



Policy for Non-parish Interments at Adams Cemetery:

1. Individuals wishing to be interred at the Adams Cemetery burial ground of the Church of the Annunciation must first receive a blessing from the Rector to do so.

Note: The parish burial grounds were established for the Church of the Annunciation. Individuals from other parishes who have no other alternative may purchase sites for themselves when blessed by the Rector.

Funeral team members are available to assist other parishes in obtaining cemetery property for their churches and can train them in managing their burial grounds.

2. Once permission is given for purchase of the site(s), the individual should contact a member of the Annunciation Funeral Team by calling the parish office. A member of the funeral team will meet with the individual and help them select the site(s) as well as discuss the burial process and arrange for payments. A \$25.00 deposit is required to secure each site, after which arrangements for subsequent payments may be made with the parish's Office Manager. Payment in full at the time of purchase is encouraged when possible. Following full payment or the purchase, a deed will be sent to the individual for each plot that is purchased and should be kept with the individual's end-of-life plans for family to access at the time of their repose. A copy of the deed is kept in the parish safe.
3. When an individual who has made arrangements to purchase a cemetery plot in the parish burial grounds is near repose, a member of the family should call the church office to notify funeral team members of the imminent burial.

Note: Team members will arrange for the interment. A family member must be prepared to pay the company that opens and closes graves (the interment process) at the time of the interment. A smaller charge must also be paid to the cemetery for one of their staff members to be present at the time of burial.

4. There is a fee of \$300 per burial for non-parish burials. Families may make payment arrangements for this fee with the parish Office Manager at the time of the interment.
5. Monument guidelines are found on the Adams Cemetery website, <https://www.adamscemetery.com/> (These are specific to Adams Cemetery.) When a headstone is to be placed, it is necessary to contact the parish office so that a funeral team member can help to make the arrangements for placement with the cemetery and the company creating the memorial.