Our Lady of the Visitation Catholic Church
(a parish within the Diocese of Colorado Springs)

QUEEN OF HEAVEN CEMETERY
RULES, REGULATIONS,
SPECIFICATIONS, AND
DEFINITIONS
Dear Friends in Christ,

Whether you are preplanning for the funeral needs of a loved one or are currently overwhelmed with the recent death and subsequent burial needs of a loved one, please know that the thoughts and prayers of the parishioners of the Our Lady of the Visitation Catholic Church and I are with you.

The purpose of this pamphlet is to assist everyone who will be placing their loved one to their final resting place to know and understand the prescribed rules, regulations, and specifications peculiar to the daily operations of our parish Queen of Heaven Cemetery. These directives are implemented on this date, to ensure that our cemetery remains a holy and peaceful place, and one that maintains a dignified environment for those we love.

If you have any questions, please feel free to contact me or our staff at the parish office.

May God grant you peace, comfort, and His abundant compassion and mercy during this most difficult time.

Respectfully
Yours in Christ,

///// SIGNED /////

Fr. Robert G. Newbury Jr.
Pastor
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Visiting hours:
Sunday through Saturday, generally dawn to dusk

Working hours:
Monday through Saturday, 8:00 a.m. to 5:00 p.m.

Our Lady of the Visitation Catholic Church Main Office Hours:
Monday through Friday, 9:00 a.m. to 2:00 p.m.; or by appointment

Office Closed:
Sunday, Holy Days of Obligation, and Holidays

Masses preferably held at: Our Lady of the Visitation Catholic Church in Kiowa, CO

Preamble

The Our Lady of the Visitation Catholic Church has custodial and operational oversight of the Queen of Heaven Cemetery. Therefore, the Queen of Heaven Cemetery will be operated according to the provisions set forth in the Canon Laws of the Catholic Church, the State of Colorado Revised Statutes (CRS 12-12-101 thru 12-12-116; 31-25-701 thru 708; et al), and prescribed diocesan norms.

In the Catholic Church, only two places are called “sacred”: those “designated for divine worship” and those reserved “for the burial of the faithful.” We easily recognize the sacredness of a church where the Eucharist and other liturgical functions take place. But many of the faithful have forgotten that a cemetery is equally holy, containing the last remains of the saints whose bodies have been temples of the Holy Spirit.

To preserve an atmosphere of peace, tranquility, and holiness, it is necessary to establish and maintain rules and regulations which will: (1) protect the sacredness of the Queen of Heaven Cemetery and the blessed remains which are interred therein, lest they be desecrated or their memories dishonored; and (2) provide for a safe environment for our volunteers, staff, parishioners, and visitors. We ask that lot holders and visitors observe our rules and regulations. They are not meant to be restrictive, but are for the benefit and protection of all. In observing the rules, you will help to keep the Queen of Heaven Cemetery a sacred resting place for our loved ones in a holy, beautiful, tranquil, and safe environment.

Every purchaser will receive an interment certificate or “deed” granting interment rights in the Queen of Heaven Cemetery, provided the purchaser agrees to the rules and regulations in force at the time of purchase and which may be amended in the future. These regulations are binding and applicable to all purchasers.

No rule or regulation has been or will be made which is not designed to benefit all lot owners collectively. The adoption and enforcement of these rules and regulations are needed to ensure uniformity, protect the interests of the lot owners, and preserve the beauty of the cemetery.
Endowment Fund of the Queen of Heaven Cemetery

The Our Lady of the Visitation Catholic Church has established and maintains an irrevocable endowment care fund for the Queen of Heaven Cemetery, in Kiowa, CO, in accordance with C.R.S. 12-12-109. The endowment care fund shall constitute a nonprofit irrevocable trust fund. The Cemetery’s Endowment Fund’s income, increments, and gains are for the sole benefit of the cemetery; are to be used for the proportionate care and maintenance of the grasses, roads, replacement/maintenance of drainage pumps, and related property upkeep, etc., if/as needed. The Endowment Fund does not provide for the maintenance of private property, such as monuments, markers, shrubbery, vases, etc.

General Rules:

1. The Queen of Heaven Cemetery is a non-profit corporation, operated for the religious and charitable purposes of the Roman Catholic Church through the burial and memorialization of the departed. It serves as a witness for the Church’s compassion for the living and reverence for the dead. Collaboration with the established Queen of Heaven Cemetery Board will be if/as needed.

2. The sacred canons (laws) of the Roman Catholic Church govern in all cases.

3. The definitions set forth in this document shall be adopted to describe the terms used in these rules. Please see the definitions page at the end of these directives.

4. The Cemetery is a sacred place and is due all the honor and respect given to a church building itself. Loitering, improper assemblage, unbecoming or inappropriate behavior, dress and language will not be permitted on Cemetery grounds.

5. Receptions and celebrations will not be permitted on the cemetery grounds.

6. No alcoholic beverages are permitted in the Cemetery.

7. The bishop of the Diocese of Colorado Springs and/or the pastor of the Our Lady of the Visitation Catholic Church reserve the right to refuse admission to, or the use of its facilities and/or properties at any time, to any person or persons.

8. Children under sixteen years of age are asked to always be in the company and under the supervision of an adult while in the Cemetery.

9. Pets will not be brought into the Cemetery. Service dogs are permitted however.

10. Opening a casket at the grave or an urn at the grave or columbarium is prohibited.

11. We are blessed and graced with abundant wildlife here in our rural setting. Please be aware of the potential hazards associated with some of these indigenous creatures as you visit our Queen of Heaven Cemetery grounds.
Rights

1. **The Right of Sepulture:** When a person purchases a grave, mausoleum crypt, or cremation niche, he/she is really the purchaser of a Right of Sepulture (e.g., a “right to perpetually occupy”) for the grave, crypt, or niche. Actual ownership of the property remains with the Diocese of Colorado Springs. This saves the purchaser the liability of property taxes and related costs.

2. Mausoleum crypts, urn gardens, cremation niches, plots and portions thereof may be transferred to another person (e.g., family member), by a notarized form of title transfer to the pastor of the Our Lady of the Visitation Catholic Church, but may not be transferred to a private party without the pastor’s written approval. (Refer to Figure 7 for a sample transfer request form.) The pastor of the Our Lady of the Visitation Catholic Church has first right of refusal to repurchase.

   A. The Our Lady of the Visitation Catholic Church may repurchase at the recorded original purchase price. Any change of records fee may be deducted from any portion returned, if/as applicable.

   B. Unused graves isolated by the burial of family members or a monument may not be returned.

      (1) Such may be used as a charitable gift/donation to the Church.

      (2) Families with burial space that have no prospective need in the future are encouraged to donate these graves to the Our Lady of the Visitation Catholic Church to be used for charitable burials upon the request of individual pastors.

   C. The Cemetery will always provide a grave and burial in cases of genuine charitable (indigent) need attested to by a parish priest or parish director.

3. The disinterment of the dead is against the Canons of the Church. It will be permitted only for the most pressing reasons upon written consent of the Bishop of the Diocese of Colorado Springs or others appointed to act in his behalf.

4. Unless otherwise dictated by court order, once remains or cremated remains are placed in a burial location, the cemetery will not permit the opening of the niche or plot to remove any portion of the remains or cremated remains.
Authorization to Inter

1. The authorization to inter is exercised at the lot holder’s discretion. Those who inherit the right, do so on an equal basis with all those of the same class, as enumerated below. Neither the Diocese of Colorado Springs nor the Our Lady of the Visitation Catholic Church will become a party to family disputes. Responsibility for interment rests upon the person exercising the authorization.

2. Persons authorized to issue interment orders are: Plot holder, party to whom plot is willed, children or descendants, father, mother, brother, sisters, their descendants, wife, husband, grandfather, grandmother, uncles, and aunts. If none of the above categories of person(s) remain, the personal representative of the estate.

A. Except as limited in #1 above, the authorized person granting interment authorization, certifies that he/she has authority to do so and thereby holds the cemetery, the Diocese of Colorado Springs, the Our Lady of the Visitation Catholic Church, its agents and employees harmless from any damages arising from an improper authorization. This shall include attorneys fees incurred in defense of any lawsuit based on an improper authorization to inter.

B. After a period of 75 years since the last recorded activity regarding a burial site, after a reasonable search for heirs, the Right of Sepulture reverts to the Our Lady of the Visitation Catholic Church according to State of Colorado revised statutes.

(1) Authority in regards to the unused burial spaces: If persons with a legitimate claim present it after the graves have been used, their claim shall be settled by providing them with an equal number of burial spaces in an equivalent location.

Note: Opening and Closing Costs: Each traditional in-ground burial is charged individually for opening and closing costs. This is generally part of the funeral home arrangements and covers the cost of locating the grave site, bringing in equipment to remove the earth from the site, replacing the soil and sod, setting up and taking down a graveside burial ceremony tent and chairs (especially helpful during inclement weather), etc.

Funerals

1. All funerals, on reaching the Cemetery, come under the jurisdiction of the Our Lady of the Visitation Catholic Church pastor or their delegated representative(s). It is the responsibility of the funeral director, in collaboration with the parish’s
leadership or designated representative(s), to properly identify and arrive at the correct gravesite. Parking, routing, traffic direction, graveside services and all other funeral and interment arrangements within the Cemetery boundaries are under the exclusive jurisdiction of the Our Lady of the Visitation Parish’s pastor.

2. In the event of an error in an interment or other matter:

   A. If the Our Lady of the Visitation Catholic Church erred, it reserves the right to correct error at its cost with no further liability to any other party.

   B. If the error resulted from the order or action of a funeral director, monument dealer, or other party, the cost of rectifying the error and all other liability will be that of the one who caused the error, with no liability to the Diocese of Colorado Springs, the Our Lady of the Visitation Catholic Church or the cemetery.

   C. If the plot holder was in error, he/she bears the full responsibility with no liability to the Diocese of Colorado Springs, the Our Lady of the Visitation Catholic Church or the cemetery.

   D. If another person orders an erroneous interment through error or deceit, they must bear full responsibility with no liability to the Diocese of Colorado Springs, the Our Lady of the Visitation Catholic Church or the cemetery.

**General Cemetery Conditions**

1. The grade of all plots, graves, sections, roads, fences, or other features of the Cemetery shall be determined by the pastor of the Our Lady of the Visitation Catholic Church or his designated representative(s), and may be altered, when or if deemed necessary, for the common good of plot owners or visitors.

2. Aisles, walks, roads, and other areas may be converted to burial ground(s), as determined by the pastor of the Our Lady of the Visitation Catholic Church.

3. Monuments or other structures that become dangerous or detrimental to persons’ safety in the Cemetery are to be repaired or removed at the expense of the holders.

4. Charges for work completed by or at the Cemetery at the expense of the plot holders must be prepaid before the work commences.

5. Maintenance and repair of all memorial work, or other adornment on a lot shall be the responsibility of the lot holder and not a paid from the Endowment Fund.
6. Should all or any part of an inscription, memorial, effigy, or other structure be deemed unfitting or incompatible with the Catholic character of the Cemetery, it shall be lawful for the Our Lady of the Visitation Catholic Church pastor or designated representative(s) to prohibit its erection, or, if erected, to remove it upon receipt of orders by the proper church Ecclesiastical Authority at the lot holder's expense.

7. Plot holders shall not permit an interment on their lot for remuneration.

8. All workmen employed by others in the erection, installation, addition or other work on memorial work, vaults, planting, etc., are subject to the control and direction of the Our Lady of the Visitation Catholic Church pastor. Any workman failing to comply with this rule will not be permitted to work in the Cemetery.

   A. Vulgar or profane language will not be tolerated.
   B. Suitable clothing must be worn at all times.
   C. Sanitary facilities may be provided for the use of workers and visitors.
   D. Proof of current and adequate insurance coverage must be presented to the pastor before the commencement of work in the cemetery.

9. Benches may be installed, by specific written permission of the Our Lady of the Visitation Catholic Church pastor or designated representative(s), in public areas where they will not hamper cemetery operations or endanger people or wildlife.

10. All foundations for memorial work will be installed at specifications determined by the Diocese of Colorado Springs and/or the Our Lady of the Visitation Catholic Church. (Refer to the attached Foundation specifications page.)

11. All memorials, flower containers, burial containers, decorations and other private property are placed on the burial space at the lot holder's risk with no liability to the Cemetery. The lot holder is responsible that all memorial work be properly installed and maintained.

12. Appropriate bronze vases and ornamentation may be permanently affixed with the approval of the Our Lady of the Visitation Catholic Church pastor or designated representative(s). In some locations, a bronze button (base) may be attached for a floral vase.

13. No peddling or soliciting is permitted in the Cemetery at any time. Memorial dealers may bring prospects into the Cemetery to show them stone work, but they are not to approach visitors in the Cemetery.

14. Much of well water in and surrounding the Cemetery contains minerals and other sediments which may leave brown or white stains on the granite. A helpful spring cleaning could include a cup of vinegar in an old spray bottle (like Windex) bottle
and topped off with water. Spray down the marker including the rock edges, lettering, and artwork. Use a standard household scrub brush that has nylon bristles and clean the marker. You won’t scratch it. Rinse with the same solution and wipe it down with a soft cloth. DO NOT USE chemicals that could harm the lettering paint or kill the surrounding grass. Using anything more abrasive than a household scrub brush in many cases may CAUSE SEVERE DAMAGE.

15. No signs or notices are to be posted in the Cemetery without the express, written permission of the Our Lady of the Visitation Catholic Church pastor or his designated representative(s).

16. The Our Lady of the Visitation Catholic Church pastor will determine and publish the visiting and working hours; as noted in the beginning of this directive.

Lot Purchases and Terms

1. The Our Lady of the Visitation Catholic Church has the right to require those selecting a plot or arranging for an interment to come in person to our Parish Office.

   A. The Our Lady of the Visitation Catholic Church will not finalize business transactions or purchase orders by telephone.

2. If a purchaser defaults in payment, the Our Lady of the Visitation Catholic Church pastor may cancel the contract, and all unused Right of Sepulture is forfeited. Any funds paid towards unused Right of Sepulture and Endowment is subject to a maximum charge of 25% of the original purchase price, plus any other costs incurred by the Cemetery. Any funds remaining shall be refunded upon request.

3. Graves may not be opened for double casket burials.

4. Before an interment may be made, the interment space must be paid for in full.

5. No memorial work may be installed if there is an outstanding fee or charge on the lot, crypt, or mausoleum.

6. Payment of all interment charges are due prior to the burial.

7. Upon payment in full of the lot purchase contract obligation, with any other fees due, the Queen of Heaven Cemetery agrees to give the Purchaser a copy of the contract and issue as a Certificate of Rights of Sepulture (e.g., a plot deed).
8. A maximum of two burials per columbarium niche and four burials per Urn Garden burial plot are permitted. Since it is not required by current State of Colorado statutes (laws), in ground urn burials do not require an urn vault. At the time of the first burial of cremated remains, the Our Lady of the Visitation Catholic Church pastor must know if the space is for a single or multiple burial. Double casket burials in individual burial plots is not permitted due to unstable, sandy ground beyond 6 feet below the cemetery’s surface level.

9. It is the responsibility of the plot/niche holder to notify the Cemetery Authorities of any change of address. Any notice sent to the address on record at the cemetery office shall be considered sufficient and proper legal notification.

10. The area being required for the placement of a mausoleum shall equal the even number of grave spaces that the mausoleum is displacing. The cost for the mausoleum space shall likewise be equal the total cost of the graves being displaced. Lots purchased shall be according to the following lot size schedule:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>SIZE</th>
<th>ADDITIONAL INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult full size in ground plot</td>
<td>(5’ x 10’) for single burial (no double deep burials).</td>
<td></td>
</tr>
<tr>
<td>Urn garden</td>
<td>(3’ x 3’) for up to four (4), individual urn burials.</td>
<td></td>
</tr>
<tr>
<td>Infant full size in ground plot</td>
<td>(3’ x 6’) for single burial.</td>
<td></td>
</tr>
</tbody>
</table>

11. Vaults are required for all adult full body casket in-ground burials. Vaults shall meet the minimum industry standards. It shall be the responsibility of the funeral director to verify that the casket will fit in the vault before the time of burial.

12. All infant caskets not made of a material suitable so as to eliminate the possibility of failure and corrosion (i.e. caving in), shall be required to be placed in a vault. An infant casket may be used as a vault if it meets and withstands a 5,000 pound static load for a minimum of five (5) minutes without failure.

13. The age limit for infant remains that will occupy an infant grave should be no more than 2 years old. The depth to the top of an infant casket shall be no less than three (3) feet.

14. The cost of an infant grave will be as noted in the currently published Cemetery Fee Schedule. The open/close fee will remain the responsibility of the purchaser/family, in collaboration with the funeral director, before any burial can take place.
An infant may be buried in the main area of the cemetery (full size grave), if requested. The Cemetery Fee Schedule is published separately from this directive and updated, if/as needed.

**Rules for Memorial Work:**

**NOTE:** No memorial work of any kind, its installation, alteration, lettering or other activity may take place on a lot that has any fee or contract charge(s) outstanding or pending on the plot.

1. The Rules for Memorial Work of the Queen of Heaven Cemetery are designed for the benefit of all. We hope to make it easier to mark the graves of all buried here while maintaining the overall, dignified appearance of the Cemetery.

2. The Our Lady of the Visitation Catholic Church pastor reserves the right at all times to prescribe the kind, design, size, symbolism, craftsmanship, quality and material of all memorials, inscriptions, plaques, monuments or markers placed in the Cemetery. All memorials are subject to the approval by the Church.

**General Memorial Rules**

1. Permission is be obtained from the Our Lady of the Visitation Catholic Church pastor or designated representative(s) for each piece of memorial work to be installed, removed, or altered in any manner.

   A. The permission will be issued upon approval of the design.

   B. The permission does not need to be re-approved upon submission of the stone for inspection prior to installation; provided the finished product is the same as the design previously approved.

   C. Only temporary markers provided by the funeral home are permitted. Temporary markers shall be in place for no longer than six (6) months, at which time it will be removed by cemetery or parish volunteers or staff.

   D. Written permission from the family must be received before any memorial work may be removed for any reason.

2. All memorial work must be done in a professional, craftsman-like manner or it will be removed. Carvings and inscriptions by hand, sandblasting or other method must be done in a skillful and artistic manner.
A. Lawn level markers are to be set consistent with the grade, not plumb or level.

B. All monuments or markers set above the surface of the ground or in-ground must be set plumb and level.
   
   (1) Freestanding markers must be set on concrete slabs or other approved material; provided and installed by the monument dealer.

   (2) Set at the head of the burial plot (facing to the east) and in alignment with monuments or markers already in that particular row.

   (3) It is the responsibility of the monument dealer to remove existing memorial work that is to be replaced.

3. Only one marker may be placed at any one grave site, although more than one name may be inscribed. The only exception is for military veteran plaques.

4. Markers and monuments will be placed at the head of each grave site; facing toward the east. In the case of a double lot, it shall be centered on the two lots.

**Why Do Tombstones Often Face East?** Tombstones in traditional Western cemeteries usually face east. The tradition is believed to have begun when Pagans buried the dead so they would face the rising sun. The tradition continued in Judeo-Christian societies. While Jews and Christians were not the first to bury the dead facing east, the layout of these cemeteries today stems directly from biblical history and societal tradition. Although modern cemeteries may have graves facing other directions, east-facing tombstones are still found in many traditional Christian and Jewish cemeteries (i.e., facing east towards Jerusalem).

**Monument Dealers**

1. Workmen employed by the monument dealers must adhere to the hours and conditions established by the Our Lady of the Visitation Catholic Church pastor.

2. All OSHA and State of Colorado regulations must be adhered to.

3. The Cemetery will not accept memorials for safekeeping before installation. All memorials must be installed upon delivery to the Cemetery.

4. The Our Lady of the Visitation Catholic Church pastor reserves the right (in collaboration with the descendant’s family) to determine the location of a memorial on a plot.
5. The type and number of markers permitted on a particular lot will be set forth in the lot sales contract.

6. The job is to be done in a professional, skilled craftsman-like manner.

7. No rubbish or refuse is to remain after the memorial is installed and conditions are to be returned, as much as possible, to what they were before the installation.

8. Permission must be obtained from the Our Lady of the Visitation Catholic Church pastor or designated representative(s), before heavy equipment is brought into the Cemetery or a vehicle driven into a plot section.

9. Any damage to a lot or section of the Cemetery must be repaired at the expense of the contractor or individual person(s).

10. Damage to the personal property of others must be reported to the Our Lady of the Visitation Catholic Church pastor. The cost of repairs is to be borne by the memorial dealer or his/her agent.

11. The Cemetery disclaims all responsibility for damage or injury to memorial work although it will exercise all ordinary care to protect them. Normal wear and tear due to weather conditions and Cemetery operations is to be expected and causes no liability to the Cemetery.

13. In the event of an error on the part of the Our Lady of the Visitation Catholic Church pastor or main office, it has no other liability than to correct its error at its expense as soon as possible. All other errors are the liability of those responsible.

14. Maintenance and repair work necessary on memorial work is the sole responsibility of the lot holders and is not covered in the Endowment Fund Program.

15. Dangerous or dilapidated stones are to be removed at the expense of the lot holder.

**Foundation Specifications**

1. Lawn Level Grave Marker foundations will be no larger than sixty (60%) percent of the grave size for a single burial. (Refer to attached Details F-1 thru F-4 for more information).
2. Lawn level grave markers for Urn Garden plots need to be 1'-6" x 8" x 4", smooth sided or rock pitch with appropriate memorial/monument stone industry foundations.

3. Marker foundations will be pre-cast concrete or granite four inches thick minimum. For large memorials, the foundation shall be thicker and steel reinforced. (Refer to attached Detail F-1 for more information).

4. Granite Markers will be recessed into a concrete foundation (Refer to attached Detail F-2 for more information).

5. Foundations borders will be no wider then four inches around the granite marker sides (Refer to attached Detail F-1 for more information).

6. Foundations will be recessed into the ground so that the marker will be consistent with the grade (Refer to attached Detail F-1 for more information).

7. Granite foundations for bronze markers will be four inches thick and a maximum of a four-inch border around the bronze marker (Refer to attached Detail F-2 for more information).

Lawn Level Markers in General

1. All markers will be set at the head of the graves between one and two inches above grade and on any one lot shall be of the same material, size and design. The bottom shall be smooth and the sides of the markers will be rock pitched or smooth with a pencil round edge and of uniform thickness.

2. Lettering and decorations shall be incised into the stone, not projecting above or on the face of the stone. Granite edges are brittle.

3. Bronze markers may have raised lettering and design.

4. All Lawn Level Markers will be made according to the specifications determined in this directive. (Refer to attached Lawn Level specifications)

Lawn Level Marker Specifications

1. Child or Infant Graves: One marker is permitted per grave space. Bronze markers should be 11” to 18” by 6” x 9” and affixed to a 4” base. Granite markers should be 11” to 18” x 10” x 4”.

2. Lawn level grave markers for Urn Garden plots need to be 1'-6" x 8" x 4", smooth sided or rock pitch with appropriate memorial/monument stone industry foundations.

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1. Child or Infant Graves: One marker is permitted per grave space. Bronze markers should be 11” to 18” by 6” x 9” and affixed to a 4” base. Granite markers should be 11” to 18” x 10” x 4”.
2. **Single Grave:** One marker is permitted on a single grave. Granite markers for a single burial should be no larger than 24” x 14” x 4”. A bronze marker no larger than 24” x 14” is to be centered at the head of the grave with the back line of the marker on the base line of the grave space.

3. **Two Grave Lots:** A companion marker is permitted whose size should be no larger than 72” x 14” x 4” centered at the head of the lot with the back line of the marker on the base line at the head of the lot.

4. **Larger Lots:** Single markers or Companion markers may be used using the specifications above. In general, the markers will not exceed sixty (60%) percent of the lot width. Markers are to be at the head of the graves centered at the head of the grave with the back line of the marker on the base line of the grave space.

5. **Veteran supplied markers:** Should be 24” x 12” x 4” and be no larger than 24” x 14” x 4”. If required, a spousal companion marker may be placed adjacent to the veteran marker and the marker should be the same size as the veteran marker.

6. **Urn Garden marker specifications:** A single marker may be used for one or more cremated remains in the same plot recessed in a foundation; which does not exceed 2.5’ x 2.5’.

**Monument Lots**

1. Only those lots specifically designated in the section as a monument lot may have a freestanding, upright memorial. **No foot markers will be permitted in the cemetery.**

2. No marker is permitted on the graves immediately in front of a monument without the Our Lady of the Visitation Catholic Church pastor’s approval. Inscriptions for the interments in these graves should be placed on the base or die of the monument.

3. Only one central or family monument will be permitted on a single lot or side by side lots (Refer to attached Detail F-4 for more information).

4. Monuments shall be centered on the back line of the lot as determined by the Our Lady of the Visitation Catholic Church pastor or his designated representative(s).

5. The Cemetery is not liable for the condition of vases or any damage to them caused by vandalism, wildlife or natural causes (i.e., weather, wear and tear, etc.).
6. All stonework and monuments joined to other stones must incorporate bronze, or approved equal. Vertical joints must be epoxied and perfectly sealed. As much as possible, vertical joints should be avoided and when used so fitted that the stones interlock as a mortise and tenon.

7. A lot with an existing monument that will not accommodate the names of all those buried there and which has no head stones may have only lawn level markers, following the cemeteries existing rules for such memorial work.

8. All upright monuments shall be a maximum of 5’ high. The base size should be no less than 30% of the back line of the lot or no more than 60% of the back line. It should be proportionate in height to the die and site location (i.e., slope of ground, and should be at least 6” rock pitched above the ground surface). The width of the base should be no less than 6” wide, but not more than 14” wide (for single grave and multiple grave memorials), unless design consideration approval by the Cemetery Authority would suggest otherwise. Other designs may be approved, if appropriate, upon submission of detail drawings. We do not attempt to dictate taste, but desire to protect the interest of other lot holders.

9. Inlays may be used only with the consent of the Our Lady of the Visitation Catholic Church pastor, but with no liability to the Cemetery for any damages.

10. Lettering should be of design and size appropriate to the stone in question.

11. Permanent shadowing or coloration may be used in lettering, but the Cemetery will not accept responsibility for the permanency of such coloring.

12. Lettering should be at least 1/4” deep.

**Materials**

1. Materials used in the manufacture of memorial work should be selected with concern for durability. Icy weather, the heat of the sun and effects of air pollution all contribute to the deterioration of stonework.

   A. Granite is the most durable material and is recommended.

   B. Hard, dense marble may be used when white is the preferred color for a monument.

   C. Bronze or bronze and granite markers may be used.

   D. Other materials are not approved.
2. **NB:** Grouting must be either the monumental setting compound commonly used by the industry in Colorado or an epoxy material. All joints are to have a perfect seal against moisture. All upright markers are to be on a solid foundation.

**Conditions**

It is the responsibility of the lot holder that all memorial work be maintained in a solid, non-hazardous condition. Any damage resulting from a misalignment or loose condition of a memorial is the liability of the lot holder. Stones are moved by the natural action of frost and weather. The family should inspect them from time-to-time.

**Rules for Flowers and Planting**

The following rules are designed to maintain the dignified appearance of the Cemetery and to make your visits more pleasant.

1. The planting of shrubs and flowers is carefully planned for the general appearance of the Cemetery.
2. Natural cut flowers are suggested.
3. Glass, plastic, ceramic or sheet metal holders may be hazardous for others.
4. Materials used should have a religious motif in keeping with the sacred nature of the cemetery.
5. Cemetery maintenance personnel or volunteer groundskeepers may periodically pick up flowers and all grave decorations for timely and proper disposal.
6. Foam/plastic packaging is not degradable and is a soil pollutant that hampers the growth of grass and other plants. Please do not bring it into the cemetery.
7. The removal of flowers, planting or other property without proper authorization is theft and will be prosecuted.

**Post Burial Documentation Requirements**

Prior to the Mass of Christian Burial and/or interment, the funeral home will provide the Pastor of the Our Lady of the Visitation Catholic Church with a clergy funeral record and a state “Authority for Final Disposition” form to be completed and submitted to the County Registrar. Refer to attached Detail F-8 for a sample of this form. When the burial has been completed, an entry will be made in the parish’s register of deaths in accord with Canon 1182 and the state form submitted within 5 days of the burial.
Exceptions and Modifications

1. Special cases may arise in which the literal enforcement of rules may impose unnecessary hardship. The Our Lady of the Visitation Catholic Church pastor therefore reserves the right, without notice, to make exceptions, suspensions or modifications in any of these Rules and Regulations when in his judgment, such temporary exceptions, suspensions or modifications are pastorally prudent and shall in no way be construed as affecting the general application of such rules.

2. The Bishop of the Diocese of Colorado Springs or the Our Lady of the Visitation Catholic Church pastor may, and hereby expressly reserves the right, at anytime or times, to adopt new Rules and Regulations or to amend, alter or repeal any rule, article, paragraph or sentence in these Rules and Regulations.

3. The Bishop of the Diocese of Colorado Springs has the final say in all disputes.

The Cemetery’s U.S. Flag

The cemetery’s on-site U.S. flag cannot be routinely lowered on or for the occasion of the burial of any U.S. citizen, prior service member, etc.

The maintenance, service, raising and lowering of the U.S. flag is in accordance with the U.S. Code (federal Law) (4 USC 7).

Specifically, the authority to order (via an officially written and issued proclamation) any U.S. flag to be lowered to the position of half-staff for the commemoration of a deceased public or military official rests with the President of the United States and/or a territorial or state governor. (cf. 4 USC 7(m))

Contact Information

The Our Lady of the Visitation Catholic Church pastor and main office can be contacted at 34201 County Road 33, Kiowa, CO 80117 or at (303) 646-4964 (fax: 303-646-9811).
Catholic Cemetery Definitions

Burial: Interment of human remains in the earth.

Catholic Cemetery: A place dedicated by the Bishop for the burial of the faithful and others for the religious and charitable purposes of the Catholic Church. Included in this definition of a 'cemetery' are the grounds, facilities and personnel involved in the interment and memorialization of the dead.

Care: The general maintenance of the graves and columbaria in the Cemetery in so far as the income derived from the Perpetual Care fund will provide (i.e., lawn cutting, trimming and removal of shrubs or trees, keeping the premises free of trash/debris, etc.).

Cemetery Authority(s): The Our Lady of the Visitation Catholic Church pastor and any appointed representative or representatives who assist him with the operations of the cemetery. Ultimately, the pastor remains the sole authority and decision maker of any question of interpretation of application of these Queen of Heaven Cemetery Rules, Procedures, and Regulations; unless otherwise directed by the Bishop of the Diocese of Colorado Springs.

Columbarium: A structure used for the inurnment of cremated human remains.

Cremation (cremated remains): The reduction of human remains by fire.

Crypt: A unit of one or more entombment places in a mausoleum.

Double Burial: An inurnment which contains two urns of cremated remains in one burial plot (Urn Garden) or niche (Columbarium).

Endowed Care: An Endowment Fund is to be established by the Our Lady of the Visitation Catholic Church solely for the Queen of Heaven Cemetery to which 100% of the plot holders’ contributed monies is to be held and used for the Cemetery’s general care and upkeep. The funds in this account are to be “held in trust” and cannot be used for purposes outside the parish’s responsibilities to maintain the Cemetery’s upkeep and care operations.

Entombment: Interment in a structure.

Grave: A space of ground in a cemetery used for the burial of human remains.

Interment: The committal of human remains in their final resting place by casket in the ground, cremated remains in the ground, or above the ground in a columbaria.

Inurnment: Placing cremated remains in below a ground plot or niche in a columbaria.

Lot (or Plot): A burial space of one or more plots.
Lot Holder: The person or persons who signed the original purchase contract and their heirs in-law who have a legal right to authorize an interment.

Marker: A small memorial for one or more graves. A lawn level marker set between 1-2 inches with the level of the ground.

Mausoleum: Large entombment facilities owned and maintained by the cemetery for use by the community.

Monolithic Marker: A head stone set above ground.

Monument: A freestanding upright memorial.

Niche: An above ground burial place, sized for an urn containing cremated remains of a human body, which allows identification and remembrance.

Plot/Grave: The basic, below ground burial place.

Right of Sepulture (or “deed): The sales/purchase receipt for plot(s) in the Queen of Heaven Cemetary; it is a document bestowing on its legal holder, the authority to inter the remains or cremated remains of a deceased human person in a particular burial place, so named/identified in the sales/purchase receipt.

Signs and Advertising: No signs, notices or advertising is permitted within any cemetery except those approved and/or placed by Cemetery authorities.

Urnn Garden: An area reserved for burial of cremated remains in below ground plots.

List of Attached Details/Diagrams:

F-1 Upright Monument Foundation Detail
F-2 Lawn Level Monument Foundation Detail
F-3 Typical Single Lawn Level & Upright Monument Foundation Layout Detail
F-4 Typical Multiple (Family) Lawn Level & Upright Monument Foundation Layout Detail
F-5 (Future) Urn Garden Monument Foundation Layout Detail (Sample/Example)
F-6 Infant Grave Monument Foundation Layout Detail
F-7 Cemetery Lot Transfer Request Form
F-8 (Sample) State of Colorado Authority for Final Disposition
RECORD OF ANNUAL REVIEW

Date: 09/24/2015  By: Rev. Robert G. Newbury Jr., OLV Parish Pastor

Comments:

Administrative and operational changes necessitated. Change #1 issued to the Queen of Heaven Catholic Cemetery’s policy and procedures manual.

Date: 05/05/2016  By: Rev. Robert G. Newbury Jr., OLV Parish Pastor

Comments:

Administrative and operational changes necessitated. Specificity of monuments and markers at the head of the plot and in alignment with adjacent devices in the same row needed. Change #2 issued to the Queen of Heaven Catholic Cemetery’s policy and procedures manual.

Date: 11/25/2016  By: Rev. Robert G. Newbury Jr., OLV Parish Pastor

Comments:

Corrected normal weekday parish office hours. Revised list of definitions “cremains” to read “cremated remains”. Specificity added to pg 6: Right of Sepulture is a “right to perpetually occupy” and “in cases of genuine need” to denote a charitable (indigent) need.

Date: 02/24/2017  By: Rev. Robert G. Newbury Jr., OLV Parish Pastor

Comments:

Administrative changes were needed for the publication of standardized norms regarding markers/headstones for the cemetery’s Urn Gardens.

Date: 12/06/2017  By: Rev. Robert G. Newbury Jr., OLV Parish Pastor

Comments:

Clarification of open/close costs and direction of monument stone placement.

(Original of record of annual review to be maintained in/by Parish Office)
# RECORD OF ANNUAL REVIEW

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<th>Date</th>
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<tr>
<td>09/10/2019</td>
<td>Rev. Robert G. Newbury Jr., OLV Parish Pastor</td>
<td>Include information regarding the lowering of the cemetery’s U.S. Flag.</td>
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