

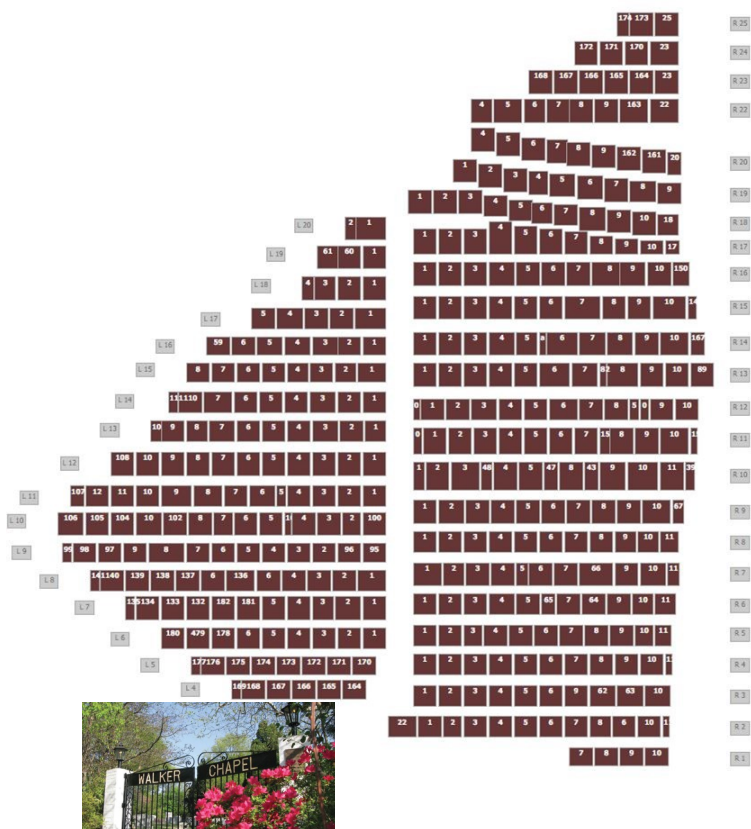


## Main Cemetery

The layout of the main Cemetery starts a short distance from the main gate at the middle of the cemetery. There is an grass-covered access path up the middle of the cemetery that divides the main cemetery into two sections: **Right** and **Left**.

Within each section there are rows shown below in gray boxes along the outer edge of the cemetery. Within each row there are lots that differ in size with the most common size being ten feet wide which accommodates three burial sites. Some lots are quite narrow and only contain one gravesite while large lots may contain four or five gravesites.

Within each gravesite there is space for two full burials referred to as "Single Depth" and "Double Depth". Historically many first burials were at a single depth. Once a single depth is used, it blocks use of the double depth rendering the double depth site unrecoverable and so many sites contain only one burial.



There are variations. Some sites hold both mother and infant together. Some sites hold the ashes or cremains where each gravesite may have up to six cremains at a single depth. Some are combinations of casketed and cremains interments.

Current casketed burials required the use of a concrete vault. When burying cremains the ashes must be either placed in a natural marble or wooden urn or the urn must be placed in a concrete vault.

The Cemetery has been in use from the early to mid-1800, earlier burials were either direct casket to ground burials and some may have been simply burial shrouds. The Cemetery has performed a ground penetrating radar study of the ground to assist in determining the state and location of a burial site, but based on the age of the interment and methods used, there is no reliable above ground method to be sure the site has not been used. Therefore, new licenses are issued with the caveat that on interment, if a prior grave is encountered, it is understood by all parties that the newly deceased will be offered an alternative site without fault.



## Right of Interment Licensing

ROI Licenses are required for interment in the Main Cemetery. Please note, **Licenses are only for use and do not convey ownership of land or structures.** Walker Chapel retains all rights to the site in perpetuity.

Burial in the main Cemetery has historically been limited to members of Walker Chapel. Membership is defined as having been formally commended to and received into the congregation by the Pastor during a Sunday Service. Membership is the first step in discipleship where *these persons* pledge to faithfully participate in the ministries of the church by their prayers, presence, gifts, service and witness.

Main Cemetery license process starts with the selection of an available site based on the master lot map and a visual inspection. The license will specify the section, row, lot and gravesite(s). Typically a lot will have from one to four gravesites. Historically it was common to license a family lot but now the concept of a lot is more for administrative purposes and gravesites are licensed on an individual basis.

Upon selection of a site, the Cemetery staff will physically inspect and probe the site to ensure it is available regardless of the status in the paper records or database. Each gravesite is limited to two casketed burials where the first is buried double depth and the second on top of the first buried as single depth, each in their own vault. In many historic gravesites the first buried was interred at a single depth. This blocks the interment of a second body and limits the site to a single burial in perpetuity. In the case of cremains, the policy is to allow a maximum of six cremains in suitable urns and/or vaults at a single depth. In the case where the site already has casketed burials, a suitable place within the gravesite boundaries will be used for interment of the urn.

Once a site has been Licensed, the owner of the license may extend that right to members of their family and others. The license will remain valid should the owner move out of the area but they are encouraged to stay in touch with the cemetery.

Once confirmed, the license and payment details will be entered into the Cemetery Management System and an invoice provided to the prospective licensee. Once the payment has been received, a site License will be prepared and signed the Cemetery Manager and issued to the licensee.

## License Returns

If for any reason the licensee finds they will not be using the site, the licensee may request to return the site to Walker Chapel. If in fact the site has not been used or marked, Walker Chapel will prepare a quit claim for the licensed to sign and upon receipt of a duly authorized quit claim, Walker Chapel will return the initial fee less an administrative processing fee.



## License Transfers

No transfers between individuals regardless of relation are recognized by Walker Chapel unless the transfer is performed by a Last Will and Testament where the gravesite is explicitly mentioned and Bequeathed.

All methods of transferring a license directly from the original owner to a third party are prohibited. The concurrent transfer will be documented in appropriate applications and forms including a Quit Claim signed by the original owner or surviving representative. The new owner must concurrently make application for the site following the prior rules at the prevailing pricing bypassing any and all applicants on the waiting list.

Once these actions have been completed to the satisfaction of Walker Chapel and all fees paid, the transfer of the site will be recorded in the paper and online records of the Cemetery and a new license will be issued to the new licensee.

## Arranging the Interment

The process starts with notification of death and request for burial from the primary contact person for the deceased's affairs to the Church Office. The Church Office will assist the Pastor in arranging funeral and graveside services. The Church Office will also notify the Cemetery manager who will arrange for the interment.

The Cemetery manager will create the Burial License which includes the details on the interment, the family, the funeral home, the Chapel, and the type of interment: single depth, double depth, or cremains. If a single depth is requested without a prior double depth interment, a signed acknowledgement will be attached stating that a single depth has been requested in an unused site that will forever preclude a second burial in the same site without significant expense.

If a casketed burial is requested, by law there must be a local funeral home and Funeral Director in Charge of the interment. They will require additional documentation and assistance in any inter-state transfers between funeral homes. For persons who have died outside of Virginia who wish a full body burial, a copy of the burial transit certificate must accompany the Burial Certificate. If a cremains burial is requested a copy of the Certificate of Cremation from the funeral home is required.

The Cemetery manager will validate the availability of the site for the burial by physical inspection and probe and will not rely on either the paper or online records of the office. However, given the age and condition of the cemetery and its records, there is a possibility that a grave will be encountered while preparing the site. In this case the Cemetery manager will assist in relocating to an unused site.

The Cemetery manager will prepare an invoice for all interment services to be provided by Walker Chapel including the administrative fee of the cemetery and present the invoice to the primary contact person. Payment of the invoice in full is required prior to issuing the Burial Certificate and no interment can take place without a Burial Certificate.



## Interment

Interments may be scheduled for Monday through Saturday. No interments are permitted on Sunday or holidays without the approval of the Pastor. Saturday and holiday interments have additional fees.

If the Pastor of Walker Chapel is to provide the graveside services, the primary contact person is responsible for providing the Pastor's Honorarium prior to the service and any facility fees for use of Walker Chapel personnel and/or facilities.

**Prior** to interment, the Cemetery manager will arrange for the preparation of the gravesite, marking the gravesite, arranging for the setups of canopy and chairs, ground cover, lowering device, and either a casketed vault or a cremains vault. The site will be prepared either the day before or the morning of interment. Any flowers, sign-in books, photograph displays and the like will be setup by the primary contact person. On request, the Cemetery manager can provide extra tables and a cross.

**During** interment the Cemetery manager is present to assist with any details. If a casketed interment, the Funeral Director is required by law to be present until the vault is closed. If the interment is at a double depth, the vault will be placed near the gravesite, the lowering device will be placed on the vault, and the casket will be placed on the lowering device. If the interment is at a single depth, often the vault is in place in the grave and the casket is lowered into the vault at the end of the Service.

**After** interment, the Cemetery manager supervises the completion of closing the grave. For casketed interments, the Funeral Home Director must remain present until the vault is closed. The Cemetery manager will then supervise the restoration of the gravesite. The ground will be left compacted and level with all excess dirt removed. Grass seed for the site will be provided by the Cemetery Office. The primary contact person may alternatively, and at their own expense, lay sod on the gravesite(s).

All rubbish accumulated by the owners of sites and/or their representatives must be carefully removed as soon as possible. Low volumes may be deposited in trash receptacles provided by the Cemetery but large amounts of trash must be taken offsite by the primary contact person or their agent(s).

Any flowers left behind are placed on the grave for the following week and then disposed of by the Cemetery manager.

## Post Interment Care

The Cemetery manager can provide local referrals for stone preparation and will coordinate with placement of memorials with the selected provider.

The Cemetery is maintained by a professional, commercial grounds care company and augmented by landscape specialists for removing, moving, or adding flowers, shrubs, trees, and turf. A portion of the fees paid for the license and interment services go to this care but they are historically insufficient and donations from family, friends, bequeaths, and qualified charitable donations (QCD's) are a blessing.



## Memorials

**Memorials** include but are not limited to headstones, lot markers, head and foot stones, and unique stones. The category can be generalized to any object that is an aid to grave identification and may contain inscriptions or medallions.

All memorials shall be installed and maintained at the expense of the licensee of the gravesite. All installations of memorials shall be performed by Cemetery approved installers and/or contractors that have provided proper certification of Workmen's Compensation Insurance and Liability and Property Damage Insurance. Any damage that occurs to any other gravesite or to the property of the Cemetery shall be repaired to the satisfaction of the Cemetery manager by (first) the owner of the gravesite being worked on and (second) by the installers and/or contractors doing the work.

Memorials remain the property and responsibility of the licensees and/or their estates. The Cemetery and Walker Chapel assumes no liability for any damage to those items. Licensees are advised to include these items on their household insurance policy.

### Headstones

Headstones are designed on paper prior to fabrication. The primary contact person for the deceased must sign and approve the design and engraving. The design must also be provided to and approved by the Cemetery manager including any exceptions to the general guidelines below.

Headstones must be placed a minimum of six inches inside the gravesite(s) property line as determined by the Cemetery manager. The balance with the space may be the width of the headstone. They must not exceed 10 inches in thickness or be more than three feet two inches in total height measured at the tallest point including the base. The stone material and color must be compatible with what is already in the cemetery and befitting the sacred and historic place it represents. The shape of the headstone must be consistent with nearby headstones. Towers, mausoleums, full site stone slabs, obelisks, or unusual shaping of the stone are NOT normally allowed.

The headstone must be installed by a contractor approved by the Cemetery. A concrete footer must be first installed and brought to within one inch of the surrounding ground. The footer must be the size of the headstone base plus three inches on each side. The depth of the footer must be two feet.

### Lot Markers

Only lot markers are permitted and the licensee must be the licensee of all gravesites in the lot. The markers must be no larger than four inches square, may only be engraved with the first initial of the last name of the family and be ten to twelve inches in height. The markers must be buried inside the lot boundaries and be level with the surrounding ground.



## Flat Headstones, Footstones, and Memorials

Many gravesites have flat stones sunk in the ground. Historically there were head stones and foot stones to mark the top and bottom of the grave. Now they are more memorials or markers for cremains interments. These memorials are limited to flat stones not larger than twenty-four by twelve inches and four to six inches deep. The engraving and/or images on the memorial must be pre-approved by the Cemetery Manager as with any stone. The stone must be laid on a minimum depth of three inches of crushed rock as a foundation but a concrete base is preferred and significantly more stable since a stone on crushed rock will sink over time.

## Decorations

**Decorations** include the placement of any materials in or upon any gravesite that is other than a memorial. Examples are artificial or real flowers, plants, shrubs, trees, toys, remembrance items, and photographs.

At the discretion of the Cemetery manager, live plantings and artificial flowers are permitted around a gravesite but may be removed without notice by the Cemetery grounds crew if they present a problem with grounds care. No other objects such as planter, personal items, photographs, or memorabilia are discouraged and may be removed without notice or return when encountered.

No enclosures of any nature such as fences, hedges or ditches will be allowed around any gravesites or lot. Grave mounds are strictly prohibited and no site or memorial or markers will be raised above the established grade.

The Cemetery manager has the authority to prune, remove or transplant any plant, bush, flower or tree when in manager's sole opinion such a course is necessary.



## Options & Fees

Each gravesite is licensed separately and may be used for a single and double casketed interments using individual concrete vaults or for up to six cremains interments using either a biodegradable urn or a concrete urn vault.

Interment fees range depending of the type of interment (single, double, or cremains) and the extent of the setup for services: chairs, canopy, ground cover, tables, lowering device, etc.). The cemetery will prepare an exact invoice for the options desired for family approval and payment prior to interment.

Walker Chapel or religious service fees are invoice by the providing groups independent of the cemetery.

All Funeral Home services and transportation / licenses are provided independent of the cemetery and private between the Funeral Home and the family. Information on the Funeral Home is required for the Walker Chapel Burial license but no details.

The cemetery includes a single administrative fee for all interment coordination and recordkeeping.

All fees must be paid prior to interment scheduling and interment.

Item	Description	Fee
One Gravesite	May be used for single or single & double depth graves or up to six cremains interments. Walker Chapel members only.	\$8,000.00
Interment Service	Includes grave open/close and single vault placed at the selected depth. Service fees ranges from simple family gatherings to larger services with chairs, canopy, ground cover, tables, and lowering devices.	Average Range \$4,000.00 to \$7,000.00
Burial License	A Burial License documents the funeral home, service providers, and cemetery staff for one interment and includes a copy of the Certificate of Cremation provided if applicable.	\$500.00
Cemetery Fee	The administrative fee to the cemetery for coordinating one interment and recording it in the records of Walker Chapel	\$500.00
Quit Claim	If the site is returned to the Chapel unused, the original license fee is returned less the Quit Claim processing fee.	\$500.00