

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Cemetery Board Member
Accountability	Pastor, Parishioners, Estates of those interred
Purpose of Ministry	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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: <ol style="list-style-type: none"> 1. Cemetery cleanup 2. Fundraising events to cover cemetery expenses 3. Decisions regarding maintenance and repair of tombstones 4. Perimeter fences and entries; grounds keeping, etc. 5. Setting the price of new cemetery plots 6. 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	<ul style="list-style-type: none"> ▪ 3 to 4 hours per month, more at times of special events
Duration	Two years renewable
Orientation and Training	Pastor and Regulatory Guidelines, incl. Guidelines for Volunteers
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
<p>Date approved: _____ Dates Reviewed: _____ / _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

SAMPLE