

6.0 By-Laws for Burial at Hopewell Presbyterian Church, Inc.

Last revision: 8/28/06

Article I - Introduction

- 6.1 The name of the Cemetery shall be Hopewell Presbyterian Church Cemetery and referred to hereinafter in these By-Laws as "Cemetery."
- 6.2 The principal office of the Cemetery shall be located in the Long Creek Township of Huntersville, Mecklenburg County, North Carolina, but other offices for the transaction of business may be located at such places as the Cemetery Committee may from time to time determine.
- 6.3 The Cemetery shall remain the property of the Hopewell Presbyterian Church or any successor church by whatever name called or by whatever means formed whether by consolidation with another church, by reorganization or otherwise, and said property shall continue as part and parcel of such church's property until sold, conveyed, or otherwise disposed of by the Hopewell Presbyterian Church or by any other church succeeding to the property rights of the Hopewell Presbyterian Church.

Article II - Administration

- 6.4 The Cemetery Committee has been established for the purpose of providing perpetual care and maintenance of the Cemetery of the Hopewell Presbyterian Church and any enlargements there-to, of enlarging said Cemetery as it becomes necessary, of improving and beautifying the Cemetery, of reserving grave assignments for burial space, and performing any other duties pertaining to the operation of the Cemetery of Hopewell Presbyterian Church.
- 6.5 The Cemetery Committee is not to be charged with actual physical labor in the Cemetery. Instead, they will annually review and evaluate the By-Laws and make recommendations for any changes to the Session for their approval. They will also review the records at least annually to be sure they are updated; and manage and apply funds that come into the Cemetery Account.
- 6.6 The membership for the Cemetery Committee shall be appointed by the Session and will consist of at least four persons.
- 6.7 The Cemetery Committee will be responsible for the accuracy of all ledgers and all ledgers are to be kept up-to-date.

Article III - Definitions

6.8 Sections of the Cemetery:

- a) Historic Cemetery I - The oldest part of the Cemetery setting in front of the Sanctuary and beside Beatties Ford Road (excluding the three rows of new graves closest to Beatties Ford Road).
- b) Historic Cemetery II - Immediately behind the 1928 and Administrative Buildings. It extends north, except for the last four columns of graves. On the west side, it starts at the parking lot and goes east to the corner of the Administrative Building.
- c) Cemetery III - This section includes the last four columns of graves beside Historic Cemetery II and everything else east of the road that goes through the Cemetery. The three rows of graves beside Historic Cemetery I are also considered as part of this section.
- d) Cemetery IV - This is the newest section, with all markers lying flat to the ground. It includes everything north and east of the Cemetery road.

6.9 Church Membership:

- a) A non-member is a person who has never been a member of Hopewell Presbyterian Church.
- b) A new member is a person who joined Hopewell Presbyterian Church after January 1, 1997.
- c) An inactive member is a former active member evaluated by the Session as no longer participating in the life of the Church. After two years on the Inactive List, such members are either put back on the Active List, or they are “deleted without further notice.” Concerning Cemetery use, inactive members have the same rights and responsibilities as active members.
- d) A former member is understood as:
 - 1. A member who has transferred membership to another church or has removed membership from Hopewell Presbyterian Church for some other reason; or
 - 2. A member placed on the Inactive Roll and in due process eventually deleted from the Roll.

Article IV - By-Laws and Procedures

- 6.10 The Cemetery is to be laid out and permanent markers placed at each grave site.
- 6.11 A scale map of the Cemetery shall show all grave sites.
- 6.12 All permanent markers in the Cemetery are to be in a neat line and placed on a suitable foundation to insure stability. The Cemetery Committee will strictly enforce the placement of all markers.
- 6.13 A suitable ledger will be maintained to record reserved grave sites. This ledger will be generated using Legacy Mark software that is installed on the main Hopewell Church Office computer and will be maintained by the Church Secretary and/or Cemetery Committee members. A copy of this ledger entitled "Reserved Plot Ledger" will be kept available in the Church Office.
- 6.14 A suitable ledger will be maintained to record interments. This ledger will also be generated using Legacy Mark software that is installed on the main Hopewell Church Office computer and will be maintained by the Church Secretary and/or Cemetery Committee members. A copy of this ledger entitled "Interment Ledger" will be kept available in the Church Office as well.
- 6.15 A Grave Assignment Sheet will be issued using the Legacy Mark software for all reserved graves, as well as for all interments in the Cemetery and a copy given to family members.
- 6.16 No coping will be placed around the graves in the future. Existing coping will be allowed to remain.
- 6.17 Flowers will not be planted in the Cemetery. Wreaths, artificial flowers, and fresh flowers are encouraged to be placed on graves in vases, on stands, or in other suitable containers. Any other additional ornamentation must be approved by the Cemetery Committee. When arrangements become unsightly, they will be removed by a Hopewell Presbyterian Church Staff member.
- 6.18 By-Laws concerning specific sections of the Cemetery:
- a) Historic Cemetery I
There will be no more burials in this section of the Cemetery.
 - b) Historic Cemetery II
 - 1. There will be only a special case occupancy only for relatives and descendants of members previously laid to rest in this section.
 - 2. Future markers will be restricted to the style, size, and material of markers currently in this section.

c) Cemetery III

Future markers will be limited to the style, size, and material of markers currently in this section.

d) Cemetery IV

The Cemetery Committee requires as a condition for securing grave sites in this section that no upright markers be allowed. Only markers installed flush with the ground are allowed.

6.19 Letters will be written to or personal contact will be made with all members of Hopewell Presbyterian Church to inform them of the By-Laws set forth herein.

Article V - Reserving Grave Plots

6.20 Information about the availability of grave sites at Hopewell will be a part of the "New Member Packet" that is distributed upon a person's reception as a member.

6.21 A Cemetery Committee member is to meet with the family or a representative of the family for securing grave sites.

6.22 When a grave site or sites has been reserved, an entry shall be made in the Legacy Mark software and "Reserved Plot Ledger" and on the scale map of the Cemetery. A letter giving the site number is to be signed by at least two members of the Cemetery Committee. This is to be done to insure that the grave sites will be reserved in case of a fire or loss of the "Reserved Plot Ledger."

6.23 Descendants of previously buried church members will be allowed a grave in a plot with unused graves if there is a parent or grandparent buried there, and if the family permits it.

6.24 All requests for transfers of grave plots are to be brought before the Cemetery Committee for their consideration. The Cemetery Committee will then make a recommendation to the Session for their final approval.

Article VI - Burials

6.25 Proper Procedure for Notifying the Church of the Need for a Burial:

- a) Notify the Church Office, which will corroborate the request with the Cemetery records.
- b) The Church Office will contact Cemetery Committee members willing to stake out the grave in the appropriate location, based on the records in the Church Office.
- c) Following burial, a copy of these records with the addition will be sent to the family or next of kin of the deceased.

6.26 Requirements for opening a grave site:

- a) The funeral director or whoever opens the grave will be required to place canvas or other suitable material on the ground adjacent to the grave site on which to place the earth removed from the grave.
- b) Sod will be removed before digging the grave and retained for replacement.

6.27 Requirements for closing a grave site:

- a) The funeral director or whoever closes the grave will be responsible for removing any excess earth to an area designated by the Cemetery Committee.
- b) Excess earth will not be placed on top of other graves, unless approved by the Cemetery Committee.
- c) The new grave will be left in a neat and orderly manner.

6.28 Markers are required Within one year, the next of kin will set at least the minimal of a permanent marker in place and notify the Church Office when this has been accomplished.

6.29 No graves may be opened nor markers placed in the Cemetery without the prior knowledge and approval by either the Cemetery Committee or the Church Office Staff.

Article VII - Contributions

- 6.30 Only Hopewell Presbyterian Church members prior to January 1, 1997 and their minor children are entitled to grave sites free of charge.
- 6.31 Fees are as follows:

Non-members	\$2,000 per grave
Former members	\$ 750 per grave
New members	\$ 250 per grave
- 6.32 A former member who previously paid the initial new member fee for a grave will be expected to pay the difference (subtract the new member fee from the former member fee) in the event of using a grave at Hopewell Presbyterian Church.
- 6.33 Funds received for grave assignments are to be used for maintenance and improvements of the cemeteries at the discretion of the Cemetery Committee with the approval of the Session.
- 6.34 The Cemetery Committee will consider financial hardships and refunds on a case by case basis.
- 6.35 Present and former pastors, their spouses, and minor children may be buried in the Hopewell Presbyterian Church Cemetery without fees. There is a section beside the Education Building reserved for that purpose.
- 6.36 Memorials to the Cemetery Fund will be greatly appreciated.