

Archdiocese of Saint Paul and Minneapolis

Church of St. Mary of the Lake

POSITION DESCRIPTION

Position title: Cemetery Committee Member

Date: 5/1/08

Responsible to: Chair of Committee/Parish Administrator/Pastor

Coordinates action with: Staff, other committee members

Works with: Staff, other committee members, parishioners

Purpose of position: The Committee is a consultative body, offering recommendations to the pastor and the Parish Leadership Council. The purpose of the Cemetery Committee is to improve our cemetery, provide for the present and future needs of our parishioners and other customers, more fully integrate the cemetery into the faith life of our parish, and maintain fiscal responsibility.

Responsibilities: Members are responsible for advising the pastors on matters relating to the cemetery. This includes such matters as determining and enforcing cemetery decoration rules, making improvements to cemetery grounds, maintaining a perpetual care fund, and communicating to the parish about the cemetery.

Qualifications: Members should have some knowledge of our cemetery and a sincere interest in improving it. Members should be committed and active parish members who will work for the good of the parish as a whole. They should be willing and able to attend committee meetings and do work in support of the parish between meetings.

Amount of Time Required/When/Where: Monthly meeting (1 1/2 hours)—usually on a Saturday morning—with some winter months taken off. Meetings are held at the Parish Life Center. Biannual clean-ups at the cemetery.

Length of Commitment: Generally, three-year terms; can serve twice for a total of six years.

Training Provided: Orientation given by staff member for new committee member.

