

**Cemetery Care Committee**  
**Ministry Position Description**  
**Bethel United Methodist Church**  
**(July 2012)**

The primary task of the Cemetery Care Committee is to manage the needs of the cemetery located on the Bethel UMC campus. The Cemetery Care Committee reports to Trustees.

**Responsibilities include:**

- Manage the use of the cemetery in accordance with its Guidelines and Regulations.
- Ensure proper maintenance and upkeep of the cemetery grounds.
- Oversee interments to ensure adherence to the Guidelines and Regulations.
- Consider the cleaning and repairing of monuments and headstones as needed.
- Amend the Guidelines and Regulations, if and as necessary.
- Ensure the preparation and maintenance of proper records.
- Address the need for perpetual funds and how to raise them.
- Consider reopening the cemetery for interments in unallocated areas, both to utilize available space and as a means of raising funds.
- Keep the Trustees and the Congregation informed on all cemetery matters.

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

**Meeting Requirements:**

Meetings are called by the chairperson of the Cemetery Care Committee as needed.