



The Catholic
Community
of

St. John & Blessed Sacrament

COORDINATOR OF CEMETERY SERVICES

Position Title: Coordinator of Cemetery Services

Salary Range:

Status: Part-time Hourly

Basic Objective: To assist the Pastor in his direction of the parish.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage all aspects of the St. John Cemetery and Mausoleum. This position also fills clerical needs of the cemetery and parish office.
- Assure that burials are completed properly in accordance with the teachings and practices of the Catholic Church.
- Meet and greet families and visitors with the dignity deserving of all God's children. Assist them personally or refer them to the appropriate staff member.
- Assist walk-in and at-need families with locating grave spaces; selecting grave, crypt, or memorial spaces; and completing the proper contractual agreements.
- Communicate with families, funeral directors, and clergy with sensitivity, tact, and discretion.
- Coordinate funerals with funeral directors and cemetery personnel, interment orders.
- Attend all burials at St. John Cemetery to witness and receive burial permits from funeral home/family.
- Follow written policies, procedures, and guidelines for maintaining cemetery records, files, and supporting documentation.
- Process at need sales, Certificates of Burial Rights, lot files, and statistics.
- Process data entry of cemetery records.
- Complete sales and interment records as required.
- Work with the Business Manager in the custodial and maintenance functions of the Mausoleum and grounds up keep.
- Maintain all Mausoleum equipment, i.e., casket lift, HVAC, pest control vendor, etc.
- Assist St. John Parish Office with clerical needs such as, answering phones, creating and printing worship aids, maintaining family database, recording sacraments, filing, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be fluent in Microsoft Word, Publisher, Excel, Power point. Must be a self-starter and detail oriented.
- While performing duties, employee has to sit for long periods of time, use their hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel. Some work on Saturdays is required as needed. Memorial Day is a mandatory workday. Must be able to safely lift 50 lbs.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.