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# CEMETERY TEAM

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## Newington Baptist Church Cemetery Policy & Procedures

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Gerald German	2/15/2020
2021	No Review due to COVID	
2022	Stan Ward	3/21/2022
2023	Corky Hogge	12/26/2022
2024	Corky Hogge	1/25/2024
2025	Corky Hogge	5/13/2025
2026	Corky Hogge	03/10/2026

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

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## *Newington Baptist Church Cemetery Policies and Procedures*

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### **Cemetery Team**

The policy and procedures of the Cemetery Team are to supervise the care and maintenance of the church cemetery; to arrange for the purchase and sale of church cemetery lots; and to solicit contributions as necessary for the general upkeep of the church cemetery.

#### **Responsibilities include:**

- Responsible for the maintenance and care of the cemetery and surrounding grounds.
- Work closely with grieving families and/or their representatives (such as funeral directors) for burial plans.
- Assign burial plots as requested and as they are available.
- Burial plots are available for purchase by active members of Newington Baptist Church only.
- A receipt that includes the cost and the plot number will be provided to the purchaser of the plot. The form for the receipt appears on the following page.
- Monitor the perpetual care cemetery fund to ensure it remains solvent for future improvements and ongoing maintenance.
- Report perpetual care cemetery fund status during church business meetings.
- Make recommendations concerning cemetery financial matters, physical issues and policies, personnel, maintenance, landscaping and any renovations to the cemetery.
- Keep accurate records of cemetery plots containing interments as well as those reserved by individuals and families.
- Maintain appropriate names and locations on the cemetery map of plots.
- Arrange for sale and/or reimbursement for any plots returned to the church previously purchased.
- Any resale of plots can only be sold or given to active members of Newington Baptist Church and refunds should be given if membership is moved.

Newington Baptist Church  
6169 Main Street, Gloucester VA 23601  
PH: 693-2349

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

(Street)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (ZIP) \_\_\_\_\_

Phone Number \_\_\_\_\_  
(Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Cemetery Lot Number \_\_\_\_\_ Cemetery Section \_\_\_\_\_

Date \_\_\_\_\_ of \_\_\_\_\_ Purchase Price \_\_\_\_\_

Purchaser's Signature \_\_\_\_\_

Cemetery Team Leader's Printed Name \_\_\_\_\_

Cemetery Team Leader's Signature \_\_\_\_\_

According to our records, the above-named individual(s) have purchased the cemetery lot(s) listed above in the Newington Baptist Church Cemetery, Gloucester, Va. They are active member(s) of the congregation of Newington Baptist Church.

Newington Baptist Church will have the right of first refusal to purchase the cemetery lot from the purchaser, at the same price as paid by the purchaser.

A member of the cemetery committee must approve all future grave marker inscriptions except for name, date of birth, and date of death.

In order to preserve the dignity and appearance of the cemetery, the cemetery committee reserves the right to remove any flowers and/or memorials (real or artificial) that become unsightly if not removed by the family.

Members of the Cemetery Committee:

Team Leader: Jeraldine Young

Team Members: Sharon Harris, Patricia Mitchell, Kim Pankowski, Joe Semanski

## Newington Baptist Church Cemetery Lot Prices January 23, 2023

1 Grave lot 4 ft wide x 10 ft wide \$600

2 Grave lots 8 ft wide x 10 ft long \$1,100

4 Grave lots 8 ft wide x 20 ft long \$2,100

8 Grave lots 16 ft wide x 20 ft long \$4,100

Cremation/final disposition atop a traditional interment \$250

Cremation/Niche - final disposition \$250

**Please make checks payable to:  
Newington Baptist Church  
Memo: Cemetery Fund**