



Washtenong Cemetery Rules & Regulations

**For Interment Rights in the Temple Beth Emeth Memorial Garden Section of
Washtenong Memorial Park
3771 Whitmore Lake Rd.
Ann Arbor, MI 48105**

August, 2017

Revised December, 2021

I. ORGANIZATION

- A. This congregation, owning interment rights for traditional and cremation burials in a portion of the cemetery known as Washtenong Memorial Park at 3771 Whitmore Lake Road, Ann Arbor, Michigan, 48105, designated as the Beth Emeth Memorial Garden 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 Washtenong 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 future time secured and for this purpose shall constitute and organize themselves as a Cemetery Committee having a chairperson and secretary as officers.
- D. The Temple Executive Director shall serve as an Ex Officio member.

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 and shall make an annual report and other reports to the Temple Board as may be required through the VP for Religious Practices.
- B. 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 our cemetery lots showing owners and occupants of each lot or cremation space and assure the cemetery administrator is updated with all relevant lot purchases or changes. The Executive Director shall maintain copies of all interment certificates and sign all vouchers drawn against the cemetery lot and care funds for the payment of money and record all receipts of ownership, grants of lots, and all other transactions of cemetery business.
- C. The Secretary shall issue all notices of meetings of the committee and shall record, distribute, and maintain minutes of all meetings.

IV. Deeds

- A. Certificates of Interment in traditional lot(s) or cremation space(s) purchased by persons authorized by the Temple shall be signed either by the Temple Executive Director, Cemetery Committee Members, the President of the congregation, or the V.P. for Religious Practices.

- B. Upon receipt of such Certificate, Washtenong Cemetery will in turn issue a Deed to the purchaser for said lot(s) or cremation space(s). See also Section VI.

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 (west side) 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 Washtenong Memorial Park, but may be purchased and engraved by a vendor of your choice.
- C. All memorials shall be of bronze on granite foundations. Memorials must be installed at grade level, in accordance with the regulations of Washtenong Cemetery. Bronze plaques must measure 24x12 inches placed on granite base measuring 28x16 inches. “Companion” (double) Plaques must measure 44x14 inches on a 48x18 granite base. Confer with the Washtenong Office before ordering from an outside vendor to assure compliance. No vertical headstones or “multi-tiered” memorials are permitted.
- D. 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 fresh or artificial flowers on pole stands or shepherd hooks is prohibited. One arrangement of fresh or artificial flowers is allowed per burial space and must be contained in a bronze vase or cone vase container. Complimentary cone vases are provided for your convenience from April through October from the Washtenong office. The cemetery has two scheduled clean ups per year when ALL decorations will be removed—Spring: March 1st and Fall October 1st. “Visitation stones” may be left if placed on the center of the memorial plaque so as not to interfere with site maintenance or cause a safety hazard to grass cutting. If deemed a hazard, the Cemetery staff will remove for mowing or maintenance and replace. No other items, papers, pictures or memorabilia are permitted on graves. Refer to the full Decoration Policy pamphlet and the Rules & Regulations listed on the Certificate of Interment or contact the Washtenong office for information, restrictions or questions.

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

VI. INTERMENT RIGHTS and OPTIONS

- A. Every member of this congregation and approved others is privileged to purchase a perpetual easement of burial lots or cremation spaces in the Beth Emeth Garden at Washtenong Cemetery to be used only as a place for human sepulchers or cremated remains at such price and on such terms as the Cemetery Trustees will from time to time determine. When the lots or cremation spaces have been paid in full to the Temple such purchasers shall receive a Certificate of Interment. The Washtenong Office will then issue a deed granting a perpetual easement in the lot(s) or cremation space(s) purchased, subject to the rules and regulations of this congregation and the Cemetery which are now in force or may hereafter be adopted.

- B. Cremation Interment Options:

At Arborcrest Cemetery

Temple Beth Emeth maintains a separate in-ground section at the Temple's other cemetery (Arborcrest Cemetery in Ann Arbor) for cremation interments. These spaces offer a considerable price savings and a more green approach to burial and cemetery land preservation. Each separate cremation space may be used for one or two interments (which further reduces cost when used for two). Contact the Temple office or a member of the Cemetery Committee for information about TBE cremation spaces at Arborcrest.

At Washtenong Cemetery

At Washtenong up to three cremated remains may be interred in a "traditional" lot. Cremation vaults are required for cremation interments at extra cost and may be purchased from Washtenong or outside vendor. Contact the Washtenong office for required specifications. There is an additional fee of \$500 for each interment in the same lot known as the 2nd and 3rd "right." Each additional interment will also incur opening and closing costs depending on the day and time of interment. Refer to the current Washtenong price list for applicable fees.

- C. Multiple interments permitted at Washtenong in a single lot include one traditional burial and up to two cremated remains. As stated above, there is an additional fee of \$500 for each interment in the same lot known as the 2nd and 3rd "right." Each additional interment will also incur opening and closing costs depending on the day and time of interment. Refer to the current Washtenong price list for applicable fees.
- 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 an immediate family member 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 our section's appearance matters not covered by cemetery perpetual care.

- 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. GUIDELINES FOR OPTIONAL BENCHES

The following Guidelines apply to the approval and placement of optional benches in the Washtenong Beth Emeth Garden.

- A. Bench design, inscriptions, color, and placement must be approved by Washtenong Cemetery and the TBE Cemetery Board before placing an order.
- B. Only granite benches permitted. No concrete, marble, wrought iron or other material. Must be grey or shades of grey.
- C. Maximum sizes permitted:
 - a. Single lot: 3 ft. long bench & seat
 - b. Double lot: 6 ft. long bench & seat
- D. Each bench must have a base, support(s) and a seat. No benches without a base. Standard height of base, supports and seat should be between 12-16 inches.
- E. Only flat benches without a back permitted.

- F. Purchaser is responsible for full cost of bench, inscriptions, delivery and placement. Purchase of an optional bench is not through the Temple but privately between lot owner and the cemetery or other vendor supplying the bench.
- G. Benches may be placed only on lot(s) that purchaser owns and has paid in full.
- H. Benches in TBE Garden may be purchased and installed through Washtenong at a 10% discount. If ordered and installed by an outside vendor, Washtenong has additional restrictions and liability limitations regarding installment and maintenance. Be sure to check with the cemetery for further information
- I. Bench may be placed on an owned lot or lots with or without a current interment but still may be used for a burial at a later date.
- J. For uniformity, all benches must be installed at the head (west end) of the grave perpendicular across the lot (or two lots if desired and owned). Therefore, the required in-ground memorial plaque(s) would be placed down slightly towards the middle of the grave so as not to be hidden or under the bench. (See separate Memorial Plaque requirements specified in Section V of this document). Bench may not encroach on adjacent graves (unless owned) or on other cemetery property.
- K. Inscription may be engraved on the seat itself or front face of the bench. No pictures, scenes, other colors or bronze plaques on the bench itself. Suggested inscription limit is no more than one sentence on a single lot bench or two sentences on a double lot bench.
- L. If a purchaser knows at the time of purchase that they wish to order a bench, or may possibly desire one at some later time, the Cemetery Board may approve an “out of sequence” sale of lots if a bench on the “next in sequence” lots would be adjacent to or close to existing benches. This will avoid a cluttered appearance of benches in that section of the garden.

X. MISCELLANEOUS

- A. For a traditional lot burial, Washtenong Memorial Park requires a cement vault to accommodate the casket. “Bottomless” vaults may be requested. Vaults are at additional cost and may be purchased from the funeral home, outside supplier, or Washtenong Memorial Park.
- B. For cremations a small vault is also required. Contact the Washtenong Office for prices and installation fees. See also section VI, subsections B, C, D.

C. Perpetual care for overall maintenance of cemetery grounds is included in the purchase price of interment rights as required by state law.

Revised December, 2021