



Position Description

Title: Position Description - Cemetery Coordinator

Reports To: Pastoral Associate - Mission & Administration

JOB SUMMARY

The Cemetery Coordinator is in charge of overall management and direction of activities to develop, operate and maintain adequate and attractive religious cemeteries for the Diocese.

TYPICAL DUTIES

- Receive and respond to customer requests for plots
- Ensure prospective customers understand the cemetery is open to all Catholics regardless of parish affiliation. Provide pricing information and burial/inurnment options and pricing
- Schedule a meeting with prospective buyers at the cemetery for plot selection
- Provide at-time-of need purchasers a copy of the cemetery rules and contact information for local funeral homes, monument companies and florists. Pre-need customers will receive a mailed contract with cemetery rules
- Process all cemetery donations and plot payments. Provide hard copies to the business administrator
- Monitor and reviews financial statements in income and expense reports to provide for operational and capital revenue needs
- Receive requests for headstone placement from funeral homes/monument companies
- Verify in the Parish Data System or book the location of the grave and plot number. Verify with the hard copy deed on file
- Receive and plan for all pending funerals and burials
- Update the parish record book for all Funeral Masses, memorial services and Rites of Committal



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- Coordinate with cemetery contractor to ascertain the date for the excavation and be present as the maintenance team conducts a probe and marks the location of the excavation
- Provide advice to the Pastor on proposed improvements to the cemetery's physical appearance
- Directs and maintains mandatory safety policies to meet state and federal requirements and ensures that all policies are documented
- Communicate with clergy, funeral directors, attorneys, accountants, suppliers, investment managers and individuals using cemeteries
- Conduct planning meetings and establish milestones for All Souls Day and Memorial Day cemetery events
- Receive and review/make edits to all pre-need contracts and for signature and notarization
- Receive and review/make edits to all sales invoices for signature and notarization
- Oversee, monitor and review administrative and groundskeeping staff by assigning work, developing work procedures consistent with agency policy, established work schedules, and monitoring work performed by contractors.
- Performs related duties such as conducting cemetery meetings, preparing written instructions for work assignments, resolving disputes, and preparing narrative and statistical reports.
- New lot sales, installment agreements, process Certificates of Burial Privileges and distribute Rules and Regulations.
- Process requests for interment/disinterment including monies for sales of plots and related expenses.
- Perform and/or coordinate services/burials with cemetery contractor, staff, funeral directors, clergy, military and families, also monument companies (monthly - arrange for headstones to be installed, work orders for these received from the companies
by the 20th of the month will be installed by the end of that month by our cemetery contractor - May through October).
- Ensure that all documentation relating to each interment is complete, accurate, and processed according to established procedures in a timely fashion.



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- Perform the duties of inputting data in the Funeral Book, Burial Book, Burial Permits, Cemetery Plot Records.
- Attend and/or represent the cemetery at meetings, events, conferences, and training classes.
- On Call 7 Days Per Week on cell phone for burials.
- Prepare cemetery bank deposits. Annually – prepare a list of deceased veteran's for Mike Hoag (Glens Falls VFW) to place flags on graves.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED [some typical examples follow]

- High School Diploma or equivalent
- Thorough knowledge of cemetery practices, procedures, and equipment operations; knowledge of cemetery layout; working knowledge of record keeping procedures
- Practicing Roman Catholic with respect for the Church and its teachings
- Proficiency with the MS Office and basic data base management
- Ability to establish and maintain effective working relationships with employees, other agencies and the public
- Ability to communicate effectively both verbally and in writing
- Ability to direct the work of others; ability to relate in an appropriate manner to the families of the deceased
- Must be knowledgeable and demonstrate proficiency with Catholic Church approved burial practices and procedures
- Valid driver's license with record of safe operation of motor vehicles

PREFERENCES

- Master's degree in theology or related field and 5 years' experience or equivalent combination of education and experience
- Valid driver's license with a record of safe operation of motor vehicles

PHYSICAL DEMANDS

The physical demands described here are representative of those that are required to successfully perform the essential functions of the job. Position requires extended



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periods of sitting and working at a computer, ability to move about in an office environment, ability to operate office equipment, e.g., phone, computer, printer. Also requires ability to operate a motor vehicle and to travel throughout the diocese.

DISCLAIMER

The above statements are intended to describe the general nature of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Location	
Hours	
Exempt/Non-Exempt	
Last Updated	

Employee Signature & Date _____