

SAINT MARIANNE COPE PARISH

East Windsor, CT

Office Hours: Monday, Wednesday, Friday - 9:00 a.m.-12:00 p.m.

Mailing Address: 6 Windsorville Rd

Broad Brook, CT 06016

Phone: (860) 623-4636 x101

Fax: (860) 292-8550

Email: office@smceastwindsor.org

St. Catherine Church

6 Windsorville Rd

Weekday Masses -

Monday & Wednesday 12:10 pm

Tuesday 6:00 pm

Thursday 8:00 am

St. Philip Church

150 South Main Street

Weekend Masses:

Saturday Vigil - 4:00p.m.

Sunday -

8:30 & 10:30 a.m.

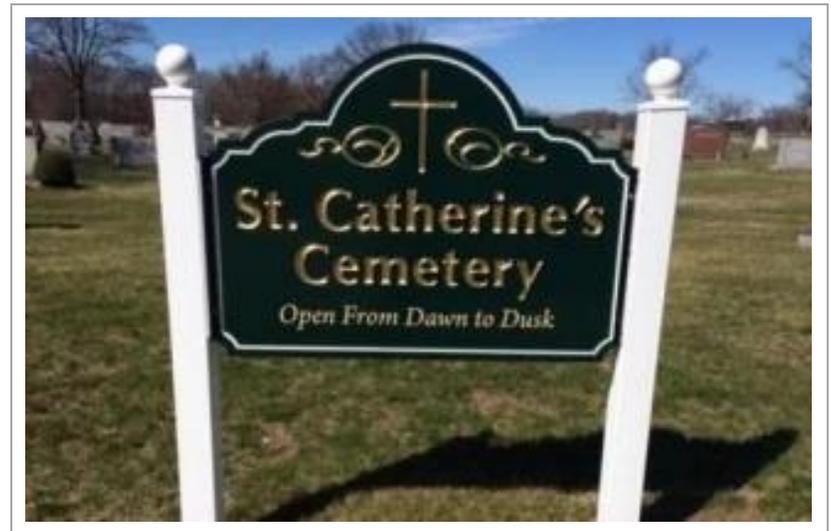
Sacrament of Reconciliation:

Saturday 3:00-3:30 p.m.

I have fought the good fight,
I have finished the race,
I have kept the faith.

2 Timothy 4:7

St. Catherine Cemetery



SAINT MARIANNE COPE PARISH
East Windsor, CT

- General Information
- Rules of Operation
- Certificate of Burial Rights
- Directions
- Cemetery Committee Members

Saint Marianne Cope Parish
6 Windsorville Road
Broad Brook, CT 06016
(860) 623-4636

May 2022

For **directions** from a tool such as MapQuest or a navigation system:

64 Rye Street, Broad Brook, Connecticut 06016

GPS Coordinates

N41° 54.352' W072° 33.110'

Cemetery Committee Members

Barbara Sherman
William Flagg
Dennis Fetko

**ST. CATHERINE CEMETERY/SAINT MARIANNE COPE PARISH
BROAD BROOK, CONNECTICUT**

COMPLAINT FORM SCC-004

NAME _____

ADDRESS _____

PHONE _____

COMMENT/COMPLAINTS

DATE RECEIVED _____

RECEIVED BY _____

NOTIFIED:

____ Cemetery Committee (re. Cemetery) Date _____

____ Buildings/Grounds Committee (re. Church) Date _____

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My Dear Friends,

“Peace be with you,” (John 20:19). These words were the words the risen Jesus spoke to his disciples. With these words, they began to acquire a new understand of Jesus’ death and Resurrection and the promise they offered for everlasting life.

While we struggle to understand the reality of death and the promise of Resurrection, we are faced with the need to make funeral arrangements. Many of our Catholic faithful will find themselves so challenged, with little of no knowledge or experience.

Three areas require attention when making funeral arrangements:

1. Liturgical and spiritual issues that are the concern of the pastor and parish community.
2. Procedural matters addressed at the funeral home.
3. The purpose and service of a Catholic Cemetery.

St. Catherine Cemetery in Broad Brook, CT, is owned and operated by Saint Marianne Cope Parish, part of the Roman Catholic Archdiocese of Hartford. We hope that you will find this booklet to be of use in understanding the Church’s role in Christian burial and applying the rules under which St. Catherine Cemetery is operated. Please read and comply with these regulations.

Pastor, Saint Marianne Cope Parish
St. Catherine Cemetery Committee

**ST. CATHERINE CEMETERY – Form Number SCC – 003
APPLICATION FOR MONUMENT EMBLEMS**

Family Name on Monument _____
Requested by _____

*Lot Number _____ * Section _____
*Monument Size _____ * Number of Graves _____

Type of Emblem (Describe) _____
Material _____ Finish _____
Attach image of Emblem

Contractor’s Name _____
Address/Telephone _____

Manufacturer’s Name _____
Address/Telephone _____

Emblem Size & Configuration _____
Major Dimension _____ Minor Dimension _____

Type of Attachment _____
Adhesive Yes _____ No _____ Adhesive Type _____

Purpose of Adhesive _____
Approved _____ Rejected _____

Contractor’s Signature _____
Date _____

I understand / will comply with St. Catherine Cemetery Regulations.
No work shall begin before this application is approved by an
authorized Cemetery Official.

Cemetery Official’s Signature _____
Date _____

* For Cemetery Use

ST. CATHERINE CEMETERY – FORM NO. SSC 002
APPLICATION FOR NONCOMPLIANT PLANTINGS

Family Name on Monument _____

Requested by _____

*Lot Number _____ *Section _____

*Monument Size _____ Monument has Foot Markers yes__ no__

Type of Planting _____

Perennial _____ Annual _____

Projected Size of Planting

Height _____

Width/Diameter _____

Source of Information _____

Location of Planting with Respect to Monument

Front _____ Back _____ Side _____

Dimension of Proposed Planting Bed

Length _____ Width _____

Approved _____ Rejected _____

Person Requesting Exception -

Signature

_____ Date _____

I understand and will comply with St. Catherine Cemetery Regulation except as defined by this application. No work shall begin before this application is approved by an authorized Cemetery Official.

Cemetery Official's Signature _____

Date _____

*For Cemetery Use

WHAT TO DO WHEN A DEATH OCCURS

Your Funeral Director

A funeral home should be contacted immediately following a death. The funeral director coordinates the three liturgical elements (Wake, Funeral Mass, Committal) with the parish ministers and cemetery staff. Your funeral director is not associated with Saint Marianne Cope Parish or St. Catherine Cemetery, except to make the necessary interment arrangements

Liturgical Elements

The three elements of a Catholic funeral, as per "The Order of Christian Funerals": 1. A Vigil Service or Wake, generally held at the funeral home, focusing on prayer and proclamation of the Word of God. 2. A Funeral Mass celebrated in the parish church with the body present. If cremation is preferred, the norm is to have the Mass with the body present, followed by cremation. 3. The Committal. Whenever possible, this is celebrated at the open grave or place of interment.

St. Catherine Cemetery

Services provided by St. Catherine Cemetery include final burial site and interment/inurnment services. Catholic cemeteries are set apart from other cemeteries in that they are part of the ministry of the Church. Non-Catholic family members are also welcome to use the Catholic Cemetery.

Cremation

While the Church prefers casket burial, cremation may be chosen for sufficient reason (need to transfer remains to a distant place, national custom, avoidance of considerable expense). The Bishops of the United States have said 'remains of cremated bodies should be treated with the same respect given the corporal remains of a human body. This includes the manner in which the remains are carried, the care and attention to appropriate placement and transport to their final disposition.' The cremated remains should be buried in a single or common grave. The practice of scattering cremated remains, or of keeping them in the home, are not the reverent disposition that the Church requires.

ABOUT ST. CATHERINE CEMETERY

Office Hours

Monday through Friday from 9:00 AM until Noon, other times by appointment. Please call (860) 623-4636 ext.101

Cemetery Hours

Weather and conditions permitting, the Cemetery opens at dawn and closes at dusk, seven days a week. While visiting, please use general safety precautions. Lock your car and be aware of your surroundings. St. Catherine Cemetery assumes no liability for personal injury or property damage. Follow all posted instruction, including carry out any trash.

Perpetual Care and Cemetery Maintenance

Operation and maintenance of the Cemetery is the responsibility of the Pastor of Saint Marianne Cope Parish and the Cemetery committee appointed by him. Every reasonable effort is made to maintain beautiful and picturesque grounds. This is referred to 'perpetual care' and entails:

- Scheduled mowing from spring through fall, application of lime/fertilizer. Removal of leaves and debris during spring and fall clean up, along with non-conforming articles.
- Care of trees and shrubberies planted by the Cemetery. This does not include plantings adjacent to monuments of flush markers, as that care is the responsibility of the lot owner.
- Roadway maintenance, including resurfacing, curb-edging and snow removal.
- Lots leveled as needed. Special attention paid to this during the winter months due to settling by rain-soaked lawns.
- Scheduled edging of flush markers and grass trimming.
- Removal of all decorations on a regular basis, weekly April through October. Temporary plaques placed by Funeral Homes removed at the end of season.
- Posting of clean up notices as necessary will be in the Saint Marianne Cope bulletin.

ST. CATHERINE CEMETERY – FORM SCC 001 APPLICATION FOR MEMORIAL WORK

(Please print all Information)

*Items are Essential

CONTRACTOR _____

ADDRESS _____

PHONE _____ CELL _____ FAX _____

ALTERATION _____ FOUNDATION* (Cement 42" Deep) INSTALLATION

_____ On Monument _____ For Monument _____ Of Monument

_____ On Marker _____ For Marker _____ Of Marker

*ORIGINAL LOT OWNER _____

*PURCHASER _____

*PHONE _____ *ADDRESS _____

*SECTION _____ *Lot # _____ *GRAVE(S) _____

MONUMENT BASE: LENGTH _____ Width _____ Height _____

Above ground _____

MONUMENT DIE: LENGTH _____ WIDTH _____ HEIGHT _____

ALL MARKERS MUST MEASURE: 2 ft X 1 ft X 4 inches.

MARKER: _____ MATERIAL _____

FINISH _____ COLOR _____ CERTIFICATION _____

A marker or non-cruciform monument must contain a cross and must not be made of marble or limestone. Show measurements on all dimensions. Show all lettering, inscriptions, detail work. If the marker is for cremains, Place a check HERE ____.

*FOUNDATION to be completed by Rogers Memorial Studio, Enfield, CT
SHOW SKETCH(ES) BELOW AND/OR OVER.

I/We understand and will comply with the rules in the information booklet issued by St. Catherine Cemetery. I/We authorize all necessary work called for in this application as/when approved by the Cemetery management.

CONTRACTOR, Signed by _____

PRINT NAME _____

CEMETERY APPROVED BY _____

PRINT NAME _____ DATE _____

- Emblems may be affixed to monuments only (not markers). They shall be installed only on the back side. If there are two front sides, installation shall be on the side facing away from Rye Street. Emblems shall be 4" major and 3" minor dimension. They may be rectangular, round or oval and attached with expandable mechanical attachment devices. Adhesive is permitted as a sealant between the monument and emblem.
- Emblems must be made of bronze and properly surface treated to prevent the staining of the monument. The emblem may have a black background for embossing, machine letters or other writing. Emblems must be approved using Form SCC-003.
- All foundations shall be constructed from concrete. They shall be at least 42" deep or to a depth that places the foundation on the surface of the vault. Foundations for markers shall be the same size as the marker. Foundations for monuments shall be one inch larger in length and width than the monument base.
- Cemetery procedures requires that work be suspended during graveside ceremonies. Equipment is to be moved to prevent interference with people at the grave. Work may not be started until all members of the funeral procession have left the Cemetery.
- When refilling and seeding new gravesites, topsoil from the pile adjacent to the Cemetery outbuilding is to be used. A minimum of 6" of topsoil shall be used, with fertilized applied prior to seeding.
- All work must be of the highest quality and performed in a manner that prevents damage to the Cemetery grounds. Contractors must use planking or plywood to support equipment while driving on Cemetery lawn. Every effort must be made to prevent rutting of the lawn. Vault installers are urged to use a vault transporter.
- Driving trucks on the lawns is prohibited. Contractors are urged to use good judgement in scheduling work. **Do not drive heavy equipment on the lawn after a rainy period.** Repair of damaged to the grounds will be performed by the Cemetery maintenance personnel and billed to the contractor causing the damage. Failure to reimburse the Cemetery will result in suspension of the contractor.

CEMETERY REGULATIONS FOR LOT OWNERS

To maintain the dignity and assist in maintain the Cemetery, please follow these general rules:

- Lots may be purchased from the Cemetery office during office hours. The purchase of a lot conveys burial rights only and does not constitute a sale of land or any other real property rights. Lots are sold in 1,2,4 and 8 grave configurations. All graves measure 4' x 8' with an 18" walkway between rows.
- FORM SCC-004 allows lot owners to inform the Cemetery Committee of any issues or problems. This form may be obtained from the Cemetery Office, or from the Parish website: www.smceastwindsor.org.
- A lot owner may designate in writing the person(s) to be interred in the lot after his/her demise. After the designated person is interred, the lot will closed forever.
- A grave may display only one marker, except when: one casket and one infant burial, one casket and one cremation urn, or two cremation urns.
- While we make every reasonable effort to protect decorations and other property, we cannot assume responsibility for any that are lost, stolen or damaged.
- Potted plants, plantings and other decorations are permitted only as described below:
- Single grave lots with flush foot markers: Plantings and beds must be maintained by the lot owner. Plantings may be 10" wide and located in front of the marker. Religious statuettes not exceeding 24" in height may be placed non-permanently on the marker but must not extend beyond the margins of the marker. No other decorations are permitted.
- Upright Monuments: Plants, plantings and other decorations must be located immediately adjacent to the monument front (name side) no more than 10" wide and to not exceed the height of the monument. If the monument has a family name of both sides, each side is considered a 'front' for the purposes of this regulation. Plants, plantings, or decorations are not allowed on flush markers or at the ends of monuments in multiple gave lots (lots with upright monuments).

- Appropriate artificial flowers are permitted but are subject to removal when they become unsightly or inappropriate for the season.
- Flowers and other decorations may not be affixed to flush markers of monuments so as to do damage to the stone or adjacent lots. Loose flowers (not in containers) are prohibited on flush markers. Wire frame decoration holders are not allowed.
- Permanent major planting (flower beds, shrubs etc.) must meet the above requirements. Non-conforming plantings must have written approval of the Cemetery Committee, using Form SCC-002.
- Stone, mulch, walls, bricks, edgings, and other materials may not be installed by lot owners.
- Flags are allowed from Memorial Day to Veterans Day, after which time they will be removed. Damaged flags will be removed. All flags must be in flag holders and placed immediately next to a marker or monument to facilitate maintenance.
- Solar lights or others such devices, glassware and breakable containers are not permitted. Hazardous or combustible materials are not permitted. Votive candles in suitable containers placed immediately next to a marker or monument are permitted.
- Ornaments and statuettes of a non-religious nature are not allowed. Those of religious nature (e.g., angels) may be placed on flush markers or in front of, but not on, upright monuments and shall be maintained by the lot owner. They shall not be permanently attached, except emblems that can be affixed per section 1 of the "Cemetery Regulations for Contractors and requested using Form SCC-003.
- Decorations will be removed on a regular basis, weekly during the months of April through October. Clean up notices will be posted and also appear in the Saint Marianne Cope Parish bulletin.
- Visitors shall conduct themselves at all times in a manner to minimize noise and traffic. Vehicles shall be operated as to not damage or disturb graves, monuments, markers or common areas, lawns, roadways, or other grounds. Pets may not be left unattended and must be curbed and cleaned up after.
- Visitors must take away all debris removed from a cemetery lot.

CEMETERY REGULATIONS FOR CONTRACTORS

- St. Catherine Cemetery assumes no liability for the purchase, installation, placement, movement, maintenance, damage or care of monuments or markers. Markers and monuments are the personal property of the lot owner. The lot owner must arrange all work directly with the contractor. All foundations must be installed by Rogers Memorial Studios of Enfield, CT. Call (860) 623-4636 ext. 101 for questions.
- No work shall be started on a lot, foundation, monument or marker without written approval by the Cemetery Committee using Form SCC-001, available from the Parish Office, 6 Windsorville Rd. Broad Brook, CT 06016.
- Vaults of suitable material are required for all interments.
- The Cemetery Committee must approve all monuments and markers for style, size, and inscription. Monuments must be granite. Markers must be made from granite or bronze. Pictures are not allowed on monuments or markers. All monuments and markers must have a cross inscribed on them unless prior approval is granted for another religious artifact.
- All markers and monuments must carry an unconditional guarantee to certify materials and workmanship against degradation due to the elements and normal wear and tear. Markers and monuments showing imperfections will be replaced at the expense of the contractor. Markers shall have a smooth finish unless otherwise approved by the Cemetery Committee.
- No work shall be approved, no monument, memorial or marker shall be erected or installed prior to receipt by the Cemetery of final lot payment.
- On one or two grave lots, only markers are allowed, flush to the ground and measure 2' x 1' x 4" thick.
- There shall be one marker per grave. Exceptions: 1. Two cremations, 2. One casket and one cremation, 3. One casket and one infant burials.
- Monuments for eight grave lots shall be 8' x 2' x 6' high, the height to include the base and die. For four grave lots, monuments shall be 4' x 2' x 4' high, the height to include the base and die. Lots of more than eight graves must be approved by the Cemetery Committee.