

Burial Planning Checklist

All steps follow the April 2025 Rules & Regulations of The Churchyard at St. Paul's Chapel.

1. Confirm Eligibility

- Burial is ordinarily reserved for Orthodox parish members.
- A non-Orthodox spouse or close relative may be interred only with written approval from the priest who serves on the Board (§4).

2. Select a Plot

- Contact the Sexton and consult the Master Plat to locate an available space (§20.1, §21.2).
- No person may own more than two lots; adjacent spaces may be purchased up to two (§14.1).
- Up to two burials may take place in a single lot (§14.2).

3. Choose Burial Type

- Standard vault (concrete or fiberglass recommended).
- Natural-earth option: allowed if (a) a biodegradable liner approved by the Board is used and (b) the family pays the additional labor cost set by the Board (§15).

4. Submit Documents & Fees

- Complete the Lot Purchase Agreement and pay the plot fee (the Sexton will guide you).
- Download the Rules & Regulations PDF and the Marker Application.
- Marker Application is required later when ordering a stone (§9).
- The Sexton issues written clearance once fees are settled (§20.3).

5. Schedule the Service

- Coordinate the funeral date with clergy.
- Hire a licensed grave-opening contractor from the Board-approved list (§22.1).
- Before digging, the Sexton meets the contractor on-site and stakes lot corners from the Master Plat (§22.2).

6. Day of Burial

- Sexton photographs the open grave (depth & orientation).

- Family may bring fresh flowers only. No balloons, silk flowers, or glass containers allowed (§3.5).
- Contractor back-fills the grave; Sexton signs off (§22.5).

7. After Burial

- Wait 90 days before setting a permanent monument (§6).
- Submit final monument drawing for Board approval (§9).
- Use a licensed installer (Wed/Thu preferred) (§10).

8. Visiting & Upkeep

- Visiting Hours: Sunrise to Sunset daily (§Hours).
- Decoration Policy: fresh flowers, metal vigil lamps, no plastic or commercial items (§3.3–3.5).
- Quiet Hours: no amplified music or alcohol (§18).

For questions or coordination, contact the Cemetery Liaison at (205) 555-1234 or email sexton@htccemetery.org.