

Name of Parish _____ Address _____
City/State/Zip _____

Please note:

- Parishes with cemeteries, complete entire form; parishes without cemeteries, complete the following sections II-I, VII, VIII-B – H.
- For purposes of this document, cemeteries include mausoleums, columbaria, scattering grounds/gardens/memorial gardens.
- Inactive cemeteries are those in which 10 or less burials took place in the last 2 years; all others are considered active.

I. ORGANIZATION (this section pertains to parishes with **active or inactive** cemeteries:

A. **Active Cemeteries:**

1. Name of Cemetery _____
2. Street Address/location _____
3. City/Zip _____
4. Founding Date _____
5. Who is responsible for the administration of the cemetery (check one):
 - a. _____ Pastor
 - b. _____ Cemetery Director
 - c. _____ Manager
 - d. _____ Sexton
 - e. _____ Volunteer
 - f. _____ Other (please specify) _____
6. Does the Cemetery have:
 - a. functioning advisory board? Yes _____ No _____
 - 1) how often does it meet? _____
 - 2) how many members does it have? _____
 - 3) who appoints the members? _____
 - 4) length of term? _____
 - 5) a written mission statement? Yes _____ No _____
 - 6) written procedures for key administrative functions? Yes _____ No _____
 - b. cemetery records which are (Yes/No):
 - 1) _____ computerized
 - 2) _____ written
 - 3) _____ other (specify) _____
 - 4) Where are the records kept? _____
 - c. written rules and regulations Yes _____ (attach a copy) No _____
 - d. rules and regulations accessible to (Yes/No):
 - 1) _____ visitors
 - 2) _____ holders of burial rights
 - 3) _____ funeral directors
 - 4) _____ vendors

7. Is the cemetery contact person listed on the cover of the parish bulletin?
Yes _____ No _____
8. Who enforces the rules and regulations?
Name _____
Position _____
9. Do secular cemeteries advertise in the parish bulletin? Yes _____ No _____

B. Inactive Cemeteries:

1. Name of Cemetery #1 _____
2. Street Address/location _____
3. City/Zip _____
4. Founding Date _____
5. Who is responsible for the administration of the cemetery (check one):
 - a. _____ Pastor
 - b. _____ Cemetery Director
 - c. _____ Manager
 - d. _____ Sexton
 - e. _____ Volunteer
 - f. _____ Other (please specify) _____
6. Who is responsible for the maintenance operations of this cemetery (check one):
 - a. _____ active cemetery staff
 - b. _____ parish staff
 - c. _____ outside contractor
 - d. _____ volunteer
 - e. _____ other (specify) _____
7. Are there records of burials in this cemetery? Yes _____ No _____
If yes, please describe _____

8. How many burials did you have in this inactive cemetery in the last five years?

1. Name of Cemetery #2 _____
2. StreetAddress/location _____
3. City/State/Zip _____
4. Founding Date _____
5. Who is responsible for the administration of the cemetery (check one):
 - a. _____ Pastor
 - b. _____ Cemetery Director
 - c. _____ Manager
 - d. _____ Sexton
 - e. _____ Volunteer
 - f. _____ Other (please specify) _____

6. Who is responsible for the maintenance operations of this cemetery (check one):
 - a. _____ active cemetery staff
 - b. _____ parish staff
 - c. _____ outside contractor
 - d. _____ volunteer
 - e. _____ other (specify) _____
7. Are there any records of burials in this cemetery? Yes _____ No _____
 If yes, please describe _____

8. How many burials did you have in this inactive cemetery in the last five years?

1. Name of Cemetery #3 _____
2. StreetAddress/location _____
3. City/State/Zip _____
4. Founding Date _____
5. Who is responsible for the administration of the cemetery (check one):
 - a. _____ Pastor
 - b. _____ Cemetery Director
 - c. _____ Manager
 - d. _____ Sexton
 - e. _____ Volunteer
 - f. _____ Other (please specify) _____
6. Who is responsible for the maintenance operations of this cemetery (check one):
 - a. _____ active cemetery staff
 - b. _____ parish staff
 - c. _____ outside contractor
 - d. _____ volunteer
 - e. _____ other (specify) _____
7. Are there any records of burials in this cemetery? Yes _____ No _____
 If yes, please describe _____

8. How many burials did you have in this inactive cemetery in the last five years?

- II. OPERATIONS (this section pertains to **active** cemeteries **{except I}** only):
- A. Are cemetery maintenance operations performed by (check one):
1. active cemetery staff
 2. parish staff
 3. outside contractor
 4. volunteer
 5. other (specify) _____
- B. If cemetery operations are performed by a third party vendor, does the cemetery administration have:
1. A contract? Yes No
 2. A performance bond? Yes No
 3. An insurance certificate? Yes No
- C. Are cemetery burial operations performed by (check one):
1. cemetery staff
 2. parish staff
 3. outside contractor
 4. volunteer
 5. other (specify) _____
- D. If burial operations are not performed by cemetery staff, are they paid by (check one):
1. parish
 2. cemetery
 3. funeral home
 4. other (specify) _____
- E. Are there written procedures for operations and maintenance of equipment critical to cemetery operations or that could pose a serious safety risk?
Yes No
- F. Is there an accurate inventory of cemetery equipment? Yes No
- G. Are safety inspections regularly conducted at your cemetery? Yes No
- H. Are MIOSHA guidelines in place with training and enforcement? Yes No
- I. Does the parish have **(to be completed by parish with or without a cemetery)**:
1. scattering grounds? Yes No
 - a. location? _____
 - b. endowed care for garden? Yes No
 2. scattering gardens? Yes No
 - a. location? _____
 - b. endowed care for garden? Yes No
 3. memorial garden? Yes No
 - a. location? _____
 - b. endowed care for garden? Yes No
 4. sprinkling gardens? Yes No
 - a. location? _____
 - b. endowed care for the garden? Yes No
- J. Are green burials allowed in your cemetery? Yes No

K. Are written procedures in place for performing the various types of burials conducted at the cemetery? Yes _____ No _____

L. Annual number of:

1. _____ traditional interments
2. _____ entombments
3. _____ cremation interments

M. Is there a land survey available? Yes _____ No _____

N. Does this cemetery have:

1. unpaved roads? Yes _____ No _____
2. paved roads? Yes _____ No _____
3. portable water? Yes _____ No _____
4. irrigation system? Yes _____ No _____

O. Does this cemetery have land unsuitable for ground burial due to existing conditions (rock, surface water, subsurface water)? Yes _____ No _____

1. If yes:

How many acres? _____

2. Could this land be suitable for alternative burials? Yes _____ No _____

P. Total number of acres in cemetery?

1. _____ developed
2. _____ undeveloped

Q. Number of vacant graves: _____

R. Does the cemetery have a Mausoleum? Yes _____ No _____

1. If yes, what type (check all that apply):

- a. garden _____
- b. enclosed _____
- c. enclosed with chapel _____
- d. private _____

2. Total number of crypts:

- a. single _____
- b. double _____
- c. what percentage of the crypts are sold? _____

3. Are there niches in the mausoleum? Yes _____ No _____

- a. single _____
- b. double _____
- c. what percentage of the niches are sold? _____

S. How many columbaria does the parish have? _____

1. Are they located at the parish cemetery? Yes _____ No _____

a. what type (check all that apply):

- 1) garden _____
- 2) enclosed _____
- 3) enclosed with chapel _____
- 4) private _____

b. total number of niches _____

c. what percentage of niches are sold? _____

2. Are they located on the parish grounds? _____

a. what type (check all that apply):

1) garden _____

2) enclosed _____

3) enclosed with chapel _____

4) private _____

T. Which of the following records/reports are used by cemetery personnel (check all that apply):

1. _____burial certificate

2. _____easement

3. _____plot/crypt book

4. _____plot/crypt card

5. _____plot maps

6. _____alphabetical listing of plot/crypt owners

7. _____alphabetical listing of interments, entombments, inurnments

8. _____listing of committals by date

9. _____application to erect a memorial

III. MARKETING (This section pertains to **active** cemeteries only):

A. Do you advertise this cemetery? Yes _____ No _____

B. What media are used in advertising (check all that apply):

1. _____radio
2. _____television
3. _____cemetery website
4. _____magazines, eg. FAITH
5. _____brochures
6. _____posters
7. _____calendars
8. _____newspapers
9. _____parish bulletin
10. _____other (specify)_____

C. Do you offer pre-need sales for:

1. lots/crypts/niches Yes _____ No _____
2. opening/closing Yes _____ No _____
3. lettering Yes _____ No _____
4. memorials (monuments and/or markers) Yes _____ No _____
5. other cemetery merchandise and/or products Yes _____ No _____

IV. DEVELOPMENT (This section pertains to **active** cemeteries only):

- A. Does the cemetery have a master plan? Yes ____ No ____
 - 1. If yes, when was the plan last updated? _____
- B. Is someone responsible for the development of the master plan? Yes ____ No ____
 - 1. If yes, who? _____
 - 2. Is someone responsible for the approval of the plan? Yes ____ No ____
 - 3. If yes, who? _____
- C. What is the expected life span of this cemetery? _____
 - 1. Is there a need to expand this cemetery? Yes ____ No ____
 - 2. If yes, does the parish plan to make the necessary purchase? Yes ____ No ____
 - 3. If no, why not? _____
- D. In the parish cemetery, are you planning to add a:
 - 1. Cremation section? Yes ____ No ____
 - 2. Columbarium? Yes ____ No ____
 - 3. Crypts? Yes ____ No ____

V. PERSONNEL (This section pertains to **active** cemeteries only):

A. Name/Address of the person in charge of the cemetery records (if other than the pastor):

Name _____

Address _____

City/Zip _____

B. Name/Address of person in charge of cemetery maintenance (if different from above):

Name _____

Address _____

City/Zip _____

C. Number of employees _____

D. Does the cemetery have written job descriptions? Yes _____ No _____

E. Does the cemetery check references before hiring new employees? Yes _____ No _____

1. Does the cemetery conduct background checks? Yes _____ No _____

2. Have all employees completed Virtus training? Yes _____ No _____

F. Does the cemetery have:

1. an up-to-date personnel policy manual? Yes _____ No _____

2. does it use the parish personnel policy manual? Yes _____ No _____

G. Is there a training program in place for employees? Yes _____ No _____

H. If the opening and closing of a grave is being done by anyone not on the parish payroll, is an IRS 1099 being issued? Yes _____ No _____

I. If the opening and closing of a grave is being done by a parish sexton AND being paid outside the parish payroll system for this work, is an IRS 1099 being issued? Yes _____ No _____

VI. FINANCE (This section pertains to **active** cemeteries only):

- A. Does the cemetery receive revenue from:
1. memorials? Yes _____ No _____
 2. memorial foundations? Yes _____ No _____
 3. endowed care interest? Yes _____ No _____
 4. memorial application fees? Yes _____ No _____
 5. vault sales? Yes _____ No _____
 6. other sources of income? (specify) _____
 7. please attach a copy of the complete current cemetery price schedule.
- B. How often are prices adjusted? _____ By whom? (name/position)

1. Are your prices competitive to the market area? Yes _____ No _____
- C. Are financial statements prepared at least quarterly? Yes _____ No _____
- D. Does the cemetery committee receive copies of all financial statements? Yes _____ No _____

- E. Does the cemetery have a budget? Yes _____ No _____
1. Who prepares the budget? (name/position) _____
 2. Who approves the budget? (name/position) _____
 3. Are the financial results compared to an approved budget? Yes _____ No _____
- F. Do you have an endowed (perpetual) care fund policy in place for your cemetery?
1. Is the cemetery in compliance with diocesan policy regulating amounts to be set aside for permanent maintenance (endowed care fund)? Yes _____ No _____
 2. Has the cemetery looked at permanent maintenance from a funding approach to determine the level of funds needed to maintain the cemetery forever?
Yes _____ No _____
 3. Are they pooled with diocesan funds? Yes _____ No _____
 4. Has money been borrowed from the fund and not replaced? Yes _____ No _____
 5. What percent of gross income from burial rights to lots is transferred to endowed care fund? _____

VII. RELIGIOUS ACTIVITIES: (this section is to be completed by **all** parishes)

A. Who presides at the Rite(s) of Committal? (Check all that apply)

1. _____ Priest
2. _____ Deacon
3. _____ Trained Lay Presider
4. _____ Funeral Director

B. Does your parish participate or sponsor any of the following? (Check all that apply)

1. _____ All Souls Mass on November 2 at the cemetery
2. _____ Memorial Day Mass at the cemetery
3. _____ Annual Mass (other than the above) for parish deceased buried in local or parish Catholic cemetery
4. _____ Prayer Service for deceased parishioners buried at local cemetery
5. _____ Annual Mass of remembrance (other than All Souls Day and Memorial Day)
6. _____ Christmas trees of remembrance at parish church or cemetery
7. _____ Candlelight ceremony at Easter Time at cemetery
8. _____ Stations of the Cross at local cemetery
9. _____ Monthly Mass for deceased of parish/cemetery
10. _____ Rosary for deceased at cemetery
11. _____ Right-to-Life activity at cemetery
12. _____ Masses for deceased sent to missions
13. _____ Other religious activity (specify) _____

C. How many funeral masses were celebrated in your parish last fiscal year? _____

D. The Order of Christian Funerals has three stational rites: the Vigil and Related Rites, the Funeral Liturgy (within Mass and outside Mass), and the Rite of Committal.

1. Vigil and related Rites:
 - a. How many did not have a Vigil? _____
2. Funeral Liturgy (within Mass or Outside Mass):
 - a. How many did not have a Funeral Liturgy? _____
3. Rite of Committal:
 - a. How many did not have a Rite of Committal? _____

E. If the gravesite is not in a Catholic cemetery, is the grave blessed before the interment?

Yes _____ No _____

F. Is anyone interred within the church building? Yes _____ No _____

G. During the last fiscal year, were there any husband/wife(same family) members whose cremated remains were buried together following the same funeral liturgy? Yes _____ No _____ If yes, how many? _____

H. Does the parish have clear, written guidelines for an acceptable vessel for cremated human remains? Yes _____ No _____ If yes, please include a copy.

VIII. Please answer the following questions:

- A. If the parish has a cemetery which has an advisory board, list the duties of the advisory board:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- B. What should be the future of cemetery ministry for parishes in the Diocese of Lansing?
1. _____ continue as it is now with diocesan and parish cemeteries
 2. _____ regionalize all parish cemeteries
 3. _____ change status of parish cemeteries to become diocesan cemeteries
 4. _____ sell them and discontinue cemetery ministry
 5. _____ other
- C. What is the parish burial practice for the poor?

- D. What is the parish burial practice for the stillborn?

- E. What is the parish custom for infants when they die?

- F. Would standardized policies for all cemeteries be helpful?

- G. If your parish does not have a cemetery, have you encountered difficulties with the municipal government in celebrating Catholic burial rites? Yes _____ No _____. If yes, please explain _____
- H. If your parish does not have a cemetery, have you encountered difficulties with families in celebrating Catholic burial rites? Yes _____ No _____. If yes, please explain _____

Thank you for your co-operation!

Name of person completing this form:

_____ Date _____