

TABLE OF CONTENTS

INTRODUCTION	9
Basic Assumptions	11
Catholic Cemetery Structures	13
Approach	15
MANAGEMENT	17
Parish Administrative Structure	19
Pastor's Role	20
Parish Cemetery Manager	21
Cemetery Boards	22
Parish Cemetery Property Profile	25
Annual Cemetery Data Sheet	26
Certificate of Burial Rights	27
Burial Rights	30
Memorialization Privileges	31
PUBLIC & PASTORAL RELATIONS	33
Reconstructing Records	35
Religious Celebrations in the Cemetery	36
Bereavement Support	37
Indigent Burial	38
Parish Bulletin Opportunities	39
Signs in the Cemetery	41
<i>Rules & Regulations</i>	43
Responding to Complaints	44
Genealogy Searches	45
Opportunities for Volunteers	47

OPERATIONS & MAINTENANCE **49**

Interment Order	51
Grave Layout Procedures	55
Memorialization	56
Maintenance Checklist	57
Seasonal Clean-up	58
Infrastructure Maintenance	59
Equipment Maintenance	61
Equipment Purchase	62
Safety	63
Mapping Standards	65
Contracting for Services	66
Maintenance Services Checklist	67
Burial Services Checklist	68

INVENTORY & DEVELOPMENT **69**

Master Planning	71
Product Diversity	72
Developing Grave Sections	73
Developing Mausoleum Crypts	75
Cremated Remains - Burial	76
Columbaria for Cremated Remains	77

OFFICE OPERATIONS **79**

Parish Cemetery Records	81
Computer Records	83
New Sale Checklist	84
New Burial Checklist	85
Memorialization Approval Process	86
Memorialization Approval	87
Lost/Missing Records	89

HUMAN RESOURCES 91

Organizational Structure	93
Measurable Tasks	94
Parish Cemetery Manager	95
Parish Cemetery Maintenance/Operations	97
Parish Cemetery Secretary/Administrative Assistant	98
Parish Cemetery Treasurer	99
Parish Cemetery Sales Counselor	101

SALES PRE-NEED/FAMILY SERVICE 103

Product Pricing	105
Pricing Services	107
Pre-Need Sales	109
Purchase Agreement	111
Burial Right Assignment	112
Burial Right Transfer	114
Second Burial Right Authorization	116

ACCOUNTING & FINANCE 119

Annual Budget	123
Annual Report	126
Structuring an Endowment Care Fund	129
Endowment Care Requirement	130
Recommended Funds/Accounts	133
Financial Controls	134

*All forms, checklists, position descriptions, articles, announcements
and other samples are able to be reproduced for local application.*

Locations are cited at lower right page bottom

APPENDICES	137
<i>Sample Mission Statement</i>	137
<i>Glossary of Terms</i>	141
INDEX	147

*All forms, checklists, position descriptions, articles, announcements
and other samples are able to be reproduced for local application.*

AVAILABLE DOCUMENTS

MANAGEMENT

Parish Cemetery Property Profile Form	25
Annual Cemetery Data Sheet Form	26
Certificate of Burial Rights Form	27

PASTORAL RELATIONS

Reconstructing Records Announcement	35
Parish Bulletin Inserts Sample	39
Signs in the Cemetery Sample	41
Genealogy Search Form	45

GROUNDS OPERATIONS & MAINTENANCE

Interment Order Form	51
Maintenance Checklist	57
Infrastructure Maintenance Checklist	59
Equipment Maintenance Checklist	61
Safety Checklist	63
Contracting for Services	66
Maintenance Services Checklist	67
Burial Services Checklist	68

OFFICE OPERATIONS

New Sale Checklist	84
New Interment Checklist	85
Memorialization Application Form	87
Lost/Missing Records Form	89

HUMAN RESOURCES

Position Descriptions:

Parish Cemetery Manager	95
Parish Cemetery Maintenance/Operations	97
Parish Cemetery Secretary/Administrative Assistant	98
Parish Cemetery Treasurer	99
Parish Cemetery Sales Counselor	101

SALES

Purchase Agreement Form	111
Burial Right Assignment Form	112
Burial Right Transfer Form	114
Second Burial Right Authorization Form	116

ACCOUNTING & FINANCE

Annual Budget Form	121
Annual Report Form	123

All forms, checklists, position descriptions, articles, announcements and other samples are able to be reproduced for local application.

Locations are cited at lower right page bottom