

HOLY NAME OF JESUS and GOOD SHEPHERD  
Polish National Catholic Cemeteries  
Schenectady and Amsterdam, New York

RULES and REGULATIONS

## Contact:

Holy Name of Jesus National Catholic Church, PNCC  
1040 Pearl Street  
Schenectady, New York 12303

## History:

The original rules and regulations for the parish cemeteries were incorporated into the parish by-laws. They were removed from the by-laws on February 28, 1982.

Revised: September 24, 2008.

Revised: March 3, 2013.

## Latest Updates:

The following rules with amendments have been drawn up by an ad-hoc committee consisting of the following: Rev. James Konicki, Mr. Paul Zawistowski, Mr. Lawrence Panfil.

## Introduction:

These Rules and regulations govern the cemeteries under the management of Holy Name of Jesus Parish. These cemeteries are:

- Holy Name of Jesus Cemetery, 185 Donald Avenue, Schenectady, New York
- Good Shepherd Cemetery, 192 Truax Road, Amsterdam, New York.

The above shall hereinafter be referred to as “the cemeteries.”

These amended and revised rules have been approved by the ad-hoc committee of persons selected and named above and were formally and unanimously adopted at a parish meeting held on February 4, 2024.

These rules are meant to reflect standard operating processes for the cemeteries. Changes to these may be made by an ad-hoc committee established by the Parish Committee with concurrence of the pastor. Changes approved by the pastor are then to be brought before the parish at a special or annual meeting for approval. At which time, if approved, shall be incorporated hereto.

HOLY NAME OF JESUS and GOOD SHEPHERD  
Polish National Catholic Cemeteries  
Schenectady and Amsterdam, New York

RULES and REGULATIONS

PREAMBLE

Ever since the Sacred Body of our Crucified Savior was reverently laid in the tomb, there to await the hour of its glorious Resurrection, the Church has been most solicitous to surround the burial of those who hope to rise with Christ with an atmosphere of deep Christian faith and profound reverence.

In the Requiem/Funeral Holy Mass and the Church's burial prayers, the Church gives voice to her belief in the Resurrection of the Body, the Communion of Saints, and Life Everlasting; but as a further seal and symbol of that faith she sets apart and solemnly blesses the place in which the bodies of her faithful departed await the day of Resurrection.

To ensure the sacred character of the cemeteries operated by Holy Name of Jesus in accord with the mind and traditional practice of the Church to establish and maintain good order, the following rules and regulations are in effect.

ARTICLES

ARTICLE 1: PARISH MEMBERS and NON-MEMBERS

- 1) Member: There is only one type of parish member. A parish member is a person who has membership in Holy Name of Jesus parish as defined in the CONSTITUTION, BY LAWS and CODE OF FAITH OF THE POLISH NATIONAL CATHOLIC CHURCH, Constitution, Article III and By-Laws, Regulation 1.
- 2) Non-Member: This shall consist of any person who is not a member be they a parishioner, family member of a member or parishioner, or any other person.

ARTICLE 2: GENERAL

The cemeteries are owned and operated in accordance with the laws of the State of New York and the rules and discipline of the Polish National Catholic Church. Holy Name of Jesus reserves the right to refuse admission to the Cemeteries and to refuse the use of any of the cemeteries' facilities at any time, to any person or persons whom the Pastor, in consultation with the Parish Committee, may deem objectionable to the best interests of the Cemeteries.

The cemeteries are intended for the burial of Polish National Catholics who are entitled to Christian burial according to the rules and discipline of the Polish National Catholic Church. Any question of the burial of a non-Catholic person not entitled to Christian burial, shall be decided by the Pastor.

Religious ceremonies other than those of the Polish National Catholic Church are not permitted in the Cemetery unless the consent of the Pastor has been obtained.

HOLY NAME OF JESUS and GOOD SHEPHERD  
Polish National Catholic Cemeteries  
Schenectady and Amsterdam, New York

RULES and REGULATIONS

ARTICLE 3: PLOTS

- 1) Plot Cost: Plots are available individually (single plots) at a cost of \$550 each. This price may be amended at any time by action of the Parish Committee.
- 2) Plot Size: A plot is 3 1/2 feet wide by 9 feet long.
- 3) Conveyance: Purchased plots are conveyed to members and non-members by issuance of a cemetery deed. A plot must be purchased for each person to be buried.
- 4) Plot Deed Limitations and Restrictions:
  - a) Member Deeds: Deeds are effective for members if the individual retains membership in the parish in accordance with Article 1. If an individual is in arrears in membership dues for two (2) years, the deed reverts to the parish and may be resold. All existing deeds of the cemeteries are amended in accord with this statement.
  - b) Non-Member Deeds: Non-Member deeds are issued, when necessary, for an imminent burial. There is no ownership interest above and beyond that burial.
  - c) Deeds may not be transferred or resold.
  - d) No plot shall be used for any other purpose than for the burial of the human dead.
- 5) Plots for Minors: If a plot is purchased for an individual who is a member's minor child or for whom they are guardians, that plot deed remains in force and effect in accord with Article 2,4,a. If the minor later advances to or beyond the age of twenty-one (21), they shall retain rights to the plot provided they remain a member in accord with Article 1. Otherwise, the plot shall revert to the parish for non-payment of membership dues in accord with Article 2,4,a.
- 6) Repurchase of a Plot: If a member has purchased a plot in advance and due to circumstances beyond their control, must relocate elsewhere, and no longer wishes to be buried in the cemeteries, the parish shall refund the purchase price and ownership shall revert to the parish. This transaction is dependent upon the member requesting this accommodation.

ARTICLE 4: SPECIAL RULES FOR NON-MEMBERS

- 1) Privilege: Burial in the cemeteries is a privilege for members as defined in Article 1. These persons regularly support the greater Church and the parish and thus support care for the cemeteries. It is unjust for persons to be buried in the cemeteries who provide no support for the parish or the cemeteries.
- 2) Need: A non-member's family may request burial in the parish cemeteries. This typically occurs when an individual has already died, and time is short. See Article 2,4,b related to "imminent burial."
- 3) Pastor's Discretion: A plot may be made available to a non-member with the approval of the pastor based on his assessment of the person's need, spiritual history, and prior attachment to the parish. These

HOLY NAME OF JESUS and GOOD SHEPHERD  
Polish National Catholic Cemeteries  
Schenectady and Amsterdam, New York

RULES and REGULATIONS

requests are typically made when there is imminent need. The pastor shall inform the parish committee as soon as practicable.

- 4) Assessment for Non-Members: Non-Members must pay the following per interment:
  - a) A base assessment of \$250.
  - b) Five (5) years of individual dues at the current rate.
  - c) An initial maintenance fee of \$150.
- 5) Payment: All payments applicable for burial shall be made in advance through the funeral director handling arrangements who shall transfer such funds to Holy Name of Jesus parish.
- 6) Extenuating Circumstances: Should a non-member need burial, and should that person be unable to pay all the required fees for burial due to poverty, the pastor may adjust those fees with the concurrence of the parish committee Chair.

ARTICLE 5 – INTERNMENTS AND CEMETERY CARE

- 1) Internment/Multiple Internment: No interment of two or more bodies shall be made in one grave except in the case of a parent and infant or two infants buried in one casket. Special care must be taken to properly mark the grave with the individuals' names when 2 bodies such as a parent and infant or 2 infants are interred in the same grave.
- 2) Cremated Remains: Inurnment of a set of cremated remains into a grave where a body has been buried or of two sets of cremated remains in one grave is permitted. When this occurs, special care must be taken to properly mark the graves with the individuals' names.
- 3) Requirements for Enclosure: No interment / inurnment of a body or cremains may be made unless the remains are contained in a casket (for bodies) or suitable container (for cremains).
- 4) Grave Openings and Closings: Grave opening for burial or disinterment is the responsibility of the decedent's family and their funeral director. The cemeteries do not offer this service. Following burial or disinterment the plot shall be closed, the land shall be returned to its former state, leveled, and grass planted.
- 5) Markers/Headstones: Each plot containing the remains/cremains of the deceased must be marked out by a headstone or marker set upon a foundation. The headstone or marker must be of permanent materials (granite or bronze). A headstone or marker must be installed within one year of burial. Graves may also be marked by Veteran's footstones installed by the United States Department of Veteran's Affairs (VA). Repair of damaged or sunken headstones or markers is the responsibility of the decedent's family. No marker may extend into the grave of another.

HOLY NAME OF JESUS and GOOD SHEPHERD  
Polish National Catholic Cemeteries  
Schenectady and Amsterdam, New York

RULES and REGULATIONS

- 6) Regular Care: The parish shall ensure regular care of the cemeteries. This shall include existing installed water service, lawn mowing/weed trimming, care of parish installed structures, removal of downed trees and trash, and shrub trimming.
- 7) Borders Around Graves: No coping, curbing, fencing, hedging, borders, or enclosures of any kind shall be allowed around any grave(s) and no walks of brick, cinders, tile, terra cotta, sand, cement, gravel, or wood shall be allowed on any grave. The cemeteries reserve the right to remove the same if so erected, planted, or placed.
- 8) Flowers: The planting of flowers is permitted adjacent to the monument only. Shrubs and flowerpots of any size are not allowed. No other plants are allowed without the express written permission the parish committee.
- 9) Reserved Rights: The Cemetery reserves the right to remove all floral designs, flowers, shrubs, or trees from the Cemeteries as soon as they become unsightly, dangerous and/or diseased.
- 10) Vandalism / Acts of Nature: If a cemetery is vandalized, or if damage is caused by acts of nature, the responsibility of repairs to individual plots falls upon the family members of the decedent(s) and not the parish. The parish shall address any other damage.

ARTICLE 6 – MISCELLANEOUS

- 1) Hours of Operation: The cemeteries shall be open for visitors between the sunrise and sunset.
- 2) Children: Children under 15 years of age are not permitted within the cemeteries unless accompanied by a supervising adult.
- 3) Pet Access: The walking of dogs or the bringing of animals into the cemeteries is strictly forbidden. Certified service animals are always allowed.
- 4) Use of Property / Conduct: Activities such as picnicking or playing ball are strictly forbidden within the cemeteries. Conduct of any kind which does not respect the Catholic nature and sanctity of the cemeteries is prohibited.
- 5) Cemetery Records: Records for the cemeteries are available at Holy Name of Jesus parish. All inquiries must be directed to the pastor.