

# Wentz's United Church of Christ Consistory Manual

Purpose: To describe and categorize the functions and responsibilities of the organization of the Church.

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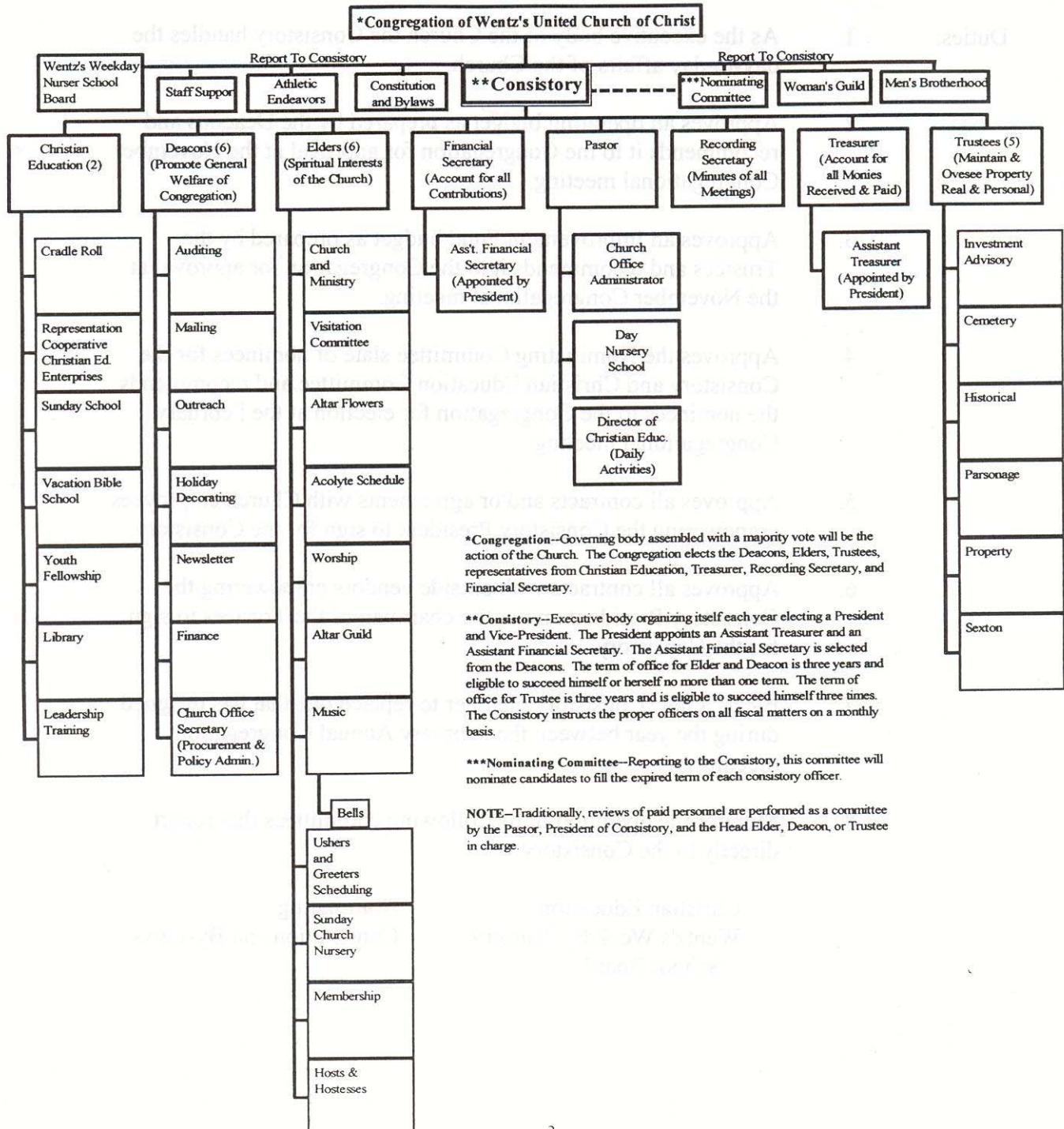
## **1. Covenant**

We covenant one with another to seek and respond to the word and the will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the church to witness to the gospel of Jesus Christ in all the world, while worshipping God, and striving for the truth, justice and peace. As did our fathers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

## 2. Church Organization

The governing body of this church shall be the membership assembled in congregational meeting.

**Wentz's United Church of Christ**  
 Organization Chart--(Including Year 2000 Constitutional Changes)  
 (FOR REFERENCE PURPOSES ONLY)



### 3. Consistory

#### Composition

The consistory shall be the executive body of this church. It shall be composed of the pastor or pastors, six (6) elders, six (6) deacons, five (5) trustees, two (2) Christian Education representatives, a treasurer, recording secretary and financial secretary. One half (1/2) of its members shall constitute a quorum.

- Duties:
1. As the executive body of the Church the Consistory handles the day-to-day affairs of the Church.
  2. Approves an operating budget as prepared by the Deacons and recommends it to the Congregation for approval at the November Congregational meeting.
  3. Approves an Improvement Fund budget as prepared by the Trustees and recommends it to the Congregation for approval at the November Congregational meeting.
  4. Approves the Nominating Committee slate of nominees for the Consistory and Christian Education Committee and recommends the nominees to the Congregation for election at the February Congregational meeting.
  5. Approves all contracts and/or agreements with Church employees empowering the Consistory President to sign for the Consistory.
  6. Approves all contracts with outside vendors empowering the Consistory President and/or the chairman of the Trustees to sign for the Consistory.
  7. Elects a new Consistory member to replace one that has resigned during the year between the February Annual Congregation meetings.
  8. Monitor the operation of the following committees that report directly to the Consistory:

Christian Education  
Wentz's Weekday Nursery  
School Board

Nominating  
Constitution and By-Laws  
Church and Ministry

## 4. Deacons

It shall be the duty of the Deacons to cooperate with the other officers of the congregation to promote its general welfare, to gather the offerings for benevolence as designated by the Synod, to collect the contributions designed to meet the needs of the congregation in a systematic manner, to distribute the money designated for the poor of the congregation, and to provide for the pastor's salary under the direction of the consistory.

- Duties:
1. Participate as active members of the Consistory.
  2. Monitor the operation of the following committees and report to the Consistory at the monthly meetings as needed:

Auditing	Finance
Holiday Decorations	Mailing
Newsletter	Outreach
  3. Report to the Consistory at the monthly meetings on Church attendance, General Fund financial status versus budget, benevolence activities and any other subjects considered appropriate.
  4. Prepare the annual budget, obtain Consistory approval, and present it to the Congregation at the November Congregational meeting for approval.
  5. Keep the Congregation informed of the financial health of the Church.
  6. Assist in the serving of communion.
  7. Serve as post Worship greeter on scheduled dates. if there is a conflict switch with another Consistory member. Advise Church Secretary of the change for inclusion in the Sunday bulletin.
  8. Participate in the opening of offering envelopes following the Sunday and other worship services, and count and record the cash receipts.
  9. Responsible for the procurement of and policy administration of the Church Secretary. (The Pastor is responsible for day-to-day supervision).
  10. Responsible for all benevolence subjects including monetary, outreach services, special appeals to the Congregation, etc..
  11. Provide liaison with the Conference on benevolences and other financial matters.

12. Promote responsible stewardship by the congregation.
13. Fill the positions of Assistant Treasurer and Assistant Financial Secretary from among the Deacons.
14. Provide deacon to serve on the Wentz's Weekday Nursery School Board.

## 5. Elders

It shall be the duty of the Elders, in conjunction with the pastor, to watch faithfully over the spiritual interests of the congregation, to maintain order in the house of God, to exercise ecclesiastical discipline and to take heed that Christian order be maintained in all things, to aid in the visiting of the sick, the needy and the infirm members of the congregation, and to contribute according to their ability to the instruction, improvement and consolation of the members. They shall provide the elements for the Lord's Supper.

- Duties:
1. Participate as active members of the Consistory.
  2. Monitor the operation of the following committees and report to the Consistory at the monthly meetings as needed:

Acolyte	Altar Flowers
Altar Guild	Membership
Music (Incl. Bell Choir)	Sunday Greeter Schedule
Sunday Church Nursery	Ushers
Visitation	Worship
  3. Keep the Pastor advised of any problems within the Congregation and refer to the proper committee or consistory for investigation and resolution.
  4. Prepare and issue the post Worship Consistory greeters schedule
  5. Serve as a post worship greeter on scheduled dates. If there is a conflict switch with another Consistory member. Advise Church Secretary of the change for inclusion in the Sunday bulletin.
  6. Provide the elements and set up for communions.
  7. Assist in the serving of communions.
  8. With the Visitation Committee serve communion to shut-in or sick members who wish to have communion.
  9. Annually check the Church membership rolls for supportive giving and/or partaking of communion. If neither have occurred follow the constitutional procedure given in Article V, paragraph 5.
  10. Act upon membership requests for transfer, dismissal, removal from, and acceptance into Wentz's UCC.

11. Assist in the opening of the envelopes following the Sunday and other worship services.
12. Work closely with the Pastor to provide support for Church activities.

## 6. Trustees

It shall be the duty of the Trustees to look after the property of the congregation, both personal and real, to keep the buildings in proper repair and in a neat appearance, to provide for the heating of the building and to have it in proper condition for the use of the congregation in its various services by the employment of a competent sexton, and to have the property fully covered by insurance. They shall control the care of the cemetery and sale of lots, and shall control care fund monies, legacies, and investments with the final approval of the consistory.

- Duties:
1. Participate as active members of the Consistory.
  2. Monitor the operation of the following committees and report to the Consistory at the monthly meetings as needed:

Cemetery	Historical
Investment Advisory	Parsonage
Property	
  3. Report to the Consistory at the monthly meetings on the status of any ongoing or completed maintenance and improvement projects.
  4. Maintain a list of required maintenance projects for action as time and funds permit, soliciting volunteer time where possible.
  5. Establish a priority listing of desired improvement projects for action as funds become available and with Consistory approval.
  6. Provide for the proper cleaning, heating and upkeep of all facilities adequate for their use.
  7. Provide for the proper care and maintenance of the cemetery.
  8. Control the sale of cemetery lots following guidelines approved by the Consistory.
  9. Control cemetery care fund monies and investments with Consistory approval.
  10. Control non-care fund monies and investments with the advice of the Investment Advisory Committee and with Consistory approval.
  11. Prepare an annual Improvement Fund budget, obtain Consistory approval, and present it to the Congregation at the November Congregational meeting for approval.

12. Assist in the serving of communion.
13. Serve as post Worship greeter on scheduled dates. If there is a conflict, switch with another Consistory member. Advise Church Secretary of the change for inclusion in the Sunday bulletin.
14. Assist in the opening of the envelopes following the Sunday and other worship services.
15. Hire and supervise the sexton and grounds keeping personnel.
16. Secure sufficient insurances to properly cover the Church facilities, Church employees, Church officers and volunteers.
17. Provide a trustee to serve on the Wentz's Weekday Nursery School Board.
18. Responsible for use of church facilities.

## 7. Treasurer

It shall be the duty of the Treasurer to keep an accurate and faithful account of all monies received and paid out, and not disburse any funds unless properly authorized. The Treasurer shall submit monthly a detailed report to the consistory and annually to the congregation. In the absence of the treasurer or in case of the treasurer's disability, the assistant treasurer shall discharge the duties of the treasurer until a successor has been named.

**Objective:** Handle all receipts and disbursements in a proper and timely manner; keeping proper records; reporting monthly on the financial status of all funds to the Consistory; and yearly to the Congregation

**Duties:** Receive all cash and checks from the Financial Secretary and promptly deposit them in the bank.

All ledger entries and check writing are done on the computer.

All receipts are entered in the transaction register and credited to the proper categories and funds.

All invoices shall be approved by the individual ordering the materials or service before payment is made.

All disbursements are made by computer generated checks and charged to the proper categories and funds. These data are automatically entered into the transaction register.

Prepare and issue salary checks, with proper tax deductions, at preset monthly dates.

Each month reconcile the check register with the monthly bank statement.

Each month pay Federal and State taxes due.

Each quarter issue Federal tax reports and pay local taxes.

Issue W-2 forms to employees by January 31.

Prepare reports for the monthly Consistory meetings showing previous month's and year-to-date receipts and expenditures versus budget, and closing balance for each fund.

## 8. Financial Secretary

It shall be the duty of the financial secretary to receive the contributions of each and every member of the congregation for both congregational purposes and the benevolent account, to keep a complete and accurate account of said contributions in a record provided by the consistory for this purpose and submit a monthly report to the consistory, and to promptly turn over to the treasurer all monies received and take receipt for the same. In the absence of the financial secretary or in case of the financial secretary's disability, the assistant financial secretary shall discharge the duties of the financial secretary until a successor has been named.

**Objective:** Keep an accurate and confidential record of each members' contributions and other Church receipts.

**Duties:** Purchase offering envelopes a year in advance to obtain discount.

Assign envelope numbers to members. Distribute envelopes to Church members in December.

Receive and record all monies received by the church on the weekly ledger sheet, in duplicate. One half of the page is kept by the Financial Secretary and the duplicate half is turned over to the Church Treasurer with the money.

Record each members' General Fund and Improvement Fund contributions to their account.

Mail statements of giving to all members in January for the previous year. Mail statements at other times during the year if directed to do so by the Consistory.

Upon request by the Elders, give them a list of all members that did not contribute during the previous year. Other individual contributions are not to be identified.

Upon request, provide the Deacons with weekly or monthly contribution totals. Individual contributions are not to be identified.

Prepare summary report of previous month's receipts for the monthly Consistory meeting.

## **9. Recording Secretary**

It shall be the duty of the recording secretary to keep an accurate record of the minutes of the various meetings of the consistory and all congregational meetings in a book provided by the consistory for this purpose and to faithfully perform the duties generally pertaining to such offices. In conjunction with the pastor, the recording secretary shall keep an accurate record of all baptisms, confirmations, communicants, receptions by certificate, renewals of profession, dismissals, erasures of names, suspensions, excommunications, marriages and deaths. The record shall be the property of the congregation.

- Duties:
1. Participate as an active member of the Consistory.
  2. Shall record the minutes of all Consistory meetings and distribute copies to all Consistory members.
  3. Shall record the minutes of all Congregational meetings and distribute copies to all Consistory members.
  4. Serve as a post worship greeter on scheduled dates. If there is a conflict switch with another Consistory member. Advise the Church office secretary of the change for inclusion in the Sunday bulletin.
  5. Assist in the serving of communions.
  6. Assist in the opening of the envelopes following the Sunday and other worship services.
  7. Shall be diligent in recording all necessary information into the Parish Record.

## 10. Christian Education Committee

Responsibility for planning and administering the educational work of Wentz's United Church of Christ shall be vested in a committee on Christian education which shall be responsible to the church through the consistory.

- Duties:
1. The general responsibility of the committee on Christian Education shall include the following:  

Sunday Church School	Cradle Roll
Youth Fellowship	Library
Leadership Training	
Representation in Cooperative Christian Education enterprises	
  2. The Christian Education Committee shall organize the Sunday School and officers of the Sunday School.
  3. Shall annually appoint Sunday School teachers.
  4. Income and Expenditures of each organized group responsible to the Christian Education Committee shall be deposited in and withdrawn from the church treasury.

## 11. Committee Liaison Assignments

The purpose of this chapter is to identify the Consistory liaison with each of the committees of the Church.

<u>COMMITTEE NAME</u>	<u>2004 CONSISTORY LIAISON</u>
Altar Flowers	Elder: Matt MacDonald
Altar Guild	Elder: Linda Todd
Auditing	Deacon: Art Bustard
Cemetery	Trustee: Rick Wilkie
Christian Education	Consistory: Jim Brunner
Church & Ministry	Elder: Bill Mower
Constitution and By-Laws	Consistory: Mark Landis
Finance/Budget	Deacon: Carol Misus
Historical	Trustee: Rick Wilkie
Holiday Decorations	Trustee: Rick Wilkie
Investment Advisory	Trustee: Rick Wilkie
Membership	Elder: Bob Berardelli
Music	Elder: Jim O'Donnell
Nominating	Consistory: Chairperson-Vice President
Outreach	Deacon: Mark Landis
Parsonage	Trustee: Rick Wilkie
Property	Trustee: Rick Wilkie
Staff Support	Consistory: Bill Anderson
Stewardship	Deacon: Carol Misus
Sunday Church Nursery	Elder: T.B.A.
Ushers	Elder: Bill Mower
Visitation	Elder: Jane Long
Wentz's Weekday Nursery	
School Board	Deacon: Doris Petusky
	Trustee: Bill Anderson
Worship	Elder: Linda Todd

## **12. Committee Responsibilities**

This Chapter contains a presentation prepared by each of the following committees describing the objectives and responsibilities of each of them.

Church and Ministry

Flowers

Music (Includes Hand Bell Choir)

Visitation

Worship

## **Church and Ministry Committee**

Provide a forum that Wentz's Church members or the pastors can refer issues that may impact the church or ministry. Review/recommend salary and benefits for the pastor.

## **Flower Committee**

### OBJECTIVE

To have flowers provided that enhance the worship service every Sunday.

To provide the congregation the opportunity to honor and memorialize friends and families.

## **Music Committee**

### Objective

To have music provided that enhances the worship services and supports the overall music program for the church.

Deal with concerns of music staff, choirs and congregation.

Provide opportunities for congregation to share their talents.

### Sub Committee - The Handbell Committee

Handles routine items in operation of Handbell Choirs.

Discuss any concerns regarding practice time, performance schedule, etc.

Music, supplies (gloves, etc.) are paid from the Handbell Choir Fund.

Reports to Music Committee.

### Budget

Any expense over budget must be cleared with Deacons before making commitment. Expenses allotted to Special Music Fund (instrumentalists for cantata, etc.) do not need to have Deacon approval, as long as expense does not exceed amount in this fund.

## **Visitation Committee**

### **OBJECTIVE**

- To be supportive, visit and help where needed any member or someone associated closely with a member when they are ill, recuperating, shut-in or unable to get around on their own.
- To assist the minister with visiting those who are lonely, sick or housebound.
- To provide and deliver communion with an elder to those members who cannot get to church, as designated by the pastor, with the member's consent or consent of the family.

### **GOALS**

- Involve more church members in visiting.
- Provide a way for those unable to come to church to communicate with their church family.
- Involve the youth of the church with the shut-ins.

## **Worship Committee**

- To communicate with all persons responsible for the various aspects of the worship services of the church.
- To work with the pastor and church staff, and evaluate the worship services of the congregation in order to provide the best worship experiences for the church.

### 13. Church Employees, Contracts and Agreements

The following are the Church employees:

Senior Pastor .....	Rev. Antonio L. Villareal
Associate Pastor .....	Rev. Bonnie L. Moore
Choir Director .....	Mr. Steven Reilley
Organist.....	Ms. June Wright
Church Secretary.....	Mrs. Cianne Landis
Sexton .....	Mrs. Audrey Lauman
Groundskeepers.....	Mr. Bob Detwiler
Hand Bell Choir Director.....	Ms. Laura McLennan
Nursery School Director .....	Mrs. Jennifer Reeves
Nursery School Teacher.....	Mrs. Audrey Lauman
Nursery School Teacher.....	Mrs. Cheryl Ranson
Nursery School Teacher.....	Mrs. Kim Bauer
Nursery School Teacher.....	Mrs. Cindy Brickley
Nursery School Teacher.....	Mrs. Staci Addison
Nursery School Teacher.....	Mrs. Stephenie Berlet
Nursery School Aide.....	Mrs. Patricia Pursell
Nursery School Aide.....	Mrs. Michelle Grill
Nursery School Aide.....	Mrs. Jodi Herbein
Nursery School Aide.....	Mrs. Joanna Killoran
Nursery School Aide.....	Mrs. Joan Triolo

All contracts and call agreements with Church employees are kept in the Church office. If you wish to see any of them please arrange with the Church Secretary. These are not to be copied or removed from the Church office, please.

## **14. Insurance**

The Church currently has the following insurance policies:

1. A comprehensive policy as a participant in the UCC Insurance Program.
2. A Workman's Compensation policy is through Little, Michaels and Kennedy, Inc, Agents and is with the Maryland Casualty Co..

Consistory member Liability and Indemnification is outlined in Article XIV of the constitution.

## **15. Adopted Policies**

This chapter contains specific financial and business policies that have been adopted by the Consistory. The following policies are a part of this chapter:

1. Wentz's Property and Facilities Use Policy
2. Wentz's Facilities Usage Fees.
3. Wentz's Facilities Usage Fees – Weddings.
4. Wentz's Facilities Usage Fees – Funerals.
5. Cemetery Policy
6. Personnel Policy

**Wentz's United Church of Christ**  
**3246 Skippack Pike, PO Box 96, Worcester, PA 19490**  
**610-584-4855**

**Property and Facilities Use Policy**

**Use of Facilities Guidelines**

1. All weddings shall be performed by the pastor of Wentz's UCC. Guest pastors are welcome to assist with approval by the officiating pastor.
2. The Wentz's UCC organist shall play for all weddings. A guest organist may be used upon approval of Wentz's UCC organist.
3. A \$300.00 non-refundable deposit is required for non-members in order to reserve the church facilities. This deposit shall be received within two weeks of the initial contact date. Failure to do so will mean forfeiture of the reserved date. The wedding party will be billed 30 days prior to the event which is payable upon receipt. No event will occur without full payment. In order to insure that the church facilities are left in satisfactory condition after use, non-members are required to submit another \$100.00 deposit, refunded upon satisfactory results.
4. Church sponsored activities have priority.
5. No outdoor weddings are permitted.
6. No alcoholic beverages in or on facilities or on the property.
7. No smoking in the building.
8. All decorations must be approved by the minister.
9. Candles for candlelight weddings must be ordered through the church and paid for by the wedding couple.
10. No flash pictures during the ceremony except the bride's entrance and exit.
11. The church video camera is not available.
12. No throwing of rice or birdseed allowed. (An additional clean up fee will be charged in the event that rice/birdseed is thrown.)
13. A signed wedding contract with the complete list of wedding guidelines and deposits will be required.
14. An application must be filled out with 30-day notice prior to usage.



## Wentz's Facilities Usage Fees Fellowship Hall

### Facilities Available

Fellowship Hall: with or without kitchen  
 Facilities not available: Thanksgiving; Holy Week through Easter

### Use of Fellowship Hall

Fellowship Hall without kitchen .....	\$50.00
Fellowship Hall with kitchen .....	\$100.00

### **Additional Staff Fees for Fellowship Hall**

Sexton without kitchen .....	\$50.00
Sexton with kitchen.....	\$100.00
Sexton without kitchen (after 6 p.m. on Saturday) .....	\$75.00
Sexton with kitchen (after 6 p.m. on Saturday) .....	\$150.00

### Miscellaneous

1. Fees shall be waived for official auxiliary groups of Wentz's UCC (for example: Women's Guild, Men's Brotherhood, Youth Group, Quilters, etc.) using Fellowship Hall with or without the kitchen.
2. Any use of the Fellowship hall requires staff fees.

## Wentz's Facilities Usage Fees Fellowship Hall

### Facilities Available

Fellowship Hall: with or without kitchen  
 Facilities not available: Thanksgiving; Holy Week through Easter

### Use of Fellowship Hall

Fellowship Hall without kitchen .....	\$100.00
Fellowship Hall with kitchen .....	\$150.00

### Additional Staff Fees for Fellowship Hall

Sexton without kitchen .....	\$50.00
Sexton with kitchen.....	\$100.00
Sexton without kitchen (after 6 p.m. on Saturday) .....	\$75.00
Sexton with kitchen (after 6 p.m. on Saturday) .....	\$150.00

### Miscellaneous

Any use of the Fellowship Hall requires staff fees.

## Wentz's Facilities Usage Fees Weddings

### Facilities Available

Sanctuary

Fellowship Hall: with or without kitchen

Facilities not available: Thanksgiving; Holy Week through Easter; Dec. 22<sup>nd</sup> through Jan. 3<sup>rd</sup>

### Sanctuary and Staff Fees

Use of Sanctuary .....	no charge
Minister .....	\$150.00
Organist	
(includes music consultation, wedding rehearsal and wedding).....	\$100.00
(includes one rehearsal with soloist, music consultation, wedding rehearsal and wedding).....	\$135.00
Additional Rehearsals (with soloist).....	\$25.00 each
Sexton .....	\$50.00
(Sundays and after 6 p.m. on Saturday).....	\$75.00

### Use of Fellowship Hall

Fellowship Hall without kitchen .....	\$50.00
Fellowship Hall with kitchen .....	\$100.00

### **Additional Staff Fees for Use of Fellowship Hall (must be paid for all usage)**

Sexton without kitchen .....	\$50.00
Sexton with kitchen.....	\$100.00
Sexton without kitchen (after 6 p.m. on Saturday) .....	\$75.00
Sexton with kitchen (after 6 p.m. on Saturday) .....	\$150.00

## Wentz's Facilities Usage Fees Weddings

### Facilities Available

Sanctuary

Fellowship Hall: with or without kitchen

Facilities not available: Thanksgiving; Holy Week through Easter; Dec. 22<sup>nd</sup> through Jan. 3<sup>rd</sup>

### Sanctuary and Staff Fees

Use of Sanctuary (non-refundable deposit) .....	\$300.00
Security Deposit.....	\$100.00
Minister .....	\$150.00
Organist	
(includes music consultation, wedding rehearsal and wedding).....	\$100.00
(includes one rehearsal with soloist, music consultation, wedding rehearsal and wedding).....	\$135.00
Additional Rehearsals (with soloist).....	\$25.00 each
Sexton .....	\$50.00
(Sundays and after 6 p.m. on Saturday).....	\$75.00

### Use of Fellowship Hall

Fellowship Hall without kitchen .....	\$100.00
Fellowship Hall with kitchen .....	\$150.00

### **Additional Staff Fees for Use of Fellowship Hall (must be paid for all usage)**

Sexton without kitchen .....	\$50.00
Sexton with kitchen.....	\$100.00
Sexton without kitchen (after 6 p.m. on Saturday) .....	\$75.00
Sexton with kitchen (after 6 p.m. on Saturday) .....	\$150.00

## Wentz's Facilities Usage Fees Funerals

### Facilities Available

Sanctuary

Fellowship Hall: with or without kitchen.

(Fellowship Hall facility may not be available during special seasons of the year)

### Fees

Sanctuary Use .....no charge

Minister .....\$150.00

Organist .....\$100.00

Organist with soloist .....\$135.00

Sexton .....\$50.00

(Sundays and after 6 p.m. on Saturday).....\$75.00

Use of Fellowship Hall .....no charge

## Wentz's Facilities Usage Fees Funerals

### Facilities Available

Sanctuary

Fellowship Hall: with or without kitchen.

(Fellowship Hall facility may not be available during special seasons of the year)

### Fees

Sanctuary Use .....	\$300.00
Minister .....	\$150.00
Organist .....	\$100.00
Organist with soloist .....	\$135.00
Sexton .....	\$50.00
(Sundays and after 6 p.m. on Saturday) .....	\$75.00

### Use of Fellowship Hall

Fellowship Hall without kitchen .....	\$100.00
Fellowship Hall with kitchen .....	\$150.00

### **Additional Staff Fees for Use of Fellowship Hall (must be paid for all usage)**

Sexton without kitchen .....	\$50.00
Sexton with kitchen.....	\$100.00
Sexton without kitchen (after 6 p.m. on Saturday) .....	\$75.00
Sexton with kitchen (after 6 p.m. on Saturday) .....	\$150.00

## Wentz's Current Cemetery Policy

### SALE OF GRAVES -

Grave sales are restricted to church members with following exceptions: Applicants have direct family descendants, spouse, mother, father, sister, brother buried at Wentz's.

LOT PRICES -	Members	\$100.00	(Per Lot)
	Non-members	\$300.00	

### GRAVE OPENINGS AND FOUNDATIONS -

All grave layouts for burials, cremations, and monument foundations are 'laid out by the Wentz's Cemetery Committee.

Foundations and grave openings (except for cremations) are done EXCLUSIVELY by H. Troxel Cemetery Service, Inc. Phone: 610-489-4426

NO IN-GROUND PLANTINGS OF ANY KIND ARE PERMITTED.

Amended: February 23, 2000