the assignment (see section 3 of the policy). I also understand that the assignment is not complete until approved by the Cemetery Committee and all fees paid.

Signature Date

FOR OFFICE USE ONLY
Assignment Confirmation

Upon receipt of the sum of \$ _____, Mount Carmel Baptist Church hereby assigns in the name(s) of:

Tract # _____ Row # _____ Plot # _____ in the Mount Carmel Baptist Church Cemetery, subject to the Rules of Operation adopted from time to time by the Church. If these fees are prepaid, they will be held in escrow by Mount Carmel Baptist Church and paid out at the time of burial. Any refund or additional costs will be assessed at that time.

By execution hereof, _____ shall be the Subscriber(s)' authorized representative with respect to matters concerning the plot.

Name and Address of next of kin after spouse: _____

Signature of Chair of the Cemetery Committee Date