



# **Catholic Cemeteries**

**Our Lady of the Blessed Sacrament Catholic Church**

**207 West Euclid Blvd., West Point, Virginia 23181**

**(804) 843-3125**



## **Addendum to Rules-Regulations and Policy-Procedures of the Diocese of Richmond**

These requirements are in addition to the posted *Rules/Regulations and Policies/Procedures* of the *Office of Cemetery & Funeral Services* of the *Diocese of Richmond* for the administration of the Catholic Cemeteries of Our Lady of the Blessed Sacrament Catholic Church.

### **Plot Sales Process**

1. Family requiring a plot will contact a Cemetery Representative by calling 804-843-3125 or by email at [CemeteryChair@OLBS-catholic.org](mailto:CemeteryChair@OLBS-catholic.org) to schedule a visit to determine/select a plot which meets their needs.
2. The Cemetery representative will meet with the family representatives to select and agree on an available plot. This will include a site visit to the cemetery to verify site and selection choice.
3. The Cemetery representative will prepare an invoice for the purchase of selected plot(s) to the person designated by the family.
4. Upon receipt of the payment of the per grave charges, a Certificate of Burial Rights shall be prepared and sent to the family's designated representative.
  - a. Upon receipt of payment for the plot/grave sites, the Cemetery Representative shall prepare a folder for this transaction which will hold all correspondence documents, copies of Purchase Invoice, Certificate of Burial Rights; Letter of Burial Rights Transfer, Certificates of Internment, Certificates of Cremation, etc. for all individuals interred within this cemetery plot.
5. Upon receipt of the Certificate of Burial Rights, the family's designated representative shall make arrangements with a monument company, of their choosing, to purchase and install corner posts for the selected plots purchased.
6. The monument company, when contracted by the family for the purchase/installation of the corner posts shall contact a Cemetery Representative to meet at the cemetery to verify plot and grave location prior to the installation of the corner posts.

### **Pre/Post Internment Process**

1. Prior to the internment of remains, the funeral director shall contact the OLBS Cemetery Representative to confirm/verify the plot and grave location prior to the grave preparation.
2. The funeral home/family shall provide the Cemetery Representative a copy of the Clergy Record, Certificate of Internment and/or Copy of Cremation as appropriate. These forms to be filed in the family folder as noted above.