

# Board of Trustees

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## Cemetery Ministry Interment Coordinator

**Mission Statement:** Trinity Evangelical Lutheran Church maintains its cemeteries as a service to our congregation, in order to offer a Christian burial at a reasonable price.

**Description:** The Cemetery Interment Coordinator serves as the Cemetery Ministry's representative to grieving families and assists them through the interment process.

**Qualifications:**

- Spiritually mature member of Trinity Ev. Lutheran Church who can offer support and direction to grieving families, regarding burial procedures
- Detail-oriented
- Record-keeping experience required
- Available at short notice
- Interest in church history a plus

**Responsibilities:**

1. Work with grieving family to address burial needs.
  - a. Disclose burial options, cost, and monument guidelines and present The Rules and Regulations for Trinity Evangelical Lutheran Cemetery.
  - b. Determine a location for the grave.
  - c. Complete paperwork and turn over to Cemetery Administrator.
  - d. Receive payment from family and disseminate appropriate funds to the Trinity Financial Team and the Cemetery Trust Fund Committee.
2. Work with funeral home representatives.
  - a. Make arrangements with funeral home regarding any tent needs due to weather conditions.
3. Contact the excavator and make arrangements for opening and closing of the grave.
  - a. Meet the excavator at the site when the grave is to be opened; measure opening.
  - b. Be prepared to pump out the grave in the event of rain.
4. Be present for the committal.
  - a. Receive state burial permit and payment for the excavator from funeral home director.
5. Oversee the closing of the grave.
6. Complete paperwork and payments.
  - a. Give burial permit to Cemetery Administrator.
  - b. Give payment to excavator.
7. Oversee the exhuming of a body as necessary.

**Time Commitment:**

- 3 – 6 hours per month, depending on the number of funerals
- Open commitment, at the discretion of the person serving and the Trustees

**Relationships:** The Cemetery Interment Coordinator works with the Trinity Trustees, grieving families, the Cemetery Trust Fund Committee, the Cemetery Administrator, the Cemetery Maintenance Coordinator, funeral home directors, monument companies, excavators, and those who provide headstone bases.

**Training:** The Cemetery Interment Coordinator will be trained by the outgoing Cemetery Sexton. In the future, the Cemetery Interment Coordinator will be trained by the outgoing Cemetery Interment Coordinator.