

## Mt. Calvary Catholic Cemetery Committee

Mt. Calvary Catholic Cemetery is the responsibility of St. Patrick's-St. Joseph's Catholic Church, 104 Buena Vista St., Raton, New Mexico. The Cemetery Committee operates pursuant to the direction of the Pastor and monitory support of the Parish Financial Council of St. Patrick's-St. Joseph's Catholic Church to assist and advise St. Patrick's-St. Joseph's Catholic Church in the establishment, operation and maintenance of a private cemetery, namely; Mount Calvary Catholic Cemetery, pursuant to the 1983 Code of Canon Law, New Mexico Catholic Cemetery Policies and New Mexico Catholic Cemetery Rules and Regulations; as adopted by the Diocese of Santa Fe, New Mexico. The St. Patrick's-St. Joseph's Pastor reserves the right of "Final Authority" in the operation of Mt. Calvary Catholic Cemetery.

### **Mission**

The Patrick's-St. Joseph's Catholic Church seeks to help people accept the reality of death in a context of faith and the promise of eternal life with God. Our facility and services include a place to be buried; an environment designed to meet the needs of the Catholic liturgy for burial; a facility that encourages frequent visitation with attendant prayer for the dead and an environment in which love is remembered; hope is rekindled; and faith is awakened and strengthened.

### **Mt Calvary Catholic Cemetery**

Meets the needs of individuals and our parish community in preparation for, at the time of and following death and,

Proclaims the reality of the human person as sacred and deserving of dignity and respect both in life and death,

Provides sacred space where remembering can be fostered and centered and is a place for liturgical celebration,

Serves as a symbol of the extended community of the Church.

### **GENERAL RULES AND REGULATIONS**

The Catholic Church of St. Patrick's-St. Patrick's-St. Joseph's of Raton,

New Mexico is a part of the Diocese of Santa Fe and is a religious organization established and existing under the Laws of the State of New Mexico. Mt. Calvary cemetery is owned by Patrick's St. Joseph's Catholic Church and operated by St. Patrick's-St. Joseph's Cemetery Committee, in accordance with the rules and discipline of the Roman Catholic Church, the Statutes of the Diocese of Santa Fe and the Laws of the State of New Mexico. St. Patrick's-St. Joseph's Pastor and Financial Council shall be the agent of the parish for the administration of the business of Mt. Calvary Catholic Cemetery.

The St. Patrick's-St. Joseph's Cemetery Committee will serve as an advisory committee for the overseeing of operation of maintenance and grounds-keeping at Mt. Calvary Catholic Cemetery. The Committee does not and will not supervise any employee employed by St. Patrick's-St. Joseph's Catholic Church.

St. Patrick's-St. Joseph's Catholic Parish reserves the right to refuse admission to the cemetery and to refuse the use of the cemetery facilities at any time, to any persons whom the St. Patrick's-St. Joseph's Catholic Parish may deem objectionable to the best interests of the cemetery.

The St. Patrick's-St. Joseph's Catholic Parish hereby expressly reserves the right to adopt additional rules and regulations; to amend, alter or repeal any rule, regulation, article, section, paragraph or sentence of these General Rules and Regulations at any time and without notice.

Special cases may arise where the literal enforcement of a rule may impose unnecessary hardship. The St. Patrick's-St. Joseph's Catholic Parish shall reserve the right to make exceptions, suspensions or modifications of any of these Rules and Regulations, without notice, whenever it appears to be necessary, and such temporary exception, suspension or modification shall in no way be construed as affecting the general application of these Rules and Regulations through the financial council of the Parish.

All interments must have a member of the St. Patrick's-St. Joseph's Catholic Parish present at the cemetery.

## **CARE**

The care of the Mt. Calvary Catholic Cemetery shall be assumed by the St Patrick's St. Joseph's Catholic Parish under the direction of the Cemetery Committee. The term "care" shall be defined as ***“The watering and the cutting of grass, the cleaning of the grounds, the planting and pruning of shrubs and trees which may be placed by the Parish, and general preservation of the grounds and property of the cemetery”*** as long as it shall be used as a cemetery. The care assumed by the Parish shall in no way include repair of normal weathering of the faces of stone monuments or markers; or repair of markers that are damaged by vandalism or inclement weather. The care assumed by the Parish shall include reasonable efforts in keeping monuments and markers level and above ground.

## **BURIAL RIGHTS**

The Rules and Regulations of the Catholic Church governing cemeteries, prescribe that the title to the land used for cemetery purposes, shall remain vested in the Parish. Title to the land in any plot of the Mt. Calvary Catholic Cemetery of St Patrick's-St. Joseph's Catholic Church shall always remain in the Diocese of Santa Fe, New Mexico. Burial Right Easement alone shall be purchased in the plots in accordance with the schedule attached hereto.

No Burial Right Easement shall be sold in common or joint ownership unless already reserved historically and shall be grandfathered in this instrument. Title shall stand in one name unless grandfathered into this instrument from historical acquisition. Upon death of the Holder of the Burial Right Easement, their immediate heirs shall, in accordance with 1983 Code of Canon Law, New Mexico Catholic Cemetery Policies and New Mexico Catholic Cemetery Rules and Regulations; as adopted by the Diocese of Santa Fe, New Mexico acquire the designated plot.

Descriptions of any and all plots shall be in accordance with the Cemetery plots, which shall be kept on file with the St. Patrick's-St. Joseph's Catholic Church in a permanent hard copy with back-up on modern computer records. Both mediums shall be maintained.

Persons desiring to purchase a Burial Right Easement in Mt. Calvary Catholic Cemetery of shall contact the Actuary of St Patrick's-St. Joseph's Catholic Church.

## **INTERMENTS**

Mt. Calvary Catholic Cemetery of St. Patrick's-St. Joseph's Catholic Church shall be open for interments at reasonable hours every day of the year.

- • Winter interments may be done at the request of the deceased individual's family. Winter interments shall be considered to be burials performed between November 1 and April 1.
- • The burial of an infant may take place, in the same burial plot, and above an interred adult. The interment of two infants may take place in the same burial plot.
- • All interments shall be made at a time and in a manner, as directed by St. Patrick's-St. Joseph's Catholic Church. Fees shall be paid to the St. Patrick's-St. Joseph's Actuary, Secretary or Treasurer as designated by the finance council.
- • Only authorized personnel shall dig graves.
- • Pet burials shall not be allowed in the Cemetery.

## **VAULTS**

All interments shall be required to utilize an outer burial vault, constructed of concrete, steel or fiberglass (wood is not permitted); which shall contain the casket or coffin, so as to reduce the possibilities of the collapse of the grave.

## **INURNMENTS OF CREMATED REMAINS**

No more than three cremated remains shall be inurned in one burial plot. Cremated remains shall utilize an appropriate container and may also be required to utilize an outer burial vault, constructed of concrete, steel or fiberglass.

An additional two (2) individual's cremated remains may be inurned in the same burial plot, and above an interred individual. This will be on a case by case basis reviewed by the Patrick's-St. Joseph's Catholic Church. Each individual must have a permanent marker, such as a footstone.

## **REMOVALS**

Any removal of a body requires the permission of the Pastor and the Diocese and shall be done in accordance with the laws of the State of New Mexico. The St. Patrick's-St. Joseph's Catholic Parish shall assume no liability for damage to any casket or burial case. The costs shall be the responsibility of the person(s) arranging for the removal.

## MONUMENTS

- 1            1        All burial plots should be identified with a minimum of a permanent flat foot marker. (Foot markers shall be set in a concrete pad with at least a six-inch cement border, ground level) The concrete pad shall have a minimum thickness of 3' inches and shall include reinforcement rods.
- 2            2        One central, or family memorial, may be allowed on each burial plot. In addition, one-foot marker may be placed on each burial plot. An exception to this policy may be made when there are two individuals, or a combination of one individual and cremated remains interred on one burial plot.
- 3            3        Designs of all monumental works shall be tasteful and respect the dignity of the deceased. Monuments must reflect the **Catholic Christian Values** of the cemetery.
- 4            4        No monuments or markers shall be permanently installed until after final payment has been made for the Burial Rights on each burial plot.
- 5            5        As of May 2, 2002, no coping, curbing, fencing, borders or enclosures of any kind shall be allowed around any burial plot. The Mt. Calvary Cemetery staff reserves the right to remove said items.

## GRAVE DECORATIONS/PLANTINGS

No trees or shrubs are to be planted in the cemetery except with explicate permission from the St. Patrick's St. Joseph's Cemetery Committee. All flowers and decorations must be removed within two (2) weeks after Memorial Day. No loose decorations of any kind are permitted around the perimeter of a burial plot at any time and will be removed by cemetery staff immediately.

As of May 2002, Plots may be covered by grass only. Décor rock, concrete slabs, benches, brick, stone, etc. and all other types of ground

cover are prohibited.

Borders around plots are prohibited.

Flowers, vases, floral arrangements, statues or other decorations, will be removed by Cemetery staff without consulting the burial right holders on clean up dates, or if they interfere with mowing, trimming or the overall ground aesthetics and ease of up keep.

The St Patrick's-St. Joseph's Cemetery Committee and staff reserves the right to remove, without notice, any other objects that are, or become unsightly, dangerous, diseased or detrimental to the peace, sanctity and normal maintenance of the Cemetery of St. Patrick's St. Joseph's Catholic Church.

All grading, landscape work, improvements or remodeling, except that work specifically performed in the process of interment or removal, shall be done by, or under the direction, of the St. Patrick's St. Joseph's Cemetery Committee. Landscaping stone, such as white marble or lava rock is not to be used over grave sites

### **CEMETERY LOT PURCHASE AND INURNMENT FEES FOR REGISTERED CATHOLICS SPSJ**

Cemetery Plot \$ 400.00 Plot Fee + \$ 500.00 Opening & Closing - Total \$900.00 (Casket Burial)

Cremation Plot \$400.00 Plot Fee + \$ 250 Opening & Closing - Total \$550.00 ( May have upright Memorials or flat stone Memorial )

Cremation Plot \$300.00 Plot Fee + \$250.00 Opening & Closing (Specified Cremation Section with flat stone Memorials only)

For more information regarding plots please call the Parish office  
575-445-9763

### **CEMETERY LOT PURCHASE AND INTURNMENT FEES FOR NON-REGISTERED CATHOLICS**

Cemetery Plot \$ 600.00 Plot Fee + \$750.00 Opening & Closing - Total \$1350.00 (Casket Burial)

Cremation Plot \$600.00 Plot Fee + \$450.00 Opening & Closing - Total \$1050.00

Cremation Plot \$450.00 Plot Fee + \$450.00 Opening Closing -Total \$900.00 (Specified Cremation Section with Flat stone Memorials only)

### **Disinterment Opening of Grave for Removal**

Parishioner of St Patrick's St. Joseph's Catholic Parish \$ \$\$\$

Non- Parishioner St. Patrick's St Joseph's Catholic Parish \$ \$\$\$

## **1 1 PATRICK'S-ST. JOSEPH'S CATHOLIC CEMETERY COMMITTEE BY-LAWS ARTICLE I - PURPOSE**

This Committee is hereby formed pursuant to the direction of the Pastor in conjunction with the Parish Financial Council of St. Patrick's- St. Joseph's Catholic Church, 104 Buena Vista St., Raton, New Mexico to assist and advise St. Patrick's-St. Joseph's Catholic Church in the operation and maintenance of a private cemetery pursuant to the following in accordance with the 1983 Code of Canon Law, and New Mexico Catholic Cemetery Policies and New Mexico Catholic Cemetery Rules and Regulations; as adopted by the Diocese of Santa Fe, New Mexico.

### **ARTICLE II - MEMBERSHIP**

#### **SECTION I-MEMBERSHIP**

Membership in this Committee shall be limited to the members of the Parish of St. Patrick's-St. Joseph's Catholic Church.

#### **SECTION II-TERMINATION**

Membership in this Committee shall terminate upon direction of the Pastor of St. Patrick's-St. Joseph's Catholic Church.

### **ARTICLE III - COMMITTEE**

This Committee shall have a Committee not less than three, nor more than five registered parishioners. A member of the Committee so appointed shall hold office for a term of two (2) years and can be appointed for a second term (individual can accept or decline second term) unless removed from St. Patrick's-St. Joseph's Pastor or Finance Council prior thereto. St. Patrick's-St. Joseph's Cemetery Committee shall be given the opportunity to nominate individuals. If the position of Chairman becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, the Pastor, or his designee, of St. Patrick's St. Joseph's Catholic Church shall choose a successor, who shall hold office for the unexpired term in respect of which such vacancy occurred. Any member of the Cemetery Committee may be removed from the Committee by action of the Pastor, or his designee, of St. Patrick's St. Joseph's Catholic Church.

#### SECTION I - REGULAR MEETINGS

Regular meetings of the Cemetery Committee shall be held when necessary and at such time as a majority of the members of the Committee may, from time to time, determine.

### **ARTICLE IV - AUTHORITY OF THE COMMITTEE**

#### SECTION I - CONSENT OF PARISH PASTOR.

All actions of the Mt. Calvary Cemetery Committee shall be subject to the consent and approval of the Pastor or Parish Financial Council of the St. Patrick's-St. Joseph's Catholic Church. The Committee shall have such other authority as may from time to time be delegated to it by the said Pastor.

#### SECTION II - COMMITTEE

The Mt. Calvary Cemetery Committee shall recommend to the Pastor of St. Patrick's-St. Joseph's Catholic Church, agents and employees for the operation and maintenance of the cemetery and advise as to their duties.

The Mt. Calvary Cemetery Committee may provide rules and regulations as needed.

The Mt. Calvary Cemetery Committee shall recommend policies and procedures, generally consistent with The New Mexico Catholic Cemetery Policies & Procedures, adopted by the Diocese of Santa Fe, New Mexico, for the operation and maintenance of the cemetery.

## **ARTICLE V - OFFICERS**

### **SECTION I - CHAIRMAN**

The Chairman shall preside at all meetings of the Committee. He/She shall have general active management of the business of the Committee and shall ensure that all orders and resolutions of the Committee are carried into effect and shall perform such other duties as the St. Patrick's-St. Joseph's Pastor and or Financial Council shall prescribe.

### **SECTION II - VICE CHAIRMAN**

The Vice Chairman shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman, and shall perform such other duties as the St. Patrick's-St. Joseph's Pastor and or Financial Council shall prescribe.

### **SECTION V - SECRETARY**

The Secretary shall attend all sessions of the Committee meetings and record all votes and minutes and all proceedings in the book kept for that purpose. He/She shall give, or cause to be given, notice of all meetings of the Committee, and shall perform such other duties as prescribed by the Committee.

### **SECTION VI - TREASURER**

The Treasurer is the St. Patrick's-St. Joseph's Financial Council and shall have the custody of the Mt. Calvary Catholic Cemetery funds and securities, and shall keep a full and accurate account of the receipts and disbursement in books belonging to the Mt. Calvary Catholic Cemetery, and shall deposit all monies and valuable effects in the name and to the credit of the Mt. Calvary Catholic Cemetery in such depositories as may be designation by St. Patrick's-St. Joseph's Catholic Church.

### **SECTION VII - ACTUARY**

In addition to the Committee herein before provided, St. Patrick's-St. Joseph's Catholic Church shall appoint an Actuary for the Mt. Calvary Catholic Cemetery Committee. The Actuary shall keep a register of the burials in which he/she shall enter the date of the burial or cremation, the name, age, sex, nativity and cause of death, for every interred or cremated remains in any cemetery owned by St. Patrick's-St. Joseph's Catholic Church, insofar as the facts can be ascertained from friends, attending physicians, or undertaker in charge, and in case of a pauper, stranger, or criminal deaths, from the public official directing the burial. The records maintained by the Actuary shall be open to public inspection, and the Actuary shall furnish to the State Board of Health, and the local health officials, when so required, an accurate summary of the records during any specified year.

#### **SECTION VIII - VACANCIES**

If the office of any committee member, except the treasurer or actuary, become vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise; the St. Patrick's-St. Joseph's Pastor or Financial Council may choose a successor or successors, who shall hold office for the unexpired term with respect to which such vacancy occurred.

#### **ARTICLE VI - COMPENSATION OF COMMITTEE MEMBERS**

##### **SECTION I - COMPENSATION OF MEMBERS**

Committee Members shall not be paid compensation for their services rendered as Mt. Calvary Cemetery Committee Members

##### **SECTION II - COMPENSATION OF EMPLOYEES**

The salaries of all employees, and agents of the Mt. Calvary Cemetery shall be determined by the Pastor and or Finance Council of St. Patrick's-St. Joseph's Catholic Church.

#### **ARTICLE VIII - FINANCES**

##### **SECTION I -CHECKS**

All disbursements shall be by check signed by those persons designation by the Pastor and St. Patrick's- St. Joseph's Catholic Church with approval of the Pastor and or Finance Council.

## SECTION II-BUDGET

An annual budget for the cemetery shall be approved by the Pastor and or Finance Council of St. Patrick's-St. Joseph's Catholic Church.

## SECTION III-LEGAL DOCUMENTS

The Pastor and Parish Trustees of St. Patrick's St. Joseph's Catholic Church shall sign all legal documents and papers for, and on behalf, of the Mt. Calvary Cemetery.

## SECTION IV -FUNDS

A Care Fund will be set up to receive all funds designated as Mt. Calvary Catholic Cemetery Care under the direction of the Pastor and or Finance Council.

## **ARTICLE IX - PLOTS AND GRAVE SITES**

### SECTION I

All plots shall be held as burial places for the dead, and for no other purpose. Care includes the general care of the entire grounds. It consists of a plot (Mt. Calvary Cemetery 4'X10', dug 5' deep with a final 2' of dirt above vault), with a 38' x 8" grave, approximately centered in that plot, upkeep of grass, and leveling of topography.

### SECTION II

The prices of plots will be fixed by the St. Patrick's-St. Joseph Catholic Church, and no plot shall be considered reserved until payment for said plot has been received.

### SECTION III

There shall be no planting of trees, shrubs or flowers except with explicate permission from the cemetery committee

## SECTION IV

There shall be no digging or placement of monuments without the approval of the Actuary.

## SECTION 5

All funeral processions, and other activity while within the cemetery grounds, will be subject to the direction of the Pastor or his designee.

## SECTION 6

The Cemetery Committee shall review and report annual maintenance of the cemetery to St. Patrick's-St. Joseph's Financial Council.

## **ARTICLE X - AMENDMENTS**

### SECTION I - AMENDMENTS TO BY-LAWS

These By-Laws may be amended by a majority vote of the members in attendance at a meeting called for that purpose, provided such amendments are approved by the Pastor of St. Patrick's St. Joseph's Catholic Church.

### SECTION II - ADDITIONAL RECORD KEEPING

Records of all Burials/Cremations must be kept; name, age, sex, nativity (birth date and place) and cause of death.

The Actuary will keep a detailed geographic map/chart of all Burials/Cremations, and reserved burial sites, by number, section, name, date purchased and amount paid. In addition, the Actuary is responsible, to the best of his/her ability, to continue updating and correcting any records. A hard-bound, physical "BOOK" will serve as the permanent written record of first inspection. Computerization will be the back-up record and serve as second record. It is understood that both record-keeping methods will need to be cross-checked for accuracy and duplicate cross-referencing.

The cremation, and inurnment, shall be consistent with Canon Law, Catholic Cemetery Policies, and New Mexico Cemetery Rules

&Regulations and State of New Mexico Statutes.