

# Board of Trustees

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## Cemetery Ministry Maintenance 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 Maintenance Coordinator oversees the maintenance of Trinity's cemeteries and gravesites.

**Qualifications:**

- Active member of Trinity Ev. Lutheran Church
- Interest in care of cemetery landscape
- Good communication skills
- Able and willing to perform some landscaping duties
- Available on a regular basis

**Responsibilities:**

1. Fill in new graves with additional topsoil after ground settles and seed the gravesite.
2. Work with family as needed to oversee memorial/headstone installation.
  - a. Pouring of the base
  - b. Placement of the stone
3. Work with Trustees regarding maintenance of landscaping.
  - a. Grass mowing
  - b. Flower removal
  - c. Bush trimming
  - d. Tree trimming/removal
4. Perform occasional maintenance duties.
  - a. Add top soil and re-seed graves.
  - b. Put stakes in before winter to mark the road for plowing.
  - c. Arrange for snow removal prior to funerals when necessary.
  - d. Remove stakes in spring.
5. Arrange for maintenance of hardscape. Coordinate major maintenance with Zion.
  - a. Headstone issues
  - b. Roads, pump, shed
6. With the input of the Cemetery Ministry team and the Trinity Trustees, yearly review the amount of money required for graves and perpetual care. Make recommendations to the Trinity voting assembly regarding changes and approval.

**Time Commitment:**

- 6 hours per month
- Open commitment, at the discretion of the person serving and the Trustees

**Relationships:** The Cemetery Maintenance Coordinator works with the Cemetery Interment Coordinator, Cemetery Administrator, Cemetery Trust Fund Committee, the Trustees of Trinity Lutheran Church, the Zion Cemetery Sexton, families, monument companies, and those who provide headstone bases.

**Training:** Initially, the Cemetery Maintenance Coordinator will be trained by the outgoing Cemetery Sexton. In the future, the new Cemetery Maintenance Coordinator will be trained by the outgoing Cemetery Maintenance Coordinator.