

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Cemetery Board Member
Accountability	Pastor, Parishioners, Estates of those interred
Purpose of Ministry	To ensure ongoing quality care for the church cemetery. To provide ongoing safety and security by adhering to the appropriate guidelines and regulations.
Participant Group	Parishioners and people involved in interment
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Attend all Board meetings ▪ Participate in all discussions and activities related to: ▪ Cemetery cleanup ▪ Fundraising events to cover cemetery expenses ▪ Decisions regarding maintenance and repair of tombstones ▪ Perimeter fences and entries; grounds keeping, etc. ▪ Setting the price of new cemetery plots ▪ Organizing the annual prayer meetings in the cemetery
Skills and Qualifications	<ul style="list-style-type: none"> ▪ A member of the church community ▪ Interest in church community heritage and the governing regulations ▪ Able to communicate and organize effectively ▪ Dependable, able to maintain confidentiality
Time Commitment	3 to 4 hours per month, more at times of special events
Duration	Two years renewable
Orientation and Training	Pastor and Regulatory Guidelines
Support/Supervision	Pastor and the Cemetery Board President
Evaluation	Review Annually
Position Level	GENERAL TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete Volunteer Information Form A ▪ Receive Parish Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Orientation and training as required ▪ Annual review