

Cemetery Committee Ministry Role Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Cemetery Committee
Groups served by this ministry	People as per the Administrative Guide for Parish Cemeteries of the Archdiocese of Ottawa
Length of term	3 years (renewable)
Purpose of the role(s)	To coordinate, manage and implement cemetery affairs
Activities and responsibilities	<ul style="list-style-type: none"> • Collect payment for ‘certificate of interment rites’ and fees for grave opening and closing • Prepare cemetery burial contracts • Coordinate and be present for grave opening/closing work performed by contractor • Coordinate all grounds-keeping requirements performed by contractors and ensure work is satisfactory • Conduct cemetery financial affairs—banking, budgeting, contractor bill payments, regular deposits (from plot, care and maintenance allotments from the sale of interment rights) to the archdiocese’s Cemetery Trust, and preparation of the annual cemetery financial report to the archdiocese • Ensure that cemetery records (plot sales, certificates of interment rights and burial registry) are maintained • Prepare, issue and update cemetery by-laws, as necessary • Prepare, issue and update annually, the payment schedule/price list for certificate of interment rights • Make reports to the pastoral finance council and the parish annual general assembly
Constraints	<ul style="list-style-type: none"> • Must comply with Ontario’s Funeral, Burial and Cremation Services Act, and the Administrative Guide for Parish Cemeteries of the Archdiocese of Ottawa • Responsible to the pastor and the director of cemeteries for the archdiocese
Descriptor scope <i>(check one)</i>	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>At St. Clare, there are specific roles within the committee:</p> <ul style="list-style-type: none"> • Chairperson <ul style="list-style-type: none"> - Convenes and directs meetings at which all aspects of the cemetery business are discussed and any suggested changes are vote on. This includes services supplied, price changes, maintenance costs and responsibilities and any other concerns raised by committee members or members of the public. - Initiates changes arising from meetings. - Appoints a committee member to sell interment rights

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	<p>contracts and record sales.</p> <ul style="list-style-type: none"> - Liaises with funeral directors and clients. - Assists the secretary-treasurer and co-signs cheques. <ul style="list-style-type: none"> • Secretary-treasurer <ul style="list-style-type: none"> - Takes meeting minutes and issues reports of same. - Carries out correspondence. - Performs banking duties. - Completes and files financial reports. • Member <ul style="list-style-type: none"> - Attends meetings and votes on proposed changes. - Assists the chairperson as and when required.
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Ability to deal with people, with compassion and tact • Service-oriented • Ability to keep accurate accounting records and prepare financial reports
Personal traits desired	<ul style="list-style-type: none"> • A desire to serve the parish and parishioners • Punctual, and available on a timely basis to meet burial needs • The inherent tendency to empathize with people and the ability to provide emotional support in times of stress.
Orientation and training	<ul style="list-style-type: none"> • On-the-job training provided by another or previous cemetery committee member, and the director of cemeteries and other staff at the archdiocese • Familiarity with the Administrative Guide for Parish Cemeteries of the Archdiocese of Ottawa • Receiving a copy of this ministry role descriptor • Responsible Ministry training and handout
Support, supervision and evaluation	<ul style="list-style-type: none"> • The pastor • The director of cemeteries for the archdiocese
Working conditions	<ul style="list-style-type: none"> • Duties are conducted primarily within cemetery grounds and in the parish office • The majority of burials are done May through November; burials outside this period are typically delayed until spring • Subject to prevailing weather
Benefits to role participants	<ul style="list-style-type: none"> • Personal satisfaction from an important parish ministry
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High

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Screening measures

(Per the parish 'Responsible
Ministry Program' document.)

1. Completion of a volunteer information form is required.
2. Personal reference checks are required.
3. An interview and a police record check are required.
4. Training and orientation are required.
5. There will be supervision and periodic evaluation, as needed.