



Arborcrest Cemetery Rules & Regulations

**For Burial Lots, Cremation Spaces, and Interment Rights in the Temple Beth Emeth Memorial Garden
Arborcrest Cemetery
2521 Glazier Way
Ann Arbor, MI**

Revised August, 2017

I. ORGANIZATION

- A. This congregation, owning a perpetual easement in a portion of the cemetery known as Arborcrest Memorial Park (Arborcrest) at 2521 Glazier Way, Ann Arbor, Michigan, designates it as the Beth Emeth Memorial Garden and it shall hold the same for the benefit of its members and their families, and others who associate with the Jewish community as hereinafter provided.
- B. The Cemetery Committee of the congregation shall have general supervision and charge of the cemetery and its practices. All activities and decisions of the Cemetery Committee shall be under the control and subject to the approval of the Board of Trustees of the Temple.
- C. The Temple Executive Director shall keep a record of each lot and interment rights purchased in the cemetery. For each lot or cremation space the record will show:
 - 1. The Arborcrest Beth Emeth Garden number of the lot(s) or cremation space(s) purchased with the name, address, and phone of the owner(s).
 - 2. Date of purchase and price paid to Temple.
 - 3. Name of deceased, lot number, date of burial, and relation to lot or cremation space owner for all interments.

II. CEMETERY TRUSTEES

- A. The cemetery shall be operated, subject to these provisions, by a committee to be known as the Temple Beth Emeth Cemetery Committee.
- B. This committee shall be a permanent or standing committee of the congregation and its members shall be "Cemetery Trustees." The members of the committee will be appointed by the V.P. for Religious Practices and the Cemetery Committee Chair and shall serve for a term of three years or until their successors are appointed. There shall be no limit to the number of terms served. The number of Trustees may vary depending on volunteers willing to serve.

- C. The Cemetery Trustees shall be charged with the general supervision and operation of the cemetery property already secured or at any time secured and for this purpose shall constitute and organize themselves as a Cemetery Committee having a chairperson and secretary as officers.
- D. The chairperson shall make an annual report and other reports to the Temple Board as may be required through the VP for Religious Practices.

III. DUTIES OF OFFICERS

- A. The chairperson shall preside at all meetings and see that the rules and regulations of the cemetery trustees are observed.
- B. The Temple Office, under the direction of the Executive Director, shall be responsible for keeping all records pertaining to the cemetery, including a master record of lots owned and/or sold as part of the Temple's master data base. Files shall be kept on each lot owner which shall contain copies of all transactions and activity pertaining to such lot owner. The Temple office, under the direction of the Executive Director, shall also keep a current master map of the grounds showing owners and occupants of each lot or cremation space and assure the cemetery administrator is updated with all relevant lot purchases or changes.
- C. The Secretary and/or Temple Executive Director shall issue all notices of meetings of the committee and shall also keep such books of account as the committee may direct. The Executive Director shall sign all vouchers drawn on the treasury of the congregation for the payment of money and all receipts of ownership, transfers and grants of lots, and sign all other documents which may be ordered by the Temple Board in conjunction with any Temple signing officer.

IV. Deeds

- A. Deeds granting interment rights and perpetual easements in traditional lot(s) or cremation space(s) purchased shall be signed by the President of the congregation, the V.P. for Religious Practices, the chairperson of the Cemetery Committee, or the Temple Executive Director.

V. MEMORIALS

- A. Per Jewish traditions, Memorials (Plaques) are required at all gravesites where interments have taken place whether full burial or cremation. They shall be set at the head of a full grave or plot or on the included granite marker in a designated cremation space. The family of the deceased is responsible for an appropriate memorial to comply with this regulation.
- B. Memorials must be installed by Arborcrest Cemetery but may be purchased and engraved by a vendor of your choice.
- C. All memorials shall be of bronze on granite foundations or a granite memorial. Memorials must be installed at grade level, all in accordance with the regulations of Arborcrest. No vertical headstones or “flat, multi-tiered” memorials are permitted.
- D. A border enclosure (coping) around each grave site is optional. The only acceptable coping is blue/gray granite as the edging material with natural pebbles placed within the border. Wolmanized wood enclosures are no longer permitted. Gravesites may either be left natural (grass only) or enclosed with the granite coping and pebbles. If desired, the coping must be purchased from and installed by Arborcrest. To see a sample gravesite with the coping border and for current costs contact Arborcrest Cemetery.
- E. In order to facilitate care and maintenance of gravesites and to maintain an appropriate and uniform overall cemetery appearance, the planting of flower beds, ground cover or hedges, or placement of artificial flowers on gravesites or on pole stands at Beth Emeth Memorial Garden is discouraged. All withered plants or flowers must be removed by November 1st each year.
- F. Unveiling of the Grave (*Matzevah*): The traditional time and practice for the unveiling of the grave memorial marker that some congregants choose to follow is 11 months after death. A short ceremony is often held at the cemetery at this time. However, the ordering, engraving, delivery, and installation of a memorial marker may take several months. Therefore, if families wish to follow this practice sufficient lead time is needed to assure the marker will be delivered and installed by the desired date. Note that

Arborcrest may not install memorial markers during winter months when ground is frozen. Please contact the cemetery for these restrictions so that you may plan appropriately.

VI. PURCHASE OF INTERMENT RIGHTS

A. Every member of this congregation is privileged to purchase a perpetual easement of burial lots or cremation spaces in the Temple Cemetery to be used only as a place for human sepulchers or cremains at such price and on such terms as the Cemetery Trustees may from time to time determine. When the lots or cremation spaces have been paid in full, such purchasers shall receive a deed granting a perpetual easement in the lot(s) or cremation space(s) purchased, subject to the rules and regulations of this congregation which are now in force or may hereafter be adopted and subject to the payment of the full purchase price.

B. Cremation Inurnments:

Temple Beth Emeth maintains a separate in-ground section at Arborcrest for cremation inurnments. These spaces offer a considerable price savings and a more green approach to burial and cemetery land use. Each separate cremation space may be used for one or two inurnments (which further reduces cost when used for two).

These cremation spaces include granite coping and the granite memorial plaque (engraving is at extra cost). If used for two cremains, the space will only accommodate two of the cremains boxes typically provided by the funeral home. If a special cremation urn and/or a "cremains vault" is desired (separate, extra costs from the funeral home, separate vendor, or Arborcrest), the space will only accommodate one such larger urn. Contact your funeral director or Arborcrest Cemetery for additional information.

As another cremation burial option, up to three cremains may be interred in a single "traditional" lot. A traditional lot will accommodate three optional cremation urns of any size whether or not placed in a voluntary "cremation vault." If desired, granite coping and the required memorial and engraving are at additional cost for traditional lots. See also Section IX, A & B.

- C. Multiple internments to include one traditional burial and up to two cremains may also be made in a single full lot if desired to reduce cost and preserve limited cemetery land.
- D. Interment rights may be paid in full at the time of purchase or over a three year period. Interment rights purchased by non-members on an "immediate need" basis must be paid in full at the time of purchase and prior to burial. Any outstanding payments for a member's lot must be paid in full prior to a burial.
- E. Deeds for unoccupied lots or cremation spaces may be returned to the Temple for a refund of the original price paid or for the installment amounts paid at the time of refund request. Repayment shall be made at such time as funds are available in the Cemetery Lot fund as determined by the Cemetery Trustees.
- F. If any lot owner wishes to transfer interment rights to other family members, the same process as above shall be followed; that is the lot(s) shall be transferred back to Temple Beth Emeth and a new deed will be issued to the designated family member(s). No additional payments will be required under these circumstances.
- G. Subject to the approval of the Board of Trustees, the Cemetery Trustees shall establish the price of lots based upon pre-need (prior to death), immediate need (at the time of death) and non-congregant need. A non-congregant is defined as one who is not a member of the congregation in good standing or one who is not a relative of a congregant in good standing.

VII. REVENUES

- A. All revenues from the sale of cemetery lots shall be placed in a separate fund known as the "Cemetery Lot Fund." All such funds shall be used only for additional lot purchases for the congregation.
- B. There shall also be established a "Cemetery Care Fund." All such monies donated to this fund shall be used for cemetery care, maintenance and support of the cemetery's appearance.
- C. The Temple Executive Director will maintain records of these accounts within the regular Temple bookkeeping system and provide updated financial reports on these accounts at Cemetery Trustee meetings.

VIII. INTERMENT SERVICES

- A. Appropriate Jewish interment services shall be held in connection with all interments made. These services shall be conducted by the Rabbi, Cantor, or other appropriate person designated or approved by the Rabbi.
- B. No interment or disinterment of bodies or cremains shall be made without notification of the Temple Executive Director and all interments shall be reported at the next regular meeting of the Cemetery Trustees. In addition, no lot may be opened until a permit has been obtained from the proper authorities authorizing the same, and no disinterment will be allowed in any lot or grave without an order from the owner thereof, as well as from the Cemetery Committee.

IX. MISCELLANEOUS

- A. For a traditional lot burial, Arborcrest Cemetery requires a cement vault to accommodate the casket. This vault is at additional cost and may be purchased from the funeral home, outside supplier, or Arborcrest Cemetery.
- B. For cremation spaces, no special vaults or urns are required. The cremains may simply be interred in the box provided by the funeral home. However, if desired, special urns and a small "cremation vault" are also available for purchase from the funeral home, outside supplier, or Arborcrest Cemetery. As noted in Section VI-B, a TBE cremation space can only accommodate one larger urn (whether also in a voluntary "cremation vault" or not) or two funeral home boxes. Please call Arborcrest Cemetery for additional information.
- C. Perpetual care for maintenance of cemetery grounds is included in the purchase price of interment rights.