



CATHOLIC  
CEMETERIES  
DIOCESE OF SYRACUSE

CATHOLIC CEMETERIES OF THE  
ROMAN CATHOLIC DIOCESE  
OF SYRACUSE, INC.

STONEMWORK  
REGULATIONS





## MISSION STATEMENT

*With faith-inspired guidance, respect and love, we provide personalized interment services for burials or cremations in an inspiring, beautiful environment to commemorate the lives of people in the Catholic Community.*

## VISION

*A welcoming, enduring place of inspiration, comfort, respect, and love where people join together to honor and remember.*

## VALUES

- *We are guided by the principles and beliefs of the Catholic **faith**.*
- *We treat everyone with **empathy** and **respect**.*
- *We **honor** the people we serve and one another.*
- *We adhere to the highest standards of **integrity**.*
- *We are an organization of **caring, loving** individuals.*



March, 2021

## DEFINITIONS

1. LOCAL ORDINARY – shall mean the Roman Catholic Bishop of the Diocese of Syracuse.
2. DIOCESAN CEMETERY OFFICE - as used herein means the Director for the purpose of conducting and administering the cemeteries owned and operated by the Diocese of Syracuse.
3. CEMETERY SUPERINTENDENT – Those persons to whom the Diocesan Cemetery Office has delegated the operation of a particular cemetery.
4. CEMETERY – all property for earth burials and mausoleums for crypt/niche entombments.
5. LOT – shall include and apply to one grave or to more than one adjoining grave.
6. GRAVE – shall mean a space of ground in the cemetery used or intended to be used for the burial of human remains.
7. CRYPT – shall mean a space of sufficient size in a mausoleum or underground vault used, or intended to be used, to entomb human remains.
8. NICHE – shall mean a space of sufficient size in a mausoleum or a designated memorial wall used, or intended to be used, to entomb cremated human remains.
9. MEMORIAL – shall include a monument, grave marker, mausoleum, sarcophagus and/or the inscription on them pertaining to one or more deceased persons.

10. MONUMENT – shall mean a memorial placed above ground level for the identification of one grave or generally two or more graves.
11. MARKER – shall mean a memorial placed on an individual grave to identify the person or persons interred in that grave. Except for the traditional above ground slant marker, the term marker refers to a grass level memorial.
12. APPLICATION – shall mean the proper forms supplied by the cemetery and submitted by the dealer and lot owner.

# I

## MEMORIAL WORK GENERAL RULES

1. The Diocesan Cemetery Office reserves the right to prescribe and approve the type of material to be used, as well as the propriety of the design, and the proportions of the dimensions of the memorial to be erected. The Diocesan Cemetery Office reserves the right to establish rules restricting, abolishing or specifying markers, monuments or other structures of a certain description, design, size or material.
2. The Diocesan Cemetery Office reserves the right to establish the days and hours when a memorial may be delivered to the cemetery. All memorial work outside of normal hours shall be arranged with the Cemetery Superintendent. Memorial work is to be suspended if an interment is taking place in the immediate vicinity until such services are completed.
3. The location and position in which a memorial is to be placed or erected on a lot shall be entirely subject to the approval and under the supervision of the Cemetery Superintendent. Cemetery sections and lots are specifically designed for either monument (above ground) or marker (ground level) memorials.
4. Upright monuments and double flush markers may be installed on a lot when the purchase price of such lot/each grave and any other charges relating to such lot/each grave have been paid in full. Requests for exceptions/consideration of particular circumstances must be directed to the Diocesan Cemetery Office.
5. Memorial dealers must abide by the rules and regulations of the cemetery now in force or hereafter adopted in the erection or installation of the memorial work.

6. Memorializing by design, symbol, inscription, epitaph, etc. is permitted only on the portion/face of an upright monument where one's graves are located.
7. Memorials shall be permitted once an application for stonework has been submitted on forms supplied by the cemetery, with a sketch showing design in detail, ornamentalions, all dimensions of stonework, type of finish of exposed surfaces and any inscription exactly as they will appear on the finished product, and such application has been approved in writing by the proper cemetery authorities. Memorial dealers are responsible for obtaining the written approval from the cemetery.
8. Memorial dealers must submit a proper authorization from the person requesting the erection of a memorial and/or certain related work as part of the application process.
9. All stonework must be performed in accordance with the location, specifications and sketch as outlined in the Application to Erect Memorial and is subject to the approval of the Cemetery Superintendent prior to placement.
- 10 If, in the opinion of the Cemetery Superintendent, the completed memorial should not comply with said rules and regulations or approved application, it will, at the written request of the Cemetery Superintendent, be removed immediately by the dealer to correct any errors or deficiencies without cost to the cemetery.
- 11 In the event that through oversight, error, or other reasons, violations of the memorial work policy have occurred, a precedent is not set and such violations shall not be repeated.

12. No memorial, once erected, may be removed from the cemetery by the memorial dealer without written permission of the lot holder, or, if deceased, the legal heir(s)/agent(s), and written approval of the Diocesan Cemetery Office or court order.
13. When a memorial becomes in a state of disrepair and liability to the safety of lot holders, visitors or staff, the Cemetery Superintendent reserves the right to initiate appropriate action.
14. No member of the cemetery staff shall be personally interested directly or indirectly in any business connected with the erection of private mausoleums, monuments, vaults, etc., nor shall they recommend the employment of any particular firm.
15. Memorial dealers may not solicit memorial sales or memorial work within the cemetery nor are advertisements in any form allowed on stonework in the cemetery.
16. The Cemetery Superintendent reserves the right to construct all foundations and to perform certain related work.
17. The Diocesan Cemetery Office reserves the right to issue, under separate cover, detailed regulations and instructions and policies pertaining to the type, size, quality, material and design of memorials, and inscriptions installed in the cemetery. Those detailed regulations, instructions, and policies and all amendments are hereby made a part of these stonework rules and regulations.
18. All memorials placed in the cemetery shall be at the risk of the lot owner or the legal heirs/agents. The cemetery will be held harmless for acts including but not limited to vandalism and acts of God.



## II

### MEMORIAL WORK APPLICATION

1. As stated above, no stonework shall be permitted until application for stonework has been submitted on forms supplied by the cemetery, with a sketch showing design in detail, ornamentations, all dimensions of stonework, type of finish of exposed surfaces and any inscription exactly as they will appear on the finished product and such application has been approved by the proper cemetery authorities in writing. Memorial dealers are responsible for obtaining written approval from the cemetery.
2. Inscriptions – Applications for new inscriptions on existing memorials must be submitted on forms supplied by the cemetery and must show a sketch of the memorial with existing inscriptions and the position of the new engraving. New inscription work must match the existing work in design and workmanship.
3. Alteration of Existing Memorials – Applications for the alteration of existing memorials must be submitted on forms supplied by the cemetery and must show a sketch of the existing memorial and a sketch of any proposed alteration.
4. Applications for memorial work must have all items completed.
5. All applications are approved with the condition that the memorial is subject to the final inspection of the Cemetery Superintendent.

### III

#### MATERIALS

1. All memorials (including flush markers) are to be constructed of First Quality “Certified” SELECT granite and are to be in accord with the Monument Dealers Agreement which must accompany all stonework applications. Approved bronze markers are also acceptable. Use of any other proposed material is subject to the approval of the Diocesan Cemetery Office. Any materials that do not meet the standards set by the Diocesan Cemetery Office will be rejected.
2. The memorial dealer must guarantee that the memorial will be free from flaws, defects, tool marks, rust stains, or discoloration impervious to standard cleaning procedures, and guarantee that the memorial will not check or crack and guarantee the replacement of same be made if such faults occur within a period of five (5) years.
3. Any stonework showing knots, evidence of doctoring, iron likely to disfigure or stain, or a tendency to create a dirt pocket and spall off shall not be accepted.
4. Artificial coloring of any type is prohibited. Therefore, stonework that is artificially colored with the use of chips or glass, or by gold leaf and any other chemical additives, including paints may not be used.
5. Marble will not be permitted by the cemetery except in the case of duplicating.
6. Pictures of deceased loved ones are permitted to be adhered to a monument according to the following:
  - a) All pictures must first be approved by the Diocesan Cemetery Office prior to fabrication.
  - b) Portraits of the deceased only are allowed (head or bust only).

c) Size must not exceed 3.5" x 5", 1.5 to 2.0 millimeters thick and must have a stainless steel core with inorganic pigment coating. The picture must be recessed into the face of the monument and must be flush. d) Ceramic, porcelain, glass or other injurious materials used in conjunction with a picture will not be permitted. e) The cemetery shall not be liable for any resulting damage to a memorial in conjunction with adhering any picture.

#### **IV DIMENSIONS**

1. All memorials in new sections determined by the cemetery shall not exceed 60% of the width of the lot. The face of the tablet shall not exceed 15% of the total square footage of the lot.
2. In new sections determined by the cemetery the base shall not exceed 1'6" in depth.
3. All bases must be a minimum of 8" thick and must have a steeled or polished top with all sides having a rough rock pitch finish with a minimum of 6" pitch measured from the bottom.
4. All upright monuments must have a minimum of an 8" thick die on the base, except in the case of duplicating.
5. A memorial which is strictly a cross design may be in height of proper proportion subject to the approval of the Diocesan Cemetery Office.

## V DESIGN

1. The Diocesan Cemetery Office reserves the right to review and approve or disapprove a memorial in view of size, design, or inscription based on good taste and Roman Catholic teaching and discipline. The design of a memorial, i.e., the carving, drawing, scene, etching, insignias, etc., must be in keeping with the religious nature of the cemetery. Memorialization is not a private/personal matter. It becomes a public statement when installed on cemetery grounds. Therefore, it must refer to the Catholic doctrine and beliefs on death, resurrection and eternal life.
2. Every memorial must have a cross either sculptured, cut, or engraved in proper proportion to the stonework. Such a cross must be of noteworthy size and may be enhanced by floral carvings or other decorations which do not compete with or detract from the cross. This regulation excepts those memorials which are cruciform or which have as their principal feature a religious design.
3. When duplicating a memorial which has no cross or religious symbol, the new memorial must have a cross or feature a religious design. These religious symbols maintain the Catholic in Catholic Cemetery.
4. Nature scenes may be approved if they are generally and readily recognized as depicting God, eternal life, resurrection, heaven, etc. Such nature scenes may not include human forms and must be used in conjunction with a cross or a religious design/symbol.
5. Secular designs which are meaningful to a particular family may be approved if they are small and not prominent in relation to the cross or religious design/symbol which

must be present and prevalent. Secular designs must not compete with the cross or religious design/symbol in size or meaning.

6. Secular designs representing one's vocation and/or avocation should be in the size and location of the dates of birth and death, generally at the bottom of the stone.
7. Requests for nature scenes and secular designs must be accompanied by an exact scaled drawing of the scene, design, etching, carving, etc. A full size drawing may be requested in questionable cases.
8. Requests for unusual nature scenes and all secular designs must be accompanied by a written statement of the source, meaning, and personal significance of the design/symbol and its relation to the doctrines of the Catholic Church.
9. A bust etching of the deceased must be proportionate to the memorial and not overwhelming or in competition with the religious design/symbol.
10. There are specific criteria for cremation monuments in cremation sections and for monuments in children's garden sections. The Cemetery Superintendent should be consulted.
11. BAS-RELIEF – Designs may include bas-relief sculptured carvings.
  - A. FULL-FACED – If such sculpture is to be fullfaced, then relief is to be not less than 2 ½”.
  - B. PROFILE – If such sculpture is to be profile, then relief is to be not less than 1”

12. All sculptured carvings must be inspected by and have the approval of the Diocesan Cemetery Office before permission is given to set at gravesite.
13. Inspection of bas-relief carvings may be expedited to the eventual benefit of the monument dealer and the proper cemetery authority if the dealer submits a clear, unretouched photograph of the finished carving (photograph close-up is acceptable). In lieu of a submitted photograph the monument dealer may request a personal inspection by the cemetery at no charge.

## VI INSCRIPTIONS

The size of the lot governs the size of the monument, the number of names and proportion of lettering.

All lettering must be outlined frosted. “U” or “V” sunk; raised lettering is also permitted on dies having bases.

All lettering and inscription work must duplicate existing work. However, markers may substitute incised for raised.

### 1. NAMES

- A. Memorialization of those not buried in a particular grave is subject to the following:
  1. Living children and other relatives and friends not destined to be buried in a particular lot/grave may not be inscribed on a memorial.
  2. Deceased children and other immediate family members (husband, wife, parents, brother, sister) may be inscribed on a memorial. The phrase “In

Memory of” is to be engraved on the memorial as well. A death certificate must also be supplied.

3. Deceased individuals who are not immediate family members generally may not be inscribed on a memorial. Exception – when the human remains of the deceased individual are non-existent or are buried on foreign soil causing undue hardship to visit the grave. The above “In Memory of” and death certificate are required.

B. Memorialization of the second use of a grave or the request for the multiple memorialization of an individual is subject to the following:

1. Ground burial in a monument lot – one upright monument per single or multiple grave lot, plus one flush marker per grave is allowed except on a single monument lot when the upright and flush marker may not refer to one and the same person. If, however, the flush marker is a veteran/government supplied one, then it is allowed.
2. Ground burial in a monument lot – in the case of the second use of a particular grave with an already existing flush marker, the present marker would have to be used or replaced – only one marker per grave is allowed.

## 2. EPITAPHS

- A. Must be in harmony with the doctrines of the Catholic Church.
- B. Should be from Sacred Scripture or from a liturgical or approved common prayer of the Catholic Church.

- C. Must be of limited wording.
- D. All epitaphs – even Biblical quotes – must be identified as to source. An epitaph from a secular source or from a personal choice of wording must also include a written explanation of its relation to the doctrines of the Catholic Church.
- E. Epitaphs from secular sources or from a personal composition must be theologically sound/reflect some religious significance/be couched in a religious context.
- F. Nicknames must either be on the same line and between the first and last name of the deceased and displayed in quotes or be on a separate line under the deceased’s name and in quotes and of a smaller lettering size than the size of the deceased’s name. The Diocesan Cemetery Office reserves the right to determine the acceptability of nicknames.

### 3. **DATES OF BIRTH/DEATH**

Memorial dealers must submit an “Application to Erect Memorial” form whenever they are inscribing the dates of birth and/or death on a previously installed memorial. Whether the dealer was contracted to do this work at the time of the original purchase of the memorial or is presently being contracted by the family or funeral director, an appropriately completed form must be approved by the Cemetery Superintendent before performing this work. In this case, the memorial dealer may choose to sign the area of the application that indicates “Authorized Signature”.

- 4. Applications for new inscriptions on existing memorials must show a sketch of the memorial with existing inscriptions and the position of the new engraving.



5. Applications for alteration of existing memorials must show a sketch of the existing memorial and inscriptions and a sketch of the new engraving layout. All names appearing on an existing memorial must be engraved on the new surface unless authorized by the lot owner.

## **VII WORKMANSHIP**

1. All dies of memorials must be properly finished on all exposed surfaces, i.e., steeled, axed, stippled, frosted, rock pitch or polished, or a combination of any of the aforementioned.
2. The memorial dealer, while he is performing his work in the cemetery, shall be under the supervision of the Cemetery Superintendent.
3. The memorial dealer shall hold the cemetery free from any liability whatsoever for damages to the memorial that may result from the installation of said memorial, before, during or after the setting of said memorial.
4. Any damage to lots, graves, walks, trees, shrubs, memorials, etc., during transportation and setting of the memorial shall be paid by the memorial dealer.
5. The memorial dealer must indemnify, defend and save harmless the cemetery and its agents upon or from any and all claims, demands, or alleged causes of action arising by reason of the erection or lettering of a memorial.
6. No tools, equipment, structure, etc., required in the erection of the memorials may be left overnight in the cemetery without the written consent of the Cemetery Superintendent.

7. Approved applications for lettering and other related work shall be on the person of the party performing such work.

## **VIII MARKERS**

1. All markers shall be of one (1) piece, unless duplicating.
2. Only markers constructed of First Quality "Certified" SELECT granite or approved bronze are acceptable, unless duplicating.
3. Flush Markers must be four inches (4") thick.
4. All lettering of markers must be sunk, unless duplicating or bronze.
5. All flush markers shall be set by the cemetery at a fixed charge and no foundations shall be provided. This includes government markers.
6. All flush markers must be polished or steeled top. Balance can be wire sawed or rock pitched. Bottom must be wire sawed. Polished markers will require a waiver signed by the lot owner prior to fabrication.
7. All government markers shall be in keeping with the current governmental rules and regulations.
8. All temporary interment markers are subject to removal by the Cemetery Superintendent within six (6) months of the date of burial.
9. The general policy for memorialization on single flush marker lots is that the purchase price and any

other charges related to such lot are to be paid in full. If someone seeks an exception/special consideration, contact the Diocesan Cemetery Office.

## **IX SHRINE SECTIONS**

1. In those areas of the cemetery designated as a Shrine Section, **ONLY** flush markers of a regulated size will be permitted.
2. Only markers constructed of First Quality “Certified” **SELECT** granite or approved bronze are acceptable.
3. The number of names and dates will be regulated by the number of interments.
4. All markers shall be set by the cemetery at a fixed charge and no foundation shall be provided.
5. All granite markers must be polished or steeled top. Balance can be wire sawed or rock pitched. Bottom must be wire sawed. Polished markers will require a waiver signed by the lot owner prior to fabrication.
6. No bas-relief is allowed on a marker.

## **X MAUSOLEUMS**

### **Private/Family Mausoleums**

1. The site, location, and graves for mausoleums shall be decided by the Diocesan Cemetery Office.
2. The mausoleum shall only occupy 50% of the area of the lot.

3. Crypts which can be separately sealed must be provided for each entombment.
4. All mausoleums must be properly vented and drained.
5. Plans and designs for mausoleums must be submitted for approval prior to any fabrication or construction
6. A memorial dealer will have to be hired by the family to remove/replace the crypt front(s) of private/family style mausoleums when an entombment is to be made.

### **Community Mausoleums**

1. Decorations, photographs, ornamentation, flowers, lettering and emblems on crypt fronts are limited to those which are available from the Cemetery Superintendent.
2. Memorialization of crypt/niche fronts may take place on a pre-need basis when the purchase price of such crypt/niche and any other charges relating to such crypt/niche have been paid in full. Memorialization of crypt/niche fronts may take place on an at-need basis when the purchase price of such crypt/niche space being used and any other charges for such crypt/niche space have been paid in full. Requests for exceptions/consideration of particular circumstances must be directed to the Diocesan Cemetery Office.
3. When a single crypt is to be used for a second entombment, the addition of the name of the second use person will have to be judged individually by the Cemetery Superintendent to assure the availability of space, size, and placement of the proposed lettering/engraving. The removal and restructuring of names will require the refurbishing of the crypt front. The cost of refurbishing the crypt front is the responsibility of the crypt owner.