

St. John the Baptist Church Cemetery Committee
Meeting of April 3, 2019

Members present: Blanksi, Jerry; Delaune, Gene; Flor, Ron; Hammer, Mark;
Harris, Judy; Heiling, Luella; Sitarz, Bob
Also present: Mark Dittman, Parish Administrator; Bauer, Jeff – Caretaker; Renee
Hosch, Cemetery Gardener Leader

Luella Heiling led the opening prayer.

The minutes of the February 6 and March 6 meetings were reviewed. No changes or additions were proposed.

The Infant Monument Installation and Blessing plan was reviewed and updated ... see attached.

The Cemetery Operations Management Assistant job description was discussed ... both the description's scope and the job's transitioning / coordination with Jeff and Doris Bauer. The job is expected to primarily be administrative in nature. It will include participation in digitalizing and automating the cemetery information system.

Mark Dittman and Gene Delaune will finalize the job description. Thereafter, Mark Dittman and Gene Delaune will develop a plan for announcement of the job. The candidates' interview process will be similar to a non-volunteer job. Jeff Bauer will be invited to participate in the interview process.

The cemetery, east side gate project was discussed ... the timing; the locking mechanism; and, the unlocking for funerals and special holidays. It was decided that the gate will have a key locking mechanism. Only Jeff Bauer and Mark Dittman will have keys.

Columbaria bollard damage remedies were discussed. An exchange of ideas included signage; relocation; and, reflectors. The consensus was that "it is what it is" and that, in the near term, it's likely optimal to repair the bollard and then wait and see what future years' experience is. Gene Delaune suggested that the columbaria Landscape Architect be included within the final discussion / resolution process, should changes be warranted.

Renee Hosch, Cemetery Gardner Leader, joined the meeting. She and Jeff Bauer productively exchanged ideas on how their individual responsibilities will be complementary. In late April, they will meet in the cemetery and further exchange ideas. At the end of the summer, they will share observations on the overall perennial and annual plantings. Also, it was mentioned that some tree plantings may be desirable.

Mark Dittman led a review of Caretaker Jeff Bauer's past year performance. Committee members unanimously agreed that his performance was excellent. Mark will finalize the annual, caretaker contract with Jeff.

The 2019-20, cemetery Operations Budget is expected to be approved in April, by the Parish Leadership Council.

The Cemetery Policy document update will be led by Mark Dittman. A September completion date is targeted.

The committee discussed the Parish website and, within it, the marginally "user friendliness" of linking to Cemetery information. Access to Cemetery information, via the Parish website, requires four "clicks" ... Home > Worship > Funerals & Cemetery > Cemetery.

The committee unanimously supports that the Parish website / Home page provide a direct link to Cemetery information ... History, Policy, and Fees ... and, Columbaria Video Link.

Mark Dittman reported that an initial response from some Parish Leadership Council members does not favor a direct link from the website homepage to Cemetery information. Mark Dittman suggested that the Cemetery Committee's rationale be further explained.

The committee reviewed the columbaria YouTube video ... https://www.youtube.com/watch?v=K7E3af07X_M&t=19s The committee unanimously supports its inclusion within the Parish / Cemetery website.

The committee reviewed and updated the schedule of Planned Accomplishments ... see attached.

Cemetery committee members Jerry Blanski and Luella Heiling announced their retirement at the end of their term, on June 30. Their 20 years of service have been

invaluable for the Committee's continuity and many accomplishments. After June 30, there will be 5 of 8 Committee positions filled.

The next scheduled meeting is Wednesday, August 7, 2019 at 4:00 p.m. in room 201.

Submitted by Gene Delaune, Committee Chair

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Distribution: Cemetery Committee
Ex-officio Committee member – Mark Dittman
Cemetery Caretaker, Jeff Bauer
Pastoral Leadership Council Chair

Attachments: Monument installation / blessing schedule
Projects Summary