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LIVING WATERS MEMORIAL GARDENS PROCEDURES

Approved by Center Presbyterian Church Session Sept. 7, 2008 (Revised 10/3/10)

(Please note: This information below is concerning the new cemetery only. If you need to contact someone about the Old Center Presbyterian Cemetery, please call Doug Warren, 423-442-9785.

1. Initial contact made by requester to Church member or Cemetery Committee member. If the request did come to a Church member, they would forward that request to any Cemetery Committee member for action. To purchase a plot you should contact Nancy Davila 423-253-2961.
2. Committee member will then discuss with the requester their requirements.
 - Single plot, multiple plots, cremation requirements, etc.
3. Then, the actual plot to be utilized is identified (note, LWMG retains ownership of the land; requester is buying burial rights on that land).
4. Review physical location of the plot on the grounds with the requester to ensure it meets expectations.
5. Review the LWMG rules and regulations and answer any questions; provide a copy.
6. Legal document is then filled out by requester providing the required data, including acceptance of the terms (purchase price, rules and regulations, etc.), and is then signed by requester and assigned committee member or designated back up.
7. Upon payment in full (or deposit as agreed upon by committee) a specific plot or multiple plots will be reserved.
8. Committee members must ensure correct plot is identified and recorded in duplicate (master layout map, and table in the computer laptop) that reflects the recorded information from the requester.
9. Funds will go into appropriate funds as follows (see Rules for Members/non-members descriptions):
 - For non-members (paying \$600/plot), \$300 placed into a legally restricted Perpetual Care Fund - this fund is for property maintenance.
 - Interest from this fund will be transferred to the Operating Account at least on an annual basis.
 - The remaining \$300 will go into the Operating Fund Account (improvements roads paving, etc.).
 - For members (paying \$350/plot) \$300 will go into the Operating Fund Account; \$50 will go into the Perpetual Care Fund Account.

10. Request is now made to arrange a burial, which is expected to be done by the Funeral Home that is engaged by the entitled.

11. An appointed Committee person (Jerry Van Asdale) will then work with the funeral home to establish location (tour site), date and time of burial, and arrangements to ready the site. (Note- see rules if 2 burials are scheduled for the same day).

- Provide the Funeral Home with a copy of the LWMG rules and regulations.
- From time to time, the entitled may wish to prepare the site (excavation) personally. These requests will be entertained, proactively, by the Cemetery Committee, on a case-by-case basis. In such cases, removal of excess dirt will be the responsibility of the requester.
- Note that the Funeral Home (not the requester) will be responsible for ensuring the burial preparations are done correctly (rules and regulations).

12. After burial services are completed, maintenance requirements, as defined by the Rules and Regulations document, will then be followed.

LIVING WATERS MEMORIAL GARDENS (09/11/09) RULES AND REGULATIONS

The Session of Center Presbyterian Church, Tellico Plains, TN, and members of the Cemetery Committee issue the following rules and regulations regarding interment in the cemetery known herein as LIVING WATERS MEMORIAL GARDENS (LWMG).

1. A Cemetery Committee has been formed and a Rules and Regulations document created and approved by the Session of the Church on 09/07/08. This document will be presented to each purchaser of rights to use a lot (herein meaning a plot of ground for one person), along with a notarized official document showing the fee paid for a specified lot in the cemetery. NOTE: the cremated remains of both husband and wife may be interred on the same lot.
2. Lots will be issued from rows beginning in Section 'A', Lot '1', going from right to left, through section 'K', Lot '16'. It is intended that each row will be filled prior to beginning a new one. However, should the remaining lots in a row be insufficient to accommodate a request for multiple lots by a party, then the next new row will be started to allow the multiple lots to be side-by-side. The remaining lots in the prior row will then be assigned to subsequent requests until that row is full.
3. Right-to-use lots are \$350 for church members and immediate family (spouse, parents and children) and \$600 for non-members. These sums will be reviewed from time to time and may be adjusted by recommendation of the Cemetery Committee and approved by Session.
4. Interment rights may be passed on to other parties by way of an official will conveying this transfer. Note that a notarized official document is required for such transfer. In cases of resale, Center Presbyterian Church retains the right of first refusal at the original purchase price.
5. Before interment, notarized proof of purchase must be presented to a member of the Cemetery Committee.
6. Neither the Cemetery Committee nor the Center Presbyterian Church will be held responsible for any loss or damages caused by Acts of God or criminal actions.
7. Only flat memorial markers, level with the ground, will be permitted. Specifically prohibited: trees, shrubs, upright embellishments, toys, bench, trellis, enclosures, ditches, markers not level with the ground, or any other item that would interfere with grounds keeping and mowing. An agent of the Cemetery Committee shall have the authority to remove such objects as well as any markers deemed offensive by the Committee.
8. Also prohibited on LWMG grounds: alcoholic beverages, illegal drugs, use of fireworks or discharge of firearm (with the exception of a Military Guard of Honor during a Military Service).
9. Markers will be of stone or metal and not exceed an overall size of two feet By three feet. However, should a request be made to have one stone for 2 adjacent plots, the maximum size for that stone can be expanded to 2'x 6'. Also, if 2 stones are requested

for one plot, that will be acceptable as long as the overall size meets the 2'x3' limit (e.g., 2'x1.5' and 2'x1.5'). A minimum size for markers is 6 X 12 inches. Markers will include the name of the interred as recorded on the rights-deed.

9a. For Military personnel, a foot stone for their military service may also be included on the plot - maximize size will also be 2'X 3'.

9b. All plots shall be aligned with chains that mark the outer boundaries. Markers will then be placed against the chain edge so the regular (and foot stones, if present) shall then be aligned against these chains resulting in symmetry from plot to plot.

10. Graves are to be sodden with grass in a way that allows easy mowing.

11. Flowers are to be removed after two weeks and may be removed by an agent of the Committee at the end of that time.

12. Routine work is prohibited on Sundays with the exception of digging a grave, if required. There shall be no interments prior to sunrise or after sunset.

13. Neither the Church nor the Committee will be responsible to arrange the digging of a grave. This will be handled by the funeral home engaged for the burial by the family of the deceased.

14. The Cemetery Committee will have the right to limit the size of equipment allowed on the grounds for grave site work.

15. All graves shall be six feet in depth and remain six inches within the plot. If, in the process of opening a grave, another grave site is disturbed, the funeral home or assignees will be responsible for repairs.

16. The funeral home will encourage some type of structure is in place around the casket to prevent the ground from settling after burial. The family of the interred will be responsible for any post-burial settling of the lot, including reasonable costs incurred by LWMG.

17. Should multiple requests for burial on a single day occur, arrangements will be coordinated between a Cemetery Committee member and the funeral homes involved.

18. Requests for exceptions to these rules will be submitted in writing to the Cemetery Committee. Any exceptions so granted will be on a case-by-case basis and not constitute any precedent regarding existing rules.

19. A copy of this document will be provided to all mortuaries engaged in LWMG activity, as well as purchasers of cemetery right-to-use deeds.

20. These rules and regulations are subject to change, from time to time, as determined by the Cemetery Committee and approved by Session. The regulations contained in the CPC web page will supersede prior editions.