

SAINT JOHN BAPTIST CHURCH

1397 Penniman Road • Williamsburg, Virginia 23185 • (757) 229-0759 • williamsburgsjbc.org

FORM SJBC-BU-M

Rev. 8/2026

Page 1 of 2

BURIAL FORM — CHURCH MEMBER

Cemetery of Saint John Baptist Church. Completed by the responsible person.

HOW TO SUBMIT

Complete and return this form to the Church Office, 1397 Penniman Road, Williamsburg, Virginia 23185, or email it to trustees@williamsburgsjbc.org. The Board of Trustees has the care and custody of the cemetery; no gravesite is opened until this form is received and, where payment is required, paid in full. Questions: (757) 229-0759.

SECTION 1 • DECEASED

LAST NAME		FIRST NAME	MIDDLE NAME
DATE OF DEATH		DATE OF BURIAL	TIME OF BURIAL
AGE AT DEATH	FUNERAL HOME		FUNERAL HOME PHONE
TYPE OF INTERMENT			
☐ Casket burial ☐ Cremated remains			

SECTION 2 • RESPONSIBLE PERSON

This person is the contact for, and is responsible for, all transactions related to this burial.

LAST NAME		FIRST NAME	MIDDLE NAME	
RELATIONSHIP TO THE DECEASED		PHONE	EMAIL	
STREET ADDRESS		CITY	STATE	ZIP
MAILING ADDRESS, IF DIFFERENT (PO BOX OR STREET)		CITY	STATE	ZIP

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Cemetery rules, acknowledgment, and church record.

SECTION 3 • RULES & PROCEDURES OF THE CEMETERY

The responsible person agrees to follow the rules and procedures set forth by Saint John Baptist Church.

1. All graves will have a vault or concrete liner.
2. All grave tops must be a minimum of twelve (12) inches below ground level.
3. A permanent marker or headstone will be placed on the gravesite within six (6) months after burial.
4. The Chairperson of the Trustee Board must be contacted before a grave marker is placed at the gravesite.
5. All floral arrangements, baskets, and similar items will be removed from the gravesite within ten (10) days after burial.
6. If a body is cremated and the family requests a gravesite, the same rules, guidelines, and prices apply.

SECTION 4 • ACKNOWLEDGMENT

☐ I have read the rules and procedures above and agree to follow them.

COMMENTS

Signature of Responsible Person

Date

SECTION 5 • CHURCH RECORD (OFFICE USE ONLY)

SECTION / ROW	PLOT NUMBER	DATE RECEIVED	RECEIVED BY
☐ Trustee Board Chairperson notified	☐ Payment received in full	☐ Entered in the cemetery record	
Cemetery and gravesite matters	trustees@williamsburgsjbc.org	Church Office	(757) 229-0759
Church record and membership	clerk@williamsburgsjbc.org	Pastoral care	pastor@williamsburgsjbc.org