

# CEMETERY INVENTORY

**The purpose of this inventory** is to help you gather important information about your cemetery. Completing this inventory is a service to your church as well as any successors who might manage the property in the future. The “Introductory Information” contains essential information that your church needs to have on record; the remainder of the inventory solicits information that is important for the cemetery’s management and record keeping. Please complete as much of this inventory as you are able. If you are unable to provide any responses, this may indicate an area of cemetery management that may attention.

**Once you have completed this inventory** to the best of your ability, please share it with your presbytery, and any other relevant officials in your congregation, including your Clerk of Session. Update this whenever information changes, and review at least annually to ensure everything is correct, and share those updates with relevant parties.

**If your cemetery is insured,** keep a copy of the insurance policy with this form, along with any other relevant documents. This will be very helpful for you or your successor should the cemetery need to file a claim with insurance.

## Introductory Information

Date \_\_\_\_\_

1. Name of person completing form

\_\_\_\_\_

2. Phone number

\_\_\_\_\_

3. Email address

\_\_\_\_\_

4. Position with cemetery or church

\_\_\_\_\_

5. Is the cemetery owned by a church?

Yes

No

6. Name of church or cemetery

\_\_\_\_\_

7. Cemetery’s physical address

\_\_\_\_\_

8. City and state of cemetery

\_\_\_\_\_

9. Is the congregation part of the Presbyterian Church (U.S.A.)?

Yes

No

a. If no, year the congregation was dissolved

\_\_\_\_\_

b. OR, if no, year the congregation was dismissed to another denomination

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10. Is the congregation a federated or multi-denominational congregation?

- Yes  No

11. Is the cemetery contiguous to the church's property?

- Yes  No

12. In what county or municipality is the cemetery located?

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13. Approximate date of the oldest grave in the cemetery?

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14. Who owns the cemetery?

- a. a continuing congregation whose sustainability seems stable  
 b. a continuing congregation whose sustainability seems uncertain  
 c. a continuing congregation's separately-incorporated cemetery association  
 d. a dissolved congregation's separately-incorporated cemetery association  
If you selected C or D, does the association have 501(c)(13) status?  
(different from 501-c-3)  Yes  No  Unsure  
 a presbytery or synod  
 OTHER
- 

15. Who oversees the cemetery's operation?

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16. Who performs landscaping, mowing, and grounds maintenance? Please include their name and contact information.

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17. Approximate cost of annual maintenance?

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18. Is the cemetery open or closed? (open cemeteries continue to have burials)

- Open  Closed

a. If open, how many burials occur in a typical year?

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b. If open, have any lots been pre-purchased? If so, how many?

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c. If closed, approximate date of last burial?

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19. Is the cemetery required to file annual disclosures with a state cemetery board?  
 Yes  No  Unsure

## Additional Information

Characteristics of the cemetery

20. Approximate acreage

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21. Approximate capacity

Open spaces

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Occupied spaces

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Is there a specific area designed for burial of cremated remains?

- Yes  No

Is there a specific area designed for scattering of cremated remains?

- Yes  No

22. Does the cemetery have a management contract (for example, with a commercial cemetery operator or mortuary)?  
 Yes  No

If yes, what company holds the contract, and who is your contact?

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23. Does the cemetery have insurance?  
 Yes  No

If yes, what company holds the insurance, and who is your contact?

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24. Does the cemetery include graves of enslaved persons?  
 Yes  No  Unsure

25. Are unmarked graves believed to exist?  
 Yes  No  Unsure

## Data Management

26. Do burial records exist?  
 Yes  No  Unsure

27. Are records available alphabetically, numerically, and chronologically?  
 Yes  No  Unsure

28. Are the records automated?  
 Yes  No  Unsure

29. Where are records maintained and stored?

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### Perpetual Care Funds

30. Are funds on deposit for the cemetery's perpetual care?

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If operating as an open cemetery still receiving burials, these funds should be kept separate and apart from operating funds. If so, approximate amount?

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31. Does a percentage of all sales revenues flow into the Perpetual Care Fund?

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32. Are perpetual care funds owned by the same entity that owns the cemetery?

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### Other

Is there anything else that you believe is important to know about your cemetery that we did not ask? This can include history, topography, or significant historical figures who are buried in cemetery.

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Thank you for completing as much of this form as you are able! You have done a great service to the cemetery, the families that rely on you for its perpetual care, and your presbytery. Please make a copy of this and share it with your presbytery by mail or email. They will be grateful for any information that you share with them.