

**CATHOLIC CEMETERIES
ADMINISTERED BY THE
ARCHDIOCESE OF CHICAGO**

**INTERMENT/
VAULT HANDLING
SERVICE
AND
RECORDING
FEE**

ALL SAINTS

700 N River Rd
DesPlaines 60016
708-298-0450

QUEEN OF HEAVEN

1400 S Wolf Rd
Hillside 60162
708-449-8300

ASCENSION

1920 Buckley Rd
Libertyville 60048
708-362-1247

RESURRECTION

7200 Archer Av
Justice 60458
708-458-4770

ASSUMPTION

19500 S Cottage Gr
Glenwood 60425
708-758-4772

ST. ADALBERT

6800 N Milwaukee Av
Niles 60714
708-647-9845

CALVARY

301 Chicago Av
Evanston 60202
708-864-3050

ST. BONIFACE

4901 N Clark St
Chicago 60640
312-561-2790

HOLY CROSS

801 Michigan City Rd
Calumet City 60409
708-862-5398

ST. CASIMIR

4401 W 111th St
Chicago 60655
312-239-4422

HOLY SEPULCHRE

6001 W 111th St
Worth 60482
708-422-3020

ST. JOSEPH

Cumberland Av & Belmont Av
River Grove 60171
708-453-0184

MARYHILL

8600 N Milwaukee Av
Niles 60714
708-823-0982

ST. MARY

87th & Hamlin Av
Evergreen Pk 60642
708-422-8720

MOUNT OLIVET

2755 W 111th St
Chicago 60655
312-238-4435

ST. MICHAEL

Algonquin & Roselle Rds
Palatine 60195
708-397-3284

AND AFFILIATED PARISH CEMETERIES

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Serving the Catholic Community since 1837

ARCHDIOCESE OF CHICAGO

o the average person, the Catholic Cemeteries *Interment/Vault Handling Service and Recording Fee* is charged merely for the labor cost of opening and closing a grave. The actual opening and closing of a grave is only one of the many operations and services that this Interment Service and Recording Fee provides.

The interment of a deceased person requires many on going checks and balances to insure that no mistakes occur during this important procedure. These checks and balances are performed by both our Administrative Staff and our Cemetery Field Staff, before, during and after an interment is made. The staff that does the actual opening and closing of a grave is an important part of the interment procedure, but in reality they are only a small part of the entire interment procedure.

The Interment/Vault Handling Service and Recording Fee also provides for many immediate and future services that are requested

and expected by the lot holders in our cemeteries.

Due to the economical and efficient operation of our cemeteries the placement of the burial vault is also included in this fee. In other cemeteries in the Chicagoland area there is a substantial charge for the placement of burial vaults, in addition to the cemetery interment fee.

In order that our lot holders recognize that the Catholic Cemeteries' Interment/Vault Handling Service and Recording Fee is fair and just, we have made a listing of the many immediate and future services that this fee provides.



1. A cemetery representative takes the initial Interment Order for the burial from a funeral director or a family member.

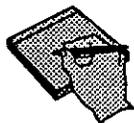
2. If the deceased or their family have already acquired graves, the cemetery representative will;
 - a. Examine the record of the lot owner to determine exact ownership.
 - b. Check Document Files for any special instructions or reservations made by the owner.
 - c. Determine if further authorization for burial is required from owner or blood heirs of owner, if owner is deceased.
 - d. Check grave size to determine if vault restrictions will be applicable.
 - e. Advise the funeral director and the family of any further authorizations required by the cemetery, any vault restrictions applicable and quote cemetery charges.
 - f. Determine if the interment will be held in the Interment Chapel or at the Graveside.

3. In the event a grave selection must be made:
 - a. The family may wish to personally select one or more graves in which case the cemetery representative:

1. Explains different types of graves available.
2. Shows the family the various locations of the available graves.
3. Informs the family of memorial regulations of the various types of graves available.

- b. If the family does not make a personal selection of the grave to be used for the interment, the cemetery representative may select a grave at the direction of the funeral director.
- c. After grave site has been selected, if more than one grave is to be purchased, it is then determined which grave is to be opened for the burial.
- d. The family is informed of the option to have the committal service at the Interment Chapel or at the Graveside.
- e. The family is given a summary of all the cemetery charges required to make the interment.
- f. The cemetery representative advises the funeral director of selection details if he was not present when the family made the grave selection.

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4. A written Interment Order is prepared in quadruplicate, noting all necessary information and cemetery charges:



(2)

- a. The Interment Order is assigned the next interment number and numbered labels and Lot Card are attached to the Interment Order.
- b. The Interment Order is verified by a cemetery representative other than the one that received the original interment information.
- c. The original copy of the Interment Order remains in the cemetery office for use in completing permanent informational records and for the preparation of necessary receipts.
- d. The third copy of the Interment Order goes to the Interment Chapel or to the Graveside location.

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5. All necessary affidavits or authorizations that may be required are prepared.

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6. An Interment Card for the deceased is prepared and filed in the permanent cemetery index file.

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7. The entry of the deceased's interment is recorded on the permanent cemetery Lot Card.

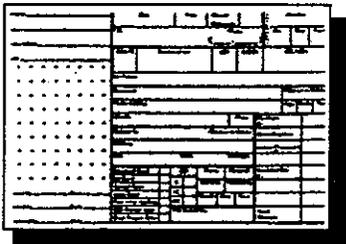
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8. The receipt for the Interment Service and Recording Fee is prepared.

- a. If graves were selected for the burial, the cemetery representative also prepares an Easement for Burial for the graves selected.

(3)

9. The cemetery representative gives the Field Supervisor the second and fourth copies of the Interment Order, plus any additional instructions that may be necessary for the grave opening operation.

10. The Field Supervisor gives the grave digging machine operator the second copy of the Interment Order, plus any additional instructions for the grave opening operation. The Field Supervisor retains the fourth copy of the Interment Order, for future inspection of the opening of the grave, the vault placement, backfilling and sodding of the grave.



11. The grave digging machine operator locates the grave, as listed on the Interment Order.

12. The grave digging machine operator verifies the location with a member of the grave excavation crew and then lays out the exact boundaries of the grave to be opened.

- a. The grave excavation crew moves or removes any memorials that prohibit the excavation of the grave.
- b. The grave digging machine operator then positions his backhoe to excavate the grave.

13. The location of the grave is verified by the Field Supervisor before or during grave opening operation.

14. The grave excavation crew provides, secures and assembles the following needed equipment at the grave site:

- a. One or two trucks, and a sufficient number of plywood boards to cover and protect surrounding graves.
 - b. Spades and shovels.
 - c. Planks for installation of lowering device if Graveside Service.
 - d. Power equipment and tools for breaking frozen or other hard ground.
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15. The excavation crew then excavates the grave to proper depth.

16. All excavated dirt is removed from the grave site during the excavation procedure.

17. The excavated dirt not used for the closing of other graves, is disposed of in the cemetery dumping area. This dumping area for excess excavated dirt is continually leveled as an on going operation for the future development of burial space.

18. Secure equipment for removal of any large boulders that are encountered in the excavation of the grave.

19. The excavation crew upon completion of the grave excavation:

- a. Removes all grave excavation equipment from grave site.
- b. Resets any memorials moved or removed during excavation of grave.
- c. Repairs any damage done to surrounding turf caused by the equipment used to excavate the grave.
- d. Cleans grave area of any dirt spilled during grave excavation.
- e. Covers excavated grave with two plywood boards.
- f. Removes excess plywood boards to roadside.

20. A member of the cemetery field staff receives delivery of all burial vaults at the Interment Chapel service room; he then:



- a. Checks the size and type of vault, against the Interment Order.
- b. Checks the spelling of the name of the deceased, on the vault cover.
- c. Secures the third copy of the Interment Order to the vault cover handle.

21. If Committal Service is held at graveside:

- a. The lowering device and stand, casket placer, grass rugs and runners are delivered to the grave.
- b. The Burial Vault Crane Truck Crew, verifies the location of the grave against the third copy of the Interment Order that is secured on vault cover handle. After verification the burial vault is preset in the grave, and the vault cover removed.
- c. The Burial Vault Crane Truck Crew sets up the lowering device equipment and readies the area for the graveside service.



- d. Lead vehicle attendant leads funeral cortege from cemetery entrance to interment site.
- e. A member of the cemetery field staff directs and aids pallbearers with casket.
- f. The priest is furnished with the ritual book and stole.
- g. A member of the cemetery field staff remains at the grave site until the service is over.
- h. At the conclusion of the graveside service the member of the cemetery field staff, at the direction of the funeral director, lowers the casket.

- i. The Burial Vault Crane Truck Crew returns to the graveside location and sets the burial vault cover in place.
- j. A member of the cemetery field staff directs the funeral cars to exit.
- k. The lowering device equipment and the other equipment used at the Graveside Service are then removed from the graveside location.
- l. The screening truck driver then fills all the voids on all sides of the burial vault, with limestone screenings.
- m. A member of the grave excavation crew then fills the grave with dirt.
- n. At the end of the day the lowering device, grass rugs, carpets etc. are cleaned, dried out and stored.
- o. All funeral flowers, baskets, etc. are removed from the graveside area and disposed of.
- d. Members of the cemetery field staff return to the Interment Chapel service room and remove the burial vault cover.
- e. Members of the cemetery field staff remove the casket from the Interment Chapel and into the service room, where it is then placed in the burial vault.
- f. The burial vault cover is then placed on the burial vault.
- g. The burial vault is then transported to the grave.
- h. The Burial Vault Crane Truck Crew, verifies the location of the grave against the third copy of the Interment Order that is secured to the burial vault cover handle. After the location is verified the burial vault is lowered into the grave.
- i. The screening truck driver then fills the voids on all sides of the burial vault with limestone screening.

22. If Committal Service is held at Interment Chapel:

- a. A member of the cemetery field staff directs parking of cars at Interment Chapel when cortege arrives.
- b. A member of the cemetery administrative staff directs and aids pallbearers with the casket.
- c. The priest is furnished with the ritual book and stole.

- j. A member of the grave excavation crew then fills the grave with dirt.
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23. The dirt in the grave is then compacted with a gasoline driven vibrating tamping machine, to within four inches of lawn level.

The grave is then filled to lawn level with black dirt and fertilizer is added to the black dirt.

24. The excess dirt is then removed and a general clean-up of the area around the grave site is done.

25. The grave is then top-dressed with black dirt and sodded or seeded, depending on weather conditions.

a. In the Spring and Fall all new burials are sodded or seeded as soon as possible. Summer's heat prevents effective sodding or seeding, so these burials are top-dressed with



black dirt and sodded or seeded in the Fall.

b. The sodding or seeding of Winter burials is ineffective due to the frozen ground. Winter burials are top-dressed with black dirt and sodded or seeded in the Spring.

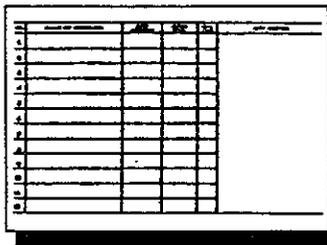
26. In the winter months the snow is plowed from cemetery roads to permit access to the grave where the interment is to take place.

27. In the winter months the snow is removed from the road edge to the grave where the interment is to take place.

28. The Sexton supervises and/or checks each interment service procedure during the course of the day.

29. A cemetery representative completes the Board of Health permit and returns it to the proper official.

30. A cemetery representative checks to make sure that all entries have been correctly added to the Interment Card and the Lot Card. The cemetery representative then files these cards along with the church

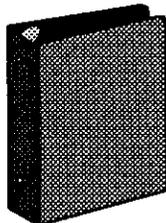


burial permits, the health permits, and all affidavits and related papers that were needed to complete the interments for that day.

31. A Mass Card is signed by the Sexton and sent to the family of the deceased within three days of the interment.

32. The family is sent post interment information such as location maps, decoration regulations, memorial regulations and other miscellaneous seasonal brochures.

33. At the end of each month, all original copies of the Interment Orders received that month are bound and put in a permanent file in the cemetery office.



34. At the end of each month, all third copies of the Interment Orders received that month are bound and put in a permanent file at another off-cemetery location.

35. Each cemetery keeps a permanent file in the cemetery office of the names and location of the deceased persons interred in the cemetery. This enables a cemetery representative to give the location of deceased persons to relatives and friends that come to the cemetery for visitation.

36. Cemetery representatives will continue to assist the family and friends of the deceased, in answering their questions regarding the cemetery rules and regulations.

37. Some of the material and equipment necessary for burial:

- a. Lead car to direct graveside funeral cortege.
- b. Hand digging tools, shovels, spades and boards.
- c. Frost thawers or air compressor and accessories for frozen or hard ground.
- d. Snow plow and snow shovels during winter.
- e. Crane for removing large boulders and setting vaults.
- f. Lowering device and casket placer.
- g. Carpets.

38. Cemetery Expenses:

a. Salaries, Wages and Benefits



b. Maintenance of:

1. Office building
 2. Interment chapels
 3. Furnishings in chapel and office
 4. Garages
 5. Vehicles
 6. Mechanical equipment
 7. Grass cutting and trimming equipment.
 8. Fences.
- c. Paving of roads.
 - d. Utilities - Heat, light and telephone.
 - e. Depreciation of vehicles and mechanical equipment.
 - f. Insurance - both liability and structure.
 - g. Cost of decoration removal and disposal.
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39. Render any extra services that may be necessary.



When arranging for a burial, there can be no failure in service, no breakdown in equipment, no shortage in labor. No matter how severe or disagreeable the weather may be - during the extreme heat of the summer or the bitter cold of the winter - during rain, sleet or snow - this work must go on. It is hoped that an awareness of the above distinct operations will create a more enlightened understanding concerning *The Interment/Vault Handling Service and Recording Fee* charged by the Catholic Cemeteries.

