

DIRECTIVES FOR MAUSOLEUM CONSTRUCTION

Diocese of Altoona-Johnstown
Diocesan Cemetery Commission
April 18, 1988

The Diocesan Cemetery Commission has developed the following directives for parishes considering the construction of a mausoleum in their parish cemetery. These directives have been developed to assist a Parish in determining the feasibility of such construction as well as to insure that appropriate financial safeguards exist to protect the Parish in the future.

BACKGROUND ANALYSIS

The following background analysis should be made by the Parish Cemetery Commission before determining that there is a need for mausoleum construction:

1. What is the available space still remaining in the cemetery for in-ground burial? Is space availability a contributing factor in choosing a mausoleum project.
2. What is the preference of the people in the Parish regarding in-ground burial or mausoleum entombment?
3. Is there a competitive situation in existence with other cemeteries in the area? Is it necessary for the Parish to build a mausoleum so as to continue to attract individuals to utilize the Parish cemetery?

APPROVAL PROCEDURES

If the Parish Cemetery Commission decides to propose a mausoleum project after completing their analysis, the following materials should be forwarded to the Diocesan Director of Finance and Personnel, requesting the approval of the Diocesan Bishop to go forward with the project:

1. A completed diocesan Petition for Expenditure form.
2. A written rationale for the project that reflects consideration and review of the above listed background information
3. A copy of the market study that was done by the mausoleum firm in advance of the project.
4. A complete written disclosure of the financial status of parish cemetery funds.
5. A clearly written assurance that cemetery funds are not being commingled with other parish administered funds.

6. The Parish Cemetery Commission must be in consensus in recommending the project to the Diocese. Additionally, the approval of the Parish Finance Council must be received before the project will be approved.
7. Certification that the provisions of the Diocesan Directive for Parish Cemeteries is being followed by the Parish.

If the Parish receives permission to go forward with the project, then it will be necessary for the Parish to make a request of the Diocesan Building Commission for preliminary approval of the design and construction of the Mausoleum.