

## MINISTRY POSITION DESCRIPTION

<b>Name of Group / Ministry</b>	<b>Cemetery Board President and Secretary/Treasurer</b>
<b>Accountability</b>	Pastor, Parishioners, Estates of those interred
<b>Purpose of Ministry</b>	To ensure ongoing quality care for the church cemetery. To provide ongoing safety and security by adhering to the appropriate guidelines and regulations.
<b>Participant Group</b>	<ul style="list-style-type: none"> <li>▪ Parishioners and people involved in interment</li> </ul>
<b>Activities and Responsibilities</b>	<p><u>President</u></p> <ul style="list-style-type: none"> <li>▪ Liaise with the Pastor</li> <li>▪ Be knowledgeable about and follow the Cemetery Act, Archdiocesan policies, procedures and provincial rules and regulations regarding cemetery security, safety and interment.</li> <li>▪ Plan, arrange and chair Cemetery Board meetings a minimum of twice annually and as needed.</li> <li>▪ Work with the Cemetery Board to:             <ol style="list-style-type: none"> <li>1. organize fundraising events to cover cemetery expenses</li> <li>2. make decisions regarding maintenance and repair of tombstones, perimeter fences and entries; grounds keeping, etc</li> <li>3. determine the price of new cemetery plots</li> <li>4. organize the annual prayer meetings in the cemetery</li> <li>5. work with the caretaker to ensure that the cemetery is in compliance with the rules and regulations of the Cemetery Act and any other regulations that affect it</li> </ol> </li> </ul> <p><u>Secretary/Treasurer</u></p> <ul style="list-style-type: none"> <li>▪ Attend all Board meetings</li> <li>▪ Record minutes of all meetings</li> <li>▪ Prepare financial reports for each meeting</li> <li>▪ Complete forms for new plots and the annual government tax/finance forms</li> <li>▪ Send and receive acknowledgement letters for donations</li> <li>▪ Pay expenses of the Cemetery Board</li> <li>▪ Participate in all discussions and activities related to:             <ol style="list-style-type: none"> <li>1. Cemetery cleanup</li> <li>2. Fundraising events to cover cemetery expenses</li> <li>3. Decisions regarding maintenance and repair of tombstones</li> <li>4. Perimeter fences and entries; grounds keeping, etc.</li> <li>5. Setting the price of new cemetery plots</li> <li>6. Organizing the annual prayer meetings in the cemetery</li> </ol> </li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A member of the church community</li> <li>▪ Interest in church community heritage and the governing regulations</li> <li>▪ Able to communicate and organize effectively</li> <li>▪ Dependable, able to maintain confidentiality</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>▪ 3 to 4 hours per month, more at times of special events</li> </ul>
<b>Duration</b>	Two years renewable

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<b>Orientation and Training</b>	Pastor and Regulatory Guidelines
<b>Support/Supervision</b>	<ul style="list-style-type: none"> <li>▪ for Secretary/Treasurer, the Pastor and the President</li> <li>▪ for the Board President, the Pastor</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Review Annually</li> </ul>
<b>Position Level</b>	<i>President and Secretary/Treasurer:</i> HIGH TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete Volunteer Information Form A, B, C</li> <li>▪ Receive Parish Volunteer Guidelines</li> <li>▪ Sign Volunteer Covenant</li> <li>▪ Interview, Reference checks, Police Records Check</li> <li>▪ Orientation and training</li> <li>▪ Supervisory checks and evaluations</li> </ul>