



Saints Peter & Paul Catholic Church

PO Box 232 Cawker City, KS 67430

sspeterpaulcawker@gmail.com

Church & Cemetery Recordkeeping

The Sts. Peter and Paul Catholic Church offers our deep sympathies and prayers for your family during this difficult time. The Cemetery board members will do our best to help and work with you to provide for your needs. Please fill out the following information to ensure accurate record keeping for Sts Peter and Paul Catholic Cemetery.

Information for the Deceased:

Name of Deceased _____ Age _____

Date of Birth _____ Date of Death _____

Former residence _____ (City, State)

Name of Husband, Wife or Parent _____

Name of funeral home _____

Name of contact person _____ Cell # _____

Will the deceased be buried in Sts. Peter and Paul Cemetery? _____

If so, is the burial for cremains or a casket? _____ Urn Dimensions ___ X ___ X ___

For Office Use:

Gravesite Location: Section _____ Plot _____ Gravesite _____

For Office use only:

Checklist for recording burials and purchases

Large boards in the closet

- Name only indicates that the plot/s are bought but not yet occupied
- Name and dates indicate that the plot is filled
- A circled C indicates a cremation burial and the location of the urn

Computer spreadsheet

- When a plot is purchased or filled, enter the information into the spreadsheet
- Indicate if the burial is a cremation in the "notes" column
- After a burial, enter the birth and death dates

*Plot Note cards

- Record the ownership and the burials for each plot
- Indicate if the plot has a cremation and the location

*Funeral Record

- Record the funeral in the church record
- Send the obituary to the Diocese Newspaper



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Guidelines and Regulations:

The following are the guidelines and regulations adopted by the Sts. Peter and Paul Cemetery Board July 2021.

Certificate of Sepulture: All leases of spaces, plots or lots shall be issued a “Certificate of Sepulture”. The wording on this document, provides the recipient the right of burial to the stated property, but retains ownership of the property in the name of the cemetery. Ownership of any cemetery land, property, lots or spaces shall remain in the ownership of Sts. Peter & Paul Cemetery, thereby transferring ownership to the Bishop of the Salina Roman Catholic Diocese.

Where there are **two or more persons holding the right of sepulture** to any given plot or lot, any one of these persons or their representative, shall be entitled to grant authorization for an interment, inurnment, or placing of any acceptable memorial, marker or a headstone on stated property. Where right of sepulture is passed from one generation to the next, each rightful descendant shall have equal rights unless otherwise stated by legal document presented to the Pastor, Pastor Delegate or Parish Life Coordinator.

Cemetery Board – Sts. Peter and Paul Cemetery will have a board of at least three people.

Human Remains Only: Catholic Cemetery rights of burial or sepulture may be used for no other purpose than the interment of human remains. Burial of any other remains is strictly forbidden.

Cremated Remains: The burial of cremated remains shall be allowed.

- As burial of cremains is allowed on existing full/traditional burials all full/traditional burials must be at least 28 inches below the ground level of the grave to prevent hitting the grave liner.
- The total cremated remains of a person should be enclosed in a single, suitable container, not divided in any way prior to burial.
- The number of cremated remains allowed on each burial space shall not exceed two and may occur over the top of an existing full/traditional burial.
- No Scattering of cremated remains is allowed in any Catholic Cemetery.
- Preparation of the grave site may only be done by a Sts Peter and Paul Cemetery board member or under the supervision of a board member.

Grave liners: Each full or traditional burial must be placed in an outer box container to protect the site from caving in and reduce maintenance costs. This liner may be a plastic, concrete or steel box/vault. No wooden “rough boxes” are allowed.

Grave Markers, Memorials and Headstones:

Placement should be under the direction of the Cemetery Board

Appropriate wording and Christian symbols that reflect the importance of the Catholic faith and Christian identity is strongly encouraged.

Any marker, headstone, or object marking a grave shall not be offensive or improper as determined by the board or Pastor. The Cemetery Board retains the right to remove or refuse placement any item that they deem inappropriate.

Any object placed or constructed on any Cemetery property, without the written authorization of the Cemetery Board may be removed and those responsible will be charged for any expenses this would entail including damage as a result of the removal of the constructed items.

Plants, Shrubs, and Flowers:

Planting by individuals or families of live trees, shrubs or flowers on or within the cemetery is prohibited.

Placement of artificial lighting, walls, fences and curbing on any lots or plots is also prohibited. The cemetery board reserves the right to remove any existing plants or other decoration.

Loss or Damage: The Cemetery shall take all responsible precautions to protect all persons from loss or damage; but it expressly disclaims responsibility for loss or damage from causes beyond its reasonable control, and specifically from damage caused by the elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosion, unavoidable accident, invasion, insurrection, riot or order of any military or civilian authority whether the damage be direct or collateral, other than as herein provided. The Cemetery shall, under no circumstances, be responsible for the loss of damage to any personal property or other portable articles left in the cemetery.

Duplicate Records: Duplicate records will be kept in a separate place from the original cemetery records, in case of fire, flood or tornado. If records are compiled on a computer system, back-up copies should be kept in a separate place.

These rules and regulations shall be posted at the Cemetery entrance, in the Church and given to those who purchase a Certificate.

The cemetery board reserves the right to correct any errors made during the performance of its duties.



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Explanation of Fees

- **Purchase of Grave Site:** \$75 is required to obtain a Certificate of Sepulture.
- **Physical location and marking of grave site for interment or inurnment:** A fee of \$100 is charged for the physical marking of the grave site for a burial.
- **Placement of monument:** To place a monument on a grave site, a \$100 charge is required.
- **Preparation for Cremation burial:** \$50 is required for the preparation of a cremation burial. Covering the vessel immediately after a cemetery service is included. Please make the check payable to the board member providing the service.
- **Gratuity/Donations:** Any donations are paid to the Pastor for his services and is greatly appreciated.

Type of Service	Charge	#purchased	Total Charged
Certificate of Sepulture	\$75.00	_____	_____
Site Location and Marking	\$100.00	_____	_____
Monument Placement	\$100.00	_____	_____
Cremation Burial	\$50.00	_____	_____
Total			_____