

CEMETERY BYLAWS OF
ST. JOHN'S PARISH CHRIST CHURCH, ACCOKEEK, MD
&
ST. JOHN'S CHAPEL, POMONKEY, MD
(revised & effective March 13, 2019)

1. HISTORY

- a. Christ Church, Accokeek, began as a Chapel of Ease under the sponsorship of St. John's Church, Broad Creek, in the year 1698. It is not known if the present cemetery was established at that time. It is doubtful, however, since the oldest legible grave is dated 1775. The original cemetery is located immediately adjacent to the church and extends southward to the gravel drive leading from the blacktop parking lot to the Rectory, and eastward to the Parish Hall. All records of this section were lost in the Rectory fire on November 29, 1929. The second and newest section of the cemetery was laid out thereafter, and is the area in which sites are available for reservations.
- b. The first formal cemetery bylaws were enacted by the Vestry on November 14, 1968, with minor amendments made on June 10, 1971. Updates to the bylaws were made in January 1976, April 1990, November 2004 and April 2017. No other records are available concerning cemetery regulations.

2. DEFINITIONS

- a. Burial site or grave site. An area measuring 4' x 8' that is suitable for one adult size coffin, two adult coffins in a double-tier interment, or up to six urns.
- b. Columbarium. An area reserved for inurnment.
- c. Corner marker. Bronze or stone markers measuring 6" x 6" and inscribed with a single letter. Corner markers define the corners of a grave site or series of sites.
- d. Double depth or double-tier interment. Use of one burial space for the burial of two individuals. The grave is dug deeper than a normal grave to accommodate the placement of one vault and casket on top of another vault and casket. The operating custom and practice is that the top of the vault should be 24 inches below the earth's surface.
- e. Foot stone or Columbarium marker. Stone markers measuring 12" x 6" and inscribed with the interred/inurned person's name, birth year, and death year. Foot stones are installed at the foot of the grave site. Columbarium markers are placed over the urns.
- f. Immediate family. This term refers to a person's parents, spouse, children and siblings and will also include the parent's and children's spouse. Step children,

adopted children and their spouses are also included under the purview of immediate family.

- g. Interment. Burial of a casket and vault.
- h. Inurnment. Burial of an urn containing cremated remains.
- i. Lot. A Columbarium plot or grave site.
- j. Member. An individual who is a current voting member of Christ Church Accokeek.
- k. Plot. A location for inurnment inside the Columbarium.

3. CEMETERY DIRECTOR

- a. The Vestry shall appoint the Cemetery Director. The Director will be responsible for the cemetery and Columbarium at Christ Church, Accokeek, and St John's Chapel Cemetery, Pomonkey.
- b. The Director will be registered with the State of Maryland in accordance with Code of Maryland Regulations (a.k.a. COMAR).
- c. Duties of the Director:
 - 1) Conduct all duties in accordance with the requirements of the Office of Cemetery Oversight.
 - 2) Make reports to the Vestry as the Director or Vestry deems necessary.
 - 3) Prepare an annual budget and present to the Vestry for approval.
 - 4) Maintain an accurate and current plat of grave sites and columbarium plots.
 - 5) Make lot reservations and collect donations.
 - 6) Coordinate burial reservations with the Rector, funeral home, and next of kin. (Attachment 1)
 - 7) Execute the annual approved budget and recommend management of cemetery funds to the Vestry.
 - 8) Coordinate the cemetery grounds program with the Junior Warden.
 - 9) Carry out general cemetery management.
 - 10) Notify the Rector when out of town for more than three days. Designate an alternate for the length of the Director's absence.
 - 11) Order and arrange for installing corner markers, foot stones and Columbarium markers.
 - 12) Conduct a review of the bylaws every three years.
 - 13) File with the Maryland Office of Cemetery Oversight, once every two years, a statement which includes:
 - (a) The name and address of the cemetery
 - (b) The name and address of the organization that owns and operates the cemetery; and

- (c) The name and address of the individual who is responsible for the oversight of the cemetery

4. GRAVE SITES LAYOUT

- a. The location of grave sites is maintained by the Director. The Director will assign grave site numbers and maintain a plat of all sites and plots.
- b. Each grave site measures 4' x 8'.
- c. The cemetery at Christ Church, Accokeek, Maryland is divided into three sections as depicted in the overview at Attachment 2. Section A is the oldest section and is to the left of the brick entrance walkway. Section B is the area to the right of the brick walkway and extends to the gravel road. Section C is the newest section and extends from the gravel road to the right. Sections A and B are closed for any additional burials.
- d. St. John's Chapel Cemetery, Pomonkey, Maryland is closed for additional burials.
- e. Each grave site or group of grave sites are marked with 6" x 6" granite markers with a single initial.
- f. Double-tier interments are permitted. The top of either a single interment or the second in a double-tier interment should be 24 inches below the earth's surface.
- g. A maximum of six urns may be inurned in a grave site.

5. COLUMBARIUM

- a. A memorial garden has been established for inurnment. Other locations in the cemetery may be designated for the burial of ashes. However, the scattering of ashes in any location is not permitted.
- b. A maximum of two double-tier inurnments are permitted per burial site with prior arrangements. The first urn must be at least three feet deep to accommodate the second urn.

6. RESERVING A BURIAL SITE OR COLUMBARIUM PLOT (A LOT)

- a. A lot may be reserved by a voting member for him/herself or for an immediate family member regardless of whether or not that immediate family is a member of Christ Church. Those who are not voting members may not reserve cemetery lots, unless they fit the following exceptions:
 - 1. Those with immediate family already buried in the cemetery may reserve space for his or her inurnment in that same lot.

2. Anyone may reserve space for inurnment for someone else who has already died whose immediate family is already buried in the cemetery. Burial will be in the same lot.
 3. All costs and limits associated with reserving a lot apply in these exceptions.
 4. These exceptions do not apply in lots with double caskets.
- b. A reservation is not a purchase of the lot but rather a right of interment/inurnment.
 - c. Lots will not be transferred, sold or reassigned without written authorization from the Cemetery Director.
 - d. Cancellation of a reservation must be in writing. A written request for a refund of the donation will be honored.
 - d. If, after 100 years from the date of the reservation, the lot is still unused and the person for whom it is reserved is deceased, the reservation will be cancelled.
 - e. A lot with a cancelled reservation will be available just as a lot which never had a reservation is available.

7. DONATION SCHEDULE

- a. The suggested donation to reserve a lot is \$1,000 for the initial interment/inurnment. The suggested donation for additional interments/inurnments in the same lot will be \$500.
- b. Payment of the donation for the lot will be made prior to opening a grave. The reservation provides the right of interment/inurnment, two corner markers for a site, a footstone on the site or marker on the plot upon death with the decedent's name and birth and death year, a copy of the bylaws and a reservation certificate. (Attachment 3)
- c. Double-tier interments are subject to the approval of the Rector and the Cemetery Director and require payment of an additional fee. The depth for the first vault is eight feet.
- d. The donation does not include the cost of opening or closing of the lot.

8. GRAVE SITE, COLUMBARIUM MARKERS AND OTHER STRUCTURES

- a. Upon a reservation for a grave site, Christ Church will provide 6" x 6" corner markers inscribed with a single letter. The corner markers will be set flush with the ground at the foot of the grave site or sites.
- b. After burial of an individual, Christ Church will provide a 12" x 6" footstone or columbarium marker inscribed with the name of the deceased and birth and death years.

- c. Grave Sites may have a headstone or other memorials erected with prior approval of the Rector or Cemetery Director. A ten-day notice must be provided to the Cemetery Director or Rector.
- d. Foundations for monuments and other memorials must have a foundation that is at least 8” thick and 3” larger than the base or stone. Foundations will be “wet” mix concrete; no dry pack may be used.
- e. Mounds, railings, curbing, chains, coping or other structures devised for delineating graves shall not be built.

9. FLOWERS AND PLANTINGS

- a. Planting of perennial shrubbery or trees on lots is not permitted.
- b. Placement of cut flowers, wreaths, artificial flowers and other like items is permitted. The Cemetery Director and/or the Vestry does not accept responsibility for these items and cannot be held liable for damage resulting from the action of an employee or volunteer worker using mowing machinery or otherwise.
- c. Flowers and containers are subject to removal during clean-ups.
- d. Glass containers and wire flower racks that can be separated from the wreath or floral arrangement are prohibited because of the hazard they present when picked up by mowing machinery.

10. MAINTENANCE

- a. The present policy of the Vestry is to provide regular mowing and general trimming and maintenance of the headstone and footstones.
- b. Relatives, descendants, and friends of those buried are encouraged to trim around the monuments, remove withered flowers of all gravesites and do other work not in conflict with these bylaws.

11. INTERMENTS OR INURNMENTS

- a. The Rector or Cemetery Director must be notified at least 48 hours before any grave is opened in order to verify and mark the site or plot.
- b. The Cemetery Director will coordinate the opening and closing of the site or plot. The cost of the opening and closing is not included in the reservation and will be the responsibility of the family/next of kin.

- c. Concrete liners or vaults are required for all interments. Liners must not exceed 36" in width.

12. WAIVERS

- The Rector or Cemetery Director, in consultation with the Wardens, may waive all or part of the suggested donation.

13. REFUNDS

- a. Christ Church will refund the cost of a reserved cemetery lot if a person requests it.
- b. When a request is made, the requestor will be asked to submit their request in writing to the Cemetery Director and include a copy of the certificate and receipt, if available.
- c. The Cemetery Director will verify that the requestor has purchased a lot and note the date when it was purchased.
- d. Based on the date of purchase, the amount of the refund will be determined and compared with the amount the individual has documented in the deed/receipt. The following amounts were in effect for the stated periods according to the bylaws in effect at the time. (member/non-member):

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| 1) Before January 29, 1976: | \$100/\$200 |
| 2) Between January 30, 1976 and April 1, 1990: | \$100/\$250 |
| 3) Between April 2, 1990 and November 17, 2004: | \$200/\$400 |
| 4) Between November 18, 2004 and April 12, 2017: | \$400/\$1,000 |
| 5) After April 13, 2017: | \$1,000/cemetery closed to non-members |
- e. The Cemetery Director will submit the request for refund to the Treasurer who will issue the refund from the cemetery fund.
- f. The Cemetery Director will annotate the transfer of the lot.

14. BURIAL FROM THE CHURCH

- a. Arrangements to conduct the burial service from the church are at the discretion of the Rector, including participation of other pastors.
- b. There is no suggested donation for church members currently listed in the parish register. For non-members, a donation of \$500 should be made in advance to Christ Church, Accokeek, for the use of the building.
- c. If there is to be music with the service in the church, the organist's fee is \$175.

ATTACHMENTS:

1. Funeral Worksheet
2. Aerial view of Christ Church Cemetery
3. Certificate of Cemetery Lot Resevation