

FUNERAL AND GRAVEYARD REGULATIONS

of NEW PHILADELPHIA MORAVIAN CHURCH

By action of the Board of Trustees on July 15, 1999, the following regulations will be in effect for the New Philadelphia Moravian Church Graveyard. All changes to this document are noted at the end.

Article 1. Funerals

- 1) A Moravian minister should conduct at least part of the service in the graveyard, even for non-members. If possible, this should be the pastor of New Philadelphia.
- 2) A “member” is defined as a member in good standing of New Philadelphia Moravian Church and immediate family which includes mother, father, spouse, brother, sister, and children.
- 3) Funerals – Member:
 - a) Church facilities and the ministers’ support to officiate are considered part of the church’s pastoral care for members. The church wants to provide the ancillaries to allow the service to meet the wishes of the family. This includes choir, organists, bells, band, audio support, and bulletins. Some of these ancillaries result in cost incurred by the church. While no fees will be charged for these, honorariums are appreciated to help offset the cost. A list of these items and cost incurred by the church is found in New Philadelphia Moravian Church’s Property Guidelines.
- 4) Funerals – Non-Member:
 - a) New Philadelphia Moravian Church wants to provide pastoral care and support to all when they are suffering a loss of a loved one. Church staff, facilities, and ancillaries for services are billed at the incremental cost incurred by the church. A list of these items and cost incurred by the church is found in the New Philadelphia Moravian Church’s Property Guidelines.

Article 2. Graveyard Regulations

- 1) *Members who may be buried without payment of burial fee:*
 - a) Communicant members in good standing and their dependent children.
 - b) Associate members in good standing.
 - c) Former pastors and spouses.
- 2) *Non-members who may be buried with payment of burial fee (currently \$1060.00):*
 - a) Husband or wife or adult children of a living communicant member.
 - b) Husband or wife or dependent children of a living associate member.
 - c) Husband or wife of any person already buried.
 - d) Any member of the Moravian clergy and their spouse.
- 3) *Methods of Interment*
 - a) The amount of earth to be on top of every grave is 24 inches minimum measured from the high point of the vault to a point flush with the existing ground. All back fill will be tamped. Sod will be left flush with existing ground.
 - b) Anyone qualified for burial that desires to be cremated with or without returns will be entitled to a grave plot; however, a headstone must be placed.
- 4) Disinterment or removal of remains as prescribed by law are permitted provided the vacant grave is reclosed to its original contour and the proper size “Blank” headstone is placed indicating that the remains have been moved. See 5. c. Below re: deposit for placing the “Blank” stone.

5) ***Permits and Fees***

- a) No grave shall be opened before the Funeral director has been given written permission and grave has been staked out by the Facilities Manager or their representative.
 - b) Members are not charged a deposit for placing a headstone, though they do bear the cost of the stone in accordance with the supplier they use. A \$1060 Headstone deposit for non-members only to be paid by the Funeral Home to the Business Administrator. This will be refunded after satisfactory headstone is placed.
 - c) A \$1060 Headstone deposit is required before disinterment. Money to be refunded after proper headstone is placed.
 - d) Non-member fees are to be paid by the Funeral Home to the Business Administrator within 30 days of burial (\$1060)
- 6) Opening grave, both members and non-members pay Funeral Home.
- 7) An approved vault will be used.
- 8) A standard sized Moravian headstone must be in place within 4 months or New Philadelphia will order and install a basic stone, billing the family for cost.
- a) Standard sized Moravian headstones are required to be placed within 4 months of burial.
 - b) Each new headstone shall be set upon a concrete slab that shall be flush with the ground and shall extend 4 inches beyond each edge of the stone and shall be not less than 2 inches thick.
 - c) No other stones, markers, devices, or appurtenances of any kind may be installed in the graveyard.
 - d) The dimensions of a standard Moravian headstone will be as follows:
Adult: 20" x 24" x 4"
Infant: 12" x 14" x 3"
 - e) Tolerances of slab and stone of more than ¼" will not be acceptable.
- 9) Individuals or firms digging graves or placing headstones or engaged in maintenance work shall be responsible for any damage done to headstones, walks, shrubbery, etc.
- 10) There will be no hanging flower stands or appliances in the graveyard or vaults in the columbarium beyond those present for the funeral. All fresh flowers and supports must be removed within seven days after placement.
- 11) ***Use of Flags – United States of America and Confederate States of America:***
- a) On Veteran's Day, the Church will display both flags, as appropriate for the war served.
 - b) On Memorial Day, the Church will display **only** the appropriate flag on the graves of those who died during War.
- 12) If benches are approved for permanent placement within the graveyard area itself, those benches will not have plaques or markers on them.
- 13) A copy of these rules to be given to Funeral Homes with instructions that copies should be given to families of anyone desiring to be buried in New Philadelphia Moravian Church graveyard.
- 14) Any exceptional cases will be acted upon by the Board of Trustees on an individual basis.
- 15) New Philadelphia Moravian Church will not be held responsible for vandalism or accidents or acts of God.

Article 3. Columbarium

- 1) The member fee is \$1,000 per niche (member alone or member and spouse) and must be paid by the Funeral Home to the Business Administrator.
- 2) The cremains of non-members may be placed in the columbarium in accordance with Article 2 Section 2 herein. The non-member fee is \$1,750 per niche and must be paid by the Funeral Home to the Business Administrator.
- 3) Cremains must be in an approved container.
 - a) Thought should be given as to whether a single container holding cremains will be placed in the niche, or whether a container holding the cremains of a spouse will be placed in the same niche at a later date. There is limited space in each niche, and both containers must fit in it.
 - b) The following Funeral Homes in the Winston- Salem area have been provided with exact dimensions of each niche and can make appropriate recommendations:
 - Dignity, Frank Vogler & Sons;
 - Hayworth-Miller; and
 - Salem Funeral & Cremations.
 - If another Funeral Home is used the container or containers containing cremains must fit into a space 11" by 11" by 12".
 - New Philadelphia Moravian Church cannot be responsible for mistakes.
- 4) Each niche will be marked consistent with all others. The church has adopted a standard format and font, and we will adhere rigorously to it.
 - a) No information can be engraved beyond names, birth dates, and death dates.
 - b) A single piece of granite suitable for engraving is provided by the church for each niche and will be engraved and placed by us upon the transmission of the following information and an appropriate signature.
 - c) For a Single-Name Layout:
 - The exact name of the deceased
 - The birth date of the deceased.
 - The death date of the deceased.
 - d) For a Double-Name Layout: Everything in 4.a plus:
 - The exact name of the surviving spouse.
 - The birth date of the surviving spouse.
 - In the case of the death of the second spouse: Their death date.
- 5) This cost of Engraving must be paid by the Funeral Home to the Business Administrator. New Philadelphia Moravian Church cannot be responsible for mistakes. The Cost of the Engraving is as follows as of 1/21/2021 (Pricing at Wall Monument per Mark Wall)
 - a) The cost of a single-name layout is \$320.00. **(Plus tax) = \$342.40**
 - b) The cost of the first name in a double-name layout is \$345.00. **(Plus tax) = \$369.15**
 - c) The cost of a first and second name in a double name layout, minus the death date of the surviving spouse is \$345.00. **(Plus tax) = \$369.15**
 - d) The cost of engraving the death date of the final spouse to be placed in the niche is \$185.00. **(Plus tax) = \$197.95**
- 6) The cremains will be placed in the next available section (*this is determined by the church representative appointed by the New Philadelphia Board of Trustees*).

- 7) When a member of New Philadelphia Moravian Church prearranges a funeral with a cooperating funeral service and desires to set aside the cost of a niche and the engraving for the niche, New Philadelphia Moravian Church will honor the fee schedule that is in effect at the time the prearrangements are made.
- 8) All remaining regulations pertaining to in-ground burial apply to cremations. (See Article 2 above)
 - a) In as far as possible, services for cremains interred in the graveyard or placed in the columbarium, will be conducted like services for those where remains are placed in the graveyard.
 - b) For the purpose of security, and because we treat cremains with the same respect and caution with which we treat a body, cremains received in advance of the day of the actual funeral or memorial service will be placed in the columbarium on the day they are received by us and they will not be removed for the funeral or memorial service, though the service may indeed conclude at the columbarium and appropriate respects paid.
 - c) When cremains arrive at New Philadelphia the day of the funeral service, they are to be regarded in the service itself just as we would regard a body, and the two types of service will be as similar as possible.
- 9) Fees listed above may change without notice depending on the current rates charged by vendors.

Revised:

- October 12, 1990
- December 29, 1992
- July 15, 1999
- February 7, 2008
- June 10, 2010
- February 3, 2011
- March 10, 2014 (Price change – Wall Monument – Columbarium)
- January 7, 2015
- June 4, 2015
- October 30, 2015 (confirmed current price for columbarium engraving – no change)
- August 3, 2018 (add tax to prices for engraving from Wall Monument)
- September 10, 2018 (updated timing of stone placement)
- February 8, 2019 Format Revision – total columbarium price including tax
- March 7, 2019 Funeral and Graveyard Regulations Revision:
 - *Page 1: Article 1 – 3-a.*
 - *Consider to considered.*
 - *Serve to service*
 - *Page 1: Article 2 – 2-b. Add “living”*
 - *Page 2: Article 2 – 2 and 5 b, c, and d. Change headstone deposit for non-members only from \$750 to \$1,060*
 - *Estimates for each from Wall Monument:*
 - *Headstone = \$895;*
 - *Base = \$95;*
 - *Sales Tax @ 6.5% = \$64.35*
 - *Total = \$1,054.35. Rounded to \$1,060*
 - *Page 2: Article 2 – 8. Change 6 months to 4 months.*
 - *Page 2: Article 2 – 8 - a. Change 120 days to 4 months.*
 - *Page 3: Article 3 – 4 - c. Change decease to deceased in all 3 points.*
- May 7, 2019 Revisions approved
- June 26, 2020 Price Increase (niche engraving)
- January 21, 2021 Price/tax adjustment (niche engraving)