



Archdiocese of Regina

PARISH FINANCE COUNCIL CEMETERY COMMITTEE MEMBER

Overview

The Parish Council is a consultative body of lay persons established to advise the Pastor in matters pertaining to the financial affairs of the parish. The pastor is the ultimate decision maker. Within the Archdiocese of Regina, Parish Finance Councils were mandated by a decree (the “Decree”) dated March 1988, revised April 2010. This Decree is contained in the *Archdiocese of Regina Guidelines – Parish Pastoral Council & Parish Finance Council*. Where a Roman Catholic Cemetery exists, the Parish Finance Council shall establish, a Cemetery Committee.

Activities/Responsibilities

- Committee members work collaboratively with the Parish Finance Council Cemetery Committee Chairperson.
- Assists the Parish Finance Council Cemetery Chairperson in creating budgets, facilitating the operation of the parish cemetery, and maintaining records germane to the Parish Cemetery.
- Assists in the upkeep of the monuments and grounds in the cemetery.
- Assists the committee chairperson with arranging security for the cemetery, regularly inspecting the property and anticipating capital expenditures.
- Works with the committee chair and pastor to ensure that all burials in the parish cemetery are recorded in the Death Register of the parish where the cemetery is located, as well as in the Death Register of the church of the funeral liturgy.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the “Other Specifics” box for duties that are specific to this parish.

Other Specifics:

Skills, Experience, and Qualifications

- Is known in the parish community, participates in parish life and is of good character.
- Must be at least 18 years of age.
- Should have an understanding of finance and property management.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position.)

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Detail oriented and communicates effectively.
- Respects the rights and dignity of the dying and the deceased.

Orientation and Training

- Standard parish orientation program and training provided by the Chairperson or previous committee members.

Participant Group

- Parish Finance Council Cemetery Chairperson, and committee members.
- Members of the parish community.

Support, Supervision and Evaluation

- The Parish Finance Council Cemetery Chairperson is the first level of support, supervision and evaluation.
- The Pastor is the next level of support.

Length of Ministry

- The term of service for members should be included in the parish constitution and should be for a minimum of two (2) years, but preferably three (3) years, with a maximum of two (2) consecutive terms served. *(archdiocese of Regina Guidelines – Parish Pastoral Council & Parish Finance Council – Page 9)*

Benefits and Working Conditions

- Will have a direct impact on the financial and physical management of the parish cemetery.
- Must be available to attend the majority of scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High Security position.
- Completion of a volunteer information form, an interview, and personal reference checks will be conducted by the Protocol Screening Committee.
- A criminal record check is required.
- Training and orientation are required.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the ministry of the Parish Finance Council Cemetery Committee Member currently practiced at

_____ **Parish.**

Parish Volunteer Screening Committee

Pastor or designate

Date

Prepared by the Archdiocese of Regina

