

# Christusgemeinde Kirchdorf

## Congregation of Christ Kirchdorf

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### **RULES AND REGULATIONS FOR THE USE OF THE CEMETERY OF THE CONGREGATION OF CHRIST, KIRCHDORF**

1. The cemetery is a private cemetery.
2. It is the burial place for the members of the Congregation of Christ, Kirchdorf
3. As an exception, members of Synod, that is, FELSISA synodical members, may be entombed.
  - 3.1. Permission has to be granted by the Kirchdorf Church Council.
  - 3.2. The Church Council will take into account the possibility and probability of the grave being maintained in good order.
  - 3.3. The cost for burial/interment (\*1&\*2) has to be paid to the treasurer of the congregation when the request for burial/interment is made.
4. The interment on the cemetery precedes the service in the church. If in the case of synodical members, a memorial service was already held, the interment can take place without a further service in the church.
5. The people responsible for setting out the grave (\*3) and for digging the grave (\*4) must be notified as soon as possible.
6. **Family members of the deceased are responsible for removing the remaining soil from the grave within 14 days.**
7. Funerals, Interments, and any related rituals held in the cemetery or on church premises of the congregation (Kirchdorf) must accord with the doctrine, the confession, the practice, and the liturgical customs and appointments of the congregation as stipulated in the congregation's constitution and in the rules and regulations of the church, hall, and the church premises. Customs and traditions which derive from sects, cults, other religions or quasi-religious movements and organisations such as freemasonry or any forms of heathen worship, including animistic practices such as those proceeding from ancestor worship are not permitted in Kirchdorf.
8. Erection of memorials and kerbings
  - 8.1. The Church Council determines the place of interment.
  - 8.2. The primary cemetery caretaker (\*5) determines the measurements of the grave and supervises the digging of the grave.
  - 8.3. After burial, the soil must settle. This usually takes several months. Only when this process is concluded can the grave kerbings be installed.
  - 8.4. When the time comes for the kerbings and the tombstone to be installed, the secondary cemetery caretaker (\*6) informs the family and advises them in the process of drafting the wording and layout of the tombstone design.
  - 8.5. Within a year of the burial, the kerbings and erection of a tombstone in the form of a cross must be completed. All details, including design and inscription, have to be approved by the Church Council before the memorial is ordered. The congregation resolves that in case of married women the maiden name also be inscribed. This ruling also applies to any intended alterations to existing graves. Where such approval has not been given, the congregation has the right to demand alterations or renewal of the erected memorial. The Church Council has the right to renew and/or replace such unapproved memorials and kerbings at the expense of the family.
  - 8.6. Only firms approved by the congregation may erect tombstones and kerbings on the cemetery. (\*7)
  - 8.7. The secondary cemetery caretaker contacts the firm (\*7), procures the necessary estimates, and instructs the family to transfer the full costs of fabrication to the congregation.
  - 8.8. Payment for the erection of memorials and kerbings must be made via the treasurer of the congregation.

- 8.9. The secondary cemetery caretaker informs the primary caretaker that the order has been placed, enabling the latter to plan and prepare the foundation for the kerbing. At this point, the treasurer pays the firm 80% of the total cost.
  - 8.10. After the kerbing and tombstone have been manufactured by the firm, the secondary cemetery caretaker inspects the inscription and the measurements of all stones at the premises of the firm. If the results are satisfactory, he coordinates the installation of the kerbing and tombstone with the primary cemetery caretaker and the firm.
  - 8.11. The primary cemetery caretaker then takes responsibility for the installation process until all parties, incl. the family, are satisfied with the installation. At this point, he informs the treasurer, who then transfers the remaining part of the total cost to the firm.
  - 8.12. If the family has special wishes, such as for graves to be covered with concrete or little stones, the primary cemetery caretaker coordinates these with the family directly, who then reimburses him for his expenses.
9. Urns/Ashes and Memorial Plaques
- 9.1. The interment of urns/ashes may only take place in the garden of remembrance provided for such interment, and not on existing graves.
  - 9.2. This interment takes place before the service in the church in the presence of the congregation of the bereaved. (ref also §4)
  - 9.3. Within three (3) months of the interment, a memorial plaque must be installed. Only such memorial plaques as are supplied by the congregation may be used (\*2). All details, including design and inscription have to be approved by the Church Council before such plaques are inscribed and installed. This ruling also applies to any intended alterations on existing plaques. Where such approval has not been obtained, the congregation has the right to demand alterations or renewal of the installed plaques. The Church Council has the right to renew and replace such unapproved memorial plaques at the expense of the family.
  - 9.4. The secondary cemetery caretaker (\*6) advises the family regarding the design of the memorial plaque.
  - 9.5. Only such firms as are approved by the congregation may inscribe memorial plaques (\*7).
  - 9.6. The cost for the use of the place of interment of urns/ashes and of the memorial plaques is determined by the congregation.
  - 9.7. Payment for the use of the facilities and the memorial plaques, including the inscription, must be made through the treasurer of the congregation. When the request is made to make use of the congregational facilities, the costs for the place of interment (\*1) and of the memorial plaque (\*2) must be made to the treasurer of the congregation, i.e. prior to the interment.
  - 9.8. The secondary cemetery caretaker procures the necessary cost estimate from the firm (\*7).
  - 9.9. After the estimate has been approved, the treasurer transfers 80% of the total cost to the firm.
  - 9.10. After the memorial plaque has been fabricated, the secondary cemetery caretaker inspects the inscription at the premises of the firm. When he is satisfied that it corresponds with the original design, he coordinates the installation of the plaque with the primary cemetery caretaker. He then informs the treasurer, who proceeds to transfer the rest of the total cost to the firm.
  - 9.11. Spouses or up to two (2) family members may be interred in a single place of interment for urns/ashes.
  - 9.12. The Church Council determines the place of interment.
10. In the designing of tombstones, the total image and lay-out of the cemetery must be considered. This applies to all memorial plaques. The given rules and regulations must be strictly adhered to.
  11. Places of interments must be looked after. The Church Council has the right to deal with unattended places of interments as it deems fit.
  12. The family service preceding the funeral should not, as a rule, take place in the church hall. In exceptional cases, the Pastor / the Church Council should first be consulted.
  13. Commemorative services or any service of such a kind may only be held on the cemetery with the approval of the Church Council.
  14. After 10 years, a grave or the place of the urn interment may be used again.
  15. Besides vases, no personal items or keepsakes are permitted on the cemetery.
  16. The disinterring of coffins and urns is not permitted.

- \*1- at present per interment: R 15,000.00 Synodical Members
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- \*2 - at present inscribed memorial plaque: R 2,500.00
- Second inscription on the same plaque with 2 Urns in the same place of interment: R 1,500.00
- \*3 - at present Heinz Niebuhr and Dieter Schulz
- \*4 - at present Volunteer farmers
- \*5 - at present Heinz Niebuhr
- \*6 - at present Detlef Bunge
- \*7 - at present Tombstones SA via Detlef Bunge

2 January 2025

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I have read the above rules and regulations and undertake to comply therewith in all respects.  
I herewith also give permission for the grave / place of urn interment to be reused after 10 years.

Grave/Place of Interment of: ..... (Full name of deceased)

Age of deceased: (years/months/days) ..... Sex (m/f): .....

Address: .....  
.....

Date of death: ..... Cause of death:.....

- In the case of FELSISA members from different congregations, attach register entry -

Name of applicant: .....

Tel: ..... Cell: .....

Address: .....  
.....

Signature of applicant: .....

Place: ..... Date: ..... 20.....