

CONSTITUTION FOR THE ST. JOHN THE BAPTIST CEMETERY COMMITTEE

Purpose of the Cemetery Committee

The Catholic Church's involvement in cemetery ministry is a long-standing part of its history. The Church's care for deceased members is a Corporal Work of Mercy and an external sign of our belief in Jesus Christ and the resurrection from the dead. It is an effective outreach to others in a time of need and sadness and a witness to our faith and love.

St. John the Baptist Cemetery is a ministry of the parish family of St. John the Baptist. **It is the purpose of the Cemetery Committee to assist in the plans for the overall direction of the cemetery, to develop rules and regulations of the cemetery, and make operational and financial recommendations to maintain a viable cemetery operation.** In so doing the Committee shall act in an advisory capacity to the pastor. This Committee will at all times be operated and conducted in conformance with the laws, teachings, and doctrines of the Roman Catholic Church in the Archdiocese of St. Paul and Minneapolis.

Per the Archdiocesan *Handbook for Parish Cemeteries* (p. I-12), the main work of the Cemetery Committee should be:

- a. The development of policies and procedures for implementation in the parish cemetery;
- b. The ongoing development and support of outreach ministries;
- c. The facilitation of collaboration with other ministries in the parish;
- d. The interpretation of policies and procedures should there be questions or situations that arise which are not able to be resolved by the parish cemetery administration.

Additionally, the Cemetery Committee is responsible for preserving the history of the cemetery.

The Cemetery Committee is accountable to the St. John the Baptist Pastoral Leadership Council. The Pastoral Leadership Council, which exists "to act as an advisory body to the Pastor, to assist him with specific tasks in establishing his goals for the parish" (Pastoral Council Constitution), will oversee the ministry and mission of the cemetery. The Cemetery Committee shall provide a report on its activities to the Pastoral Council at least once per year, delivered in person by a Committee member. The St. John the Baptist Finance Commission maintains an oversight over all parish finances, and in this capacity will oversee the finances of the cemetery. It is the intention of this structure to integrate the cemetery into the life of the parish.

Members

1. The membership of the Committee shall be comprised of no fewer than six (6) and no more than eight (8) members of the parish at large. Members are appointed by the pastor. Membership terms normally begin in July and are not to exceed three (3) years. An

exception to this is the possible staggering of initial terms so no more than three members leave the Committee at any one time. With the pastor's approval, a member may renew his or her term once, thus serving for up to six years.

2. Chair. One of the members of the Cemetery Committee shall be designated as chair, for up to the duration of her or his term.
3. The cemetery caretaker, whether an independent contractor or an employee of the parish, is not a member of the Committee. The caretaker may attend meetings but may not vote. Depending on the business before the Committee, the caretaker may be asked to not attend a particular meeting. Per the terms of his contract or employment, the caretaker reports directly to the parish administrator or other designated parish representative.
4. The pastor and the parish administrator are non-voting ex-officio members of the Committee.

Meetings

1. Cemetery Committee meetings shall be held at least four times per year, on dates established by the Committee. The day and time of meetings shall be set at a time that is most convenient for the pastor, the majority of members, and any interested parishioners to attend.
2. The Chair of the Cemetery Committee shall facilitate all meetings. In his or her absence, the Chair may designate another member or the parish administrator or pastor to facilitate a particular meeting.
3. A simple majority of Committee members present will constitute a quorum.
4. All business coming before the Cemetery Committee shall be conducted in a courteous and respectful manner. Recommendations by the Committee shall be made through consensus of the members present. Failing consensus, recommendations may be made by simple majority vote.
5. Minutes will be taken of Committee proceedings by a recording secretary appointed from among the Committee membership. This can be a rotating or ongoing appointment.

Approved by the Cemetery Committee, April 2018
Adopted by the SJB Parish Leadership Council, May 2018