

MEMO FOR MONUMENTS AND FUNERALS
Mount Calvary Catholic Cemetery Properties
Bryan and Smetana Community, Texas
Last Update October 2025

Catholic cemeteries are considered sacred places which are given special blessings to set them apart and to highlight their sacred character. The Mount Calvary Catholic Cemetery Board is dedicated to the reverential care of the graves and crypts.

Website: www.mtcalvarybcs.com (Maps, **Regulations**, Contacts and additional Information)

Cemetery Email: info@mtcalvarybcs.com

Mailing address: Mount Calvary Catholic Cemetery, 507 E. 26th Street, Bryan, TX 77803

Email Monument Permits to: Zemag78@gmail.com, Liz Zemanek (979) 224-2844 (cell)

Mt. Calvary Catholic Cemeteries-Bryan and Catholic Smetana Sales, Monument Marking & Placement:

David Barry (979) 450-5460 Email: 4everforhim@gmail.com;

Rhonda Pearce (979) 268-7599 res. Email: rdgpearce@gmail.com

Mt. Calvary Catholic Cemetery-Bryan – Blocks 1-7 Sales only:

Buddy Zemanek (979) 822-3277 res. or (979) 219-1714 cell

Old Smetana Cemetery Sales, Monument Marking & Placement:

Diane Benbow (979) 775-4009 res. Email: charles.benbow@verizon.net

Gravedigging Service- Metzger Cemetery Services (only Cemetery service provider allowed):

Steven Metzger (979) 255-6098

MONUMENT REQUIREMENTS:

1. **MONUMENT APPROVAL PERMIT:** Mount Calvary Catholic Cemetery has rules for monument type, size, engraving, and placement. A PERMIT must be submitted and approved in writing PRIOR TO A MONUMENT OR SHUTTER BEING ORDERED and CONSTRUCTED. The Customer must be the proper authority to place a monument on the gravesite. If the Customer listed on the permit is not the Space Owner, then written permission must be granted by the Space Owner, if living. If not living, then permission must be granted by the living adult heirs of the oldest living generation of the Space Owner and of the Deceased person. All the heirs should work together on the monument and agree on its design with the monument company before a Permit is submitted to the Cemetery.
2. **CHRISTIAN DEPICTIONS:** A Christian symbol or depiction is required on the front of all monuments and markers, including but not limited to a cross, angel, praying hands, Holy Scripture, etc.
3. **PROPER NOTIFICATION:** NOTIFY the Cemetery before any action or activity takes place on Cemetery properties. Notify one of the above Cemetery Representatives for Monument marking and installation. Contact the Cemetery with any questions to preclude any confusion or violation of Cemetery Policy.

OVERALL MONUMENT REQUIREMENTS:

1. The Cemetery will have final approval of all monuments, markers, footstones, and shutters and their style, artwork, color and depictions. All monument companies must be approved by the Cemetery and be based in Texas.
2. Every burial must have a monument. The monument must touch the burial space that it is marking and must be installed within the burial's designated space location and size.
3. Every monument must face the front of the cemetery.
4. A Christian symbol or depiction is required on the front of all monuments and markers, including but not limited to a cross, angel, praying hands, Holy Scripture, etc.
5. The back of a monument may be left blank. If there are any inscriptions, artwork or symbols on the back of a monument, it must include a Christian symbol or depiction.
6. Statuary must be Catholic in nature. The number of statues allowed on a foundation must be approved by the Cemetery according to placement and space available. Statuary cannot be placed on flat monuments.
7. Maximum Height of Monuments or Statues is five feet (60"), which includes the combined total of the foundation, base, die and statuary, if any. Maximum height and length vary throughout the cemetery as detailed below.
8. Concrete foundations must follow the 80% rule or be the same size as the monument base. Foundations cannot cover corner markers, walkways, utility lines, nor encroach on other spaces. Foundations are required for monuments, monuments with vase(s), monuments with statuary, and footstones. Concrete foundations cannot be used for decorations or vases.
9. A monument dowel pin is required for any monument exceeding three feet (36") in height.
10. A temporary marker is approximately 12" Length x 6" Height plastic/metal marker on a stake issued by the funeral home at the time of a funeral and burial. A temporary marker will be removed at the time the permanent monument is installed, which is within two (2) years of date of burial. A temporary marker may not be installed in concrete or made of granite, concrete, wood, heavy metal or iron. Additional temporary markers may not be ordered or handmade. No temporary markers are stored, and temporary markers that have lost their information or that do not conform to these regulations will be removed.
11. Not permitted are monuments, carvings, or bas reliefs, including but not limited to, monuments in the shape of benches, States, toys, people, animals, logos, and buildings.
12. Not permitted are: (a) Above-ground burials except in the Mausoleum nor monuments that hold cremated remains; (b) Ledgers, cornerstones, plaques, curbing, borders; (c) Benches, candles, candle holders nor can they be incorporated into a monument; (d) Memorial monuments or stones, homemade markers including crosses and statues; (e) Decorations or saddles of any kind or hand pasted or items glued to the monument.

MONUMENT AND MAUSOLEUM SHUTTER SIZE AND REQUIREMENTS:

- **Monument Size for an Adult Ground Burial (5' x 10') Space: (Adult space sizes vary³)**
Monument Foundation is required.
St. Anthony (SA), Sections 37-47 Monument Base & Foundation Depth Maximum of 12"
Monument Base & Foundation Depth – Maximum of 20"
Monument Base & Foundation Length – 80% Rule¹.
Traditional style² vases attached to the monument and made of the same material as the monument are allowed.

- Monument Size for Babyland Ground Burial (5' x 5') Space in Block 5, Lot 29 only:**
 Must be baby size in a flat, bevel or upright.
 Monument Foundation is required.
 Foundation: Length & Depth – Maximum 38" Length x 14" Depth.
 Monument Base: Length & Depth – Maximum 36" Length x 12" Depth.
 Monument and Statue Height - Maximum of 30".
 Traditional style² vases attached to the monument made of the same material as monument are allowed.
 No footstones are allowed.
- Monument Size for Babyland Ground Burial (5' x 5') Space in Block 5, Lot 8 only:**
 Must be flat and set flush with the ground.
 Monument Base & Foundation Depth – Maximum of 12".
 Monument Base & Foundation Length – Maximum of 20".
 Traditional style² vases attached to the monument made of similar material as the monument are allowed.
 No footstones or statues are allowed.
- Monument Size for Babyland Ground Burial (5' x 5') Space in Blocks 2 & 3 only:**
 Must be baby size in a flat, bevel or upright and will depend on the amount of ground space available.
 Monument Foundation is required.
 Foundation: Length & Depth – Maximum 38" Length x 14" Depth.
 Monument Base: Length & Depth – Maximum 36" Length x 12" Depth.
 Monument and Statue Height - Maximum of 30".
 Traditional style² vases attached to the monument and made of same material as monument are allowed.
 No footstones are allowed.
- Monument Size for a Cremation Ground Burial (2.5' x 5') Space in Section 58 only:**
 Monument Depth – Maximum of 20".
 Monument Length – 80% Rule¹.
 Monument Foundation is required.
 Monuments may be flat or bevel
 Small traditional style² vases made of the same material and attached to the monument are allowed.
 No footstones or statues are allowed on a cremation ground burial space.
- Monument Size for a Cremation Ground Burial (2.5' x 5') Space in Lots 15 and 22, Block 5 only:**
 Monument Depth – Maximum of 20".
 Monument Length – 80% Rule¹.
 Monument Foundation is required.
 Monuments must be flat – no bevel or upright markers.
 Small traditional style² vases made of the same material and attached to the monument are allowed.
 No footstones or statues are allowed on a cremation ground burial space.
- Monument Size for a Pre-Term Section Ground Burial (2.5' x 5') Space:**
 Pre-Term monuments in Block 5 must be flat and set flush with the ground (grass level).
 Monuments must be 18"-20" Length x 10" Depth.
 Monuments must have a polished top.
 No vases, statues, or footstones are allowed.

- **Footstones:**

Footstones are Military Markers or Decedent's Markers with a minimum of the "Required Inscriptions" (see page 6 of this Memo).

Footstones are required with Family Stones

Footstone Dimensions: Maximum of 24" Length x 12" Depth x 6" Height.

Footstone Foundation is required.

Footstone must be set 12" from the bottom edge of the grave.

A footstone must be centered on the grave and set flush with the ground.

Two footstones (only in the case of burial stacking) must be side by side and centered on the grave and set flush with the ground.

No vases, attachments, statues, upright Veteran's markers or anything upright are allowed at the foot of the grave.

Military marker emblems are restricted to traditional cross styles.

If an upright Military Marker is used, then no other markers will be allowed on the gravesite.

A Military Marker Application must first be submitted to the Cemetery for approval and signature.

Photo of the decedent is allowed only if the photo is recessed into and flat with the footstone.

No other individual stones, plaques, or markers are allowed in the footstone area.

- **Family Stone**

A Family Stone is one (1) monument, with a surname and a religious symbol on the front of the die. The surname and religious symbol may also be on the back of the die. No other artwork, symbols or inscriptions are allowed.

Must have a minimum of four (4) horizontally adjoining spaces in one (1) Lot, depending on the standard Lot size in the Cemetery property.

All family stone spaces must have footstones to indicate the burial. No other type of monument is allowed to mark the spaces.

A Family Stone must be placed on the headstone line and centered on the number of spaces owned.

Monument Base & Foundation Depth – Maximum of 20 ".

Monument Base Length – 80% Rule¹.

Monument Foundation Length – 80% Rule¹.

No vases or statues are allowed.

Grandfathered Family Stones with existing footstones must adhere to the same pattern, type, font, size, and positioning for future burials in the same Lot, but must adhere to all other requirements for a footstone.

- **Mausoleum Shutters and Niches**

Only Cemetery-approved monument companies are authorized to take any shutter offsite or to engrave any shutter onsite.

Niches can have only one (1) name and the "Required Inscriptions" (see page 6 of this Memo) inscribed on the shutter.

Double crypts or single crypts with pre-purchased stacked burials can have the required information for two people.

Traditional style² vases attached to the shutter are permitted, but only one vase per shutter on the right side is permitted.

Lettering/engraving should be the same or comparable style as already in use at the Mausoleums.

- **3-Year Rule Marker**

After three (3) years, if a gravesite does not have a permanent monument, then first the Heirs of the Deceased, and second ANYONE, even if the person is not related to the deceased, may place a 3-Year Rule Marker at the head of the gravesite. Whoever is purchasing the marker is required to provide a

letter to the Cemetery Board (inquire with Cemetery for the 3-Year Marker Form) stating their efforts to contact the Heirs of the Deceased and/or circumstances surrounding why purchaser wants to place the marker. The Heir(s) of the Deceased may not remove a 3-Year Rule Marker which leaves the gravesite unmarked.

The 3-Year Rule Marker is a granite monument of military size (24" L x 12" D x 6"H) inscribed with a single cross, name, date of birth, and date of death only. No other inscription, decoration, emblem, symbol, or vase will be allowed.

See Cemetery Policy Manual for further details.

- **Unburied Persons** - No date of death inscription may be placed on a monument, marker, footstone or shutter until after the deceased has been buried in that space, nor may a monument, marker, footstone or shutter of any kind be installed for a deceased person who is not buried in that space.
- **Vases – Approved monument vases for flowers are preferred over any other type of flower holder.** After a monument has been set, a Space Owner or if Owner is deceased, family members in the next generation may add one (1) vase to the monument of the same or similar material and color as the monument and if space permits. Adding vases will be approved by the Board on a case-by-case basis only after submission of a Permit by an approved monument company.

¹80% Rule – Neither the monument nor foundation can exceed 80% of the space available. For example: If the person owns one adult space, then neither the monument nor foundation can exceed 80% of five feet in length (48"); and if the person owns two adult spaces, then neither the monument nor foundation can exceed 80% of 10 feet in length (96").

A linear concrete foundation for multiple contiguous adult spaces, up to a maximum of four (4) adult spaces, is allowed under the same 80% Rule on which to set monuments; that is, the concrete foundation, for four (4) contiguous spaces, for example, cannot exceed a maximum of 16 feet in length for Mount Calvary Bryan and Catholic Smetana and 20 feet in length for Old Smetana Cemetery and a maximum of 20" in width and 2" above ground in height for all cemeteries. No items, including flowers, are allowed on the ground area around a linear foundation. All concrete foundations must be installed through an approved monument company and approved by the Board through the Permit process.

²Traditional Style Vases – Traditional style vases include round, square, tapered or fluted shapes and are made of the same material as the monument. Mausoleum vase holders must be designed to be permanently attached to a shutter and installed by an approved vendor and approved by the Board through the Permit process.

³Adult Space Sizes – Some spaces sold in the 1950s and 1960s are approximately 4' x 9'. Casket burials with the required outer container require 8 feet of length space. The size of the base of the monument is important because if it is too large, it can prevent a casket burial. Also, there were no walkways provided in some sections of the cemetery, thereby leaving no extra space for error.

ARTWORK, INSCRIPTIONS, LETTERING:

- **Monument, Shutter, and date of death inscriptions are required within one (1) year of date of burial.** It is recommended that the family make monetary provisions with someone for inscribing the date of death on the monument so it can be inscribed within one (1) year of date of burial.
- **Required Inscriptions, Lettering or Artwork:** Name of deceased, date of birth, date of death, and a Christian symbol or Holy Scripture are **required** on the front of the die of all monuments, and shutters. The remainder of the front of the monument may be commonly recognized artwork, symbols and emblems approved by the Board.
- The back of a monument may be left blank. **If there are any inscriptions, artwork or symbols on the back of a monument, it must have a Christian symbol or Holy Scripture.** The remainder of the back of the monument may be commonly recognized artwork, symbols and emblems approved by the Board.
- Any **secular** artwork must be commonly recognized symbols and emblems approved by the Board.
- No photo may be added to existing monuments or shutters. A damaged existing photo may be replaced or repaired by an approved monument company after submission of a Permit. All photos, plaques and symbols must be approved by the Board through the Permit process.

MATERIALS AND FINISHES:

- Any Upright Monument or Upright Military Marker must be made of natural granite or marble and may be adorned by bronze; and any photos, plaques or symbols affixed thereto may be bronze. Any monument set flush with the ground or in the footstone area, must be made of natural granite or marble and may be adorned by bronze; but any photos, plaques or symbols must be recessed into and flat with the monument.
- Monuments must have a natural finish in black, white, or gold. **Only the colors black, white or gold may be used on monuments.** The Highlight method primarily used for black or dark granite can also be used.
- Vases must be made of natural granite, marble, or bronze. They must be traditional in shape (round, square, fluted) and be permanently attached to the monument.
- Statues must be made in natural granite, marble, bonded marble (at least 60% marble with balance heated resin), or bronze and must be Catholic in nature.
- Replacement mausoleum shutters must match existing shutters as closely as possible and may not structurally alter the mausoleum.

FUNERAL HOMES

1. Contact the Cemetery before every burial.
2. All burial services must be contracted with Metzger Cemetery Services including cremations and entombments.
3. The Cemetery Board requires that a Funeral Director be present at the burial or entombment until the grave or crypt is closed.
4. The funeral home is responsible for placing the casket in the proper direction.
5. Funeral directors should be educated on Cemetery Regulations and Monument requirements.
6. Please do not allow driving or parking on the lawns or gravesites.
7. Please clean the funeral site area before leaving the cemetery after a funeral. Do not leave glass vases or glass or paper of any kind.
8. NOT ALLOWED AT ANY TIME ARE: Playing games at the cemetery, throwing or leaving trash, confetti, candy or other items at the service or after the service, bringing pets, drinking alcohol, smoking, playing music, or allowing family and friends to lower the casket and filling in the grave.
9. The Cemetery lot layout on the ground is that the head of the grave is in the Cemetery-defined headstone area of the gravesite; and no matter how the casket is placed in the grave, headstones and flowers must be placed in that headstone location.
10. The date of the burial and information on the deceased (complete name, date of birth, date of death, funeral home, city and state where the death occurred, age, military information) in the form of an obituary or a copy of the Death Certificate must be provided to the Cemetery for burials, especially cremation burials.

OVERALL FUNERAL REQUIREMENTS

Outer Container Requirements:

An outer container (minimum of a concrete liner) is required for all ground interments, except some types of cremation burials.

Cremation burials do not require an outer container, *except* when there is burial stacking with the first burial being a cremation that is placed at a lower depth to accommodate a casket burial in the upper burial space. The outer container is required to keep from disturbing the first burial when the second burial is placed.

Mausoleum Entombments:

1. Embalming is required for casket entombments.
2. A Casket tray is required.
3. Single crypts are designed for one (1) casket, and double crypts are designed for two (2) caskets.
4. The cremated remains of one (1) person only are allowed in a niche.
 - a. A niche is designed to accommodate the cremated remains of one (1) person only due to the size of niche (10 1/2h x 10 1/2w x 9 1/2d) and the size of the shutter.
5. Cremation entombments are allowed in crypts as follows:
 - a. Single crypt – 1 casket & 1 cremation; or 2 cremations, with additional Stacked Burial Fee
 - b. Double crypt- 1 casket & 1 cremation; or 2 cremations, with additional Stacked Burial Fee

Burials:

1. Cremated remains of the entire body are required to be interred in the ground or in the Mausoleum. No above ground burials are permitted, except in the Mausoleum. Remains also cannot be placed inside a headstone or footstone for burial.
2. The gravesite of one person cannot be disturbed to bury another person unless the disinterment process is initiated according to Cemetery Policy and the Disinterment Fee is paid.
3. Each person must have their own gravesite. For example, cremated remains, partial remains or mixed remains may not be placed inside another person's casket to be buried together.
4. Catholic funeral rites require that cremated remains be treated with the same respect given to the corporal remains of the entire body; therefore, keeping the remains in the home or elsewhere for burial at a later date or scattering of the remains is not reverential disposition. Please advise the family to contact their Parish Priest or the Cemetery Board President for proper burial rites for a Catholic service if the deceased is to be cremated.
5. If the remains are mixed or there are partial remains, then the Parish Pastor of one of the five Bryan College Station Catholic Churches or the Cemetery Board President must give approval before the remains can be interred in the Cemetery properties.

Burial Stacking:

1. Only two burials in one approved space are allowed with paid Stacked Burial Fees. No distinction is made between the type of remains (cremated or physical body) or the size the person (baby or adult). Contact the Cemetery to determine if a space can be used for stacked burial.
2. Stacking fees are charged. The price of the fee depends upon the type of space.
3. If the space was not originally purchased with the Burial stacking fee paid and if there is already a burial in that space, then stacking is not allowed.
4. The first burial of stacked burials, either casket or cremation, must be at a depth to accommodate a casket on the upper gravesite and be in an outer container.
5. Each burial must have their own gravesite. As an example, cremated remains cannot be placed in a casket or mixed with the remains of another person.

Other Information

1. No pets can be buried on cemetery grounds, nor included in a casket with a deceased person for burial.
2. Monuments and mausoleum shutter lettering must be purchased through an approved vendor. Choate Monument Company, Bryan, Texas is the preferred vendor for offsite shutter engraving.
3. The family is not allowed to decorate the gravesite. Only one flower arrangement is allowed after the funeral flowers have been discarded. See Cemetery Regulations for full details.
4. Enforcement of the Regulations is strict in order to keep the maintenance cost reasonable, to keep the grounds clean and simple, and to show no preferential treatment of one lot owner over another.
5. Monuments are required within two (2) years of date of burial. The Cemetery has rules for monument type and restricts the type of engravings that can be used. Approved monument companies are required to send the Cemetery a Monument or Shutter Approval Permit in advance of constructing a monument, making engravings, or setting a monument in the Cemetery Properties.