

APPENDIX II: Guidelines For The Use Of The Burial Ground

Taken from two drafts dated 4/5/83 and modified according to Care and Counsel's recommendation to meeting for business 10/97.

Use of the Burial Ground

Burial in the Meeting burial ground is for members of Mt. Toby Meeting and their immediate families within one generation (i.e., spouse, parents, and children), and for locally resident members of other Friends' meetings who have been active in Mt. Toby Meeting. Any exceptions, as well as any other immediate decisions about burial, will be made by one or more available members of Care and Counsel. In view of the urgency and uniqueness of each decision, no exception to the eligibility rule is to be later construed as a precedent that encourages subsequent exceptions.

Administration and Responsibility for Services

Care and Counsel

- (1) provides counseling and ministry at the time of death or burial;
- (2) determines eligibility for and assignment of plots;
- (3) maintains records of burials;
- (4) fulfills any legal responsibilities for oversight. Care and Counsel names two of their members as Burial Ground Caretakers.

Ministry and Worship has oversight of memorial services and provides assistance in their planning.

Grounds Committee is responsible for maintaining the burial ground and may use funds given to the Meeting for burial and the burial ground. There is no planting in the burial ground.

Description of Burial Ground

Location: The burial ground is a plot of land 70' by 150' located southeast of the meetinghouse as shown in a plan submitted to the Town of Leverett.

Plots: Each grave plot will be 6' by 12'. By law, graves must be dug 5' deep (to the bottom of the coffin). In case of cremation, grave plots may be used for the ashes of more than one person. Members of the same family may choose to have their ashes buried in the same plot. Tops of containers for ashes must be deep enough for markers to be placed above them. No plot may be reserved except for a single plot for the spouse of someone already buried. The plots will be numbered in accordance with the plan submitted to the Town of Leverett.

Plan: The plots are laid out north to south. The long side of a plot is roughly parallel to the highway. The burial ground will accommodate 112 graves in four double rows of 28 graves each. There are three 5' paths between the sections of double rows. Two rows, plot nos. 1 through 28, were marked in May 1986.

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Grave markers: There will be no standing markers or headstones ,only flat markers about 1' by 2'. Arrangements for markers are made by the family through a monument dealer, who will install them. Markers are, of course, optional.

Charges: There will be no charge for a burial plot, but families will be responsible for expenses of burial and other funeral arrangements. The Care and Counsel will suggest a suitable donation to the burial ground fund, which will pay for the maintenance of the burial ground and associated expenses.

Making Arrangements for Use

The Caretakers (members of Care and Counsel) assign plots and keep a record of burials and a plan of the grave plots. They return the burial permit to the town official who issued it. Caretakers are legally responsible for being sure that the legal documents for cremation and burial have been obtained, although the funeral director usually obtains them.

See also **Burial Ground, Records of the Meeting, and Memorial Services.**