



PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Cemetery Board President and Secretary/Treasurer
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	<ul style="list-style-type: none"> ▪ Parishioners and people involved in interment
Activities and Responsibilities	<p><u>President</u></p> <ul style="list-style-type: none"> ▪ Liaise with the Pastor ▪ Be knowledgeable about and follow the Cemetery Act, Archdiocesan policies, procedures and provincial rules and regulations regarding cemetery security, safety and interment. ▪ Plan, arrange and chair Cemetery Board meetings a minimum of twice annually and as needed. ▪ Work with the Cemetery Board to: <ol style="list-style-type: none"> 1. organize fundraising events to cover cemetery expenses 2. make decisions regarding maintenance and repair of tombstones, perimeter fences and entries; grounds keeping, etc 3. determine the price of new cemetery plots 4. organize the annual prayer meetings in the cemetery 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 <p><u>Secretary/Treasurer</u></p> <ul style="list-style-type: none"> ▪ Attend all Board meetings ▪ Record minutes of all meetings ▪ Prepare financial reports for each meeting ▪ Complete forms for new plots and the annual government tax/finance forms ▪ Send and receive acknowledgement letters for donations ▪ Pay expenses of the Cemetery Board ▪ 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
Support/Supervision	<ul style="list-style-type: none"> ▪ for Secretary/Treasurer, the Pastor and the President ▪ for the Board President, the Pastor
Evaluation	<ul style="list-style-type: none"> ▪ Review Annually
Position Level	<i>President and Secretary/Treasurer:</i> HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete Volunteer Information Form A, B, C ▪ Receive Parish Volunteer Guidelines ▪ Sign Volunteer Covenant ▪ Interview, Reference checks, Police Records Check ▪ Orientation and training ▪ Supervisory checks and evaluations
<p>Date approved: _____ Dates Reviewed: _____ / _____ / _____</p> <p>Ministry Leader: _____</p> <p>Parish Screening Committee Member: _____</p> <p>Pastor: _____</p>	

SAMPLE

Updated: **September 2019**