

Parish of Central Saanich, Saanichton DIOCESE OF BRITISH COLUMBIA

Job Description

Ministry Position Title: Custodian for the St. Stephen Anglican Cemetery (Cemetery) within the Parish of Central Saanich.

Summary of Position: The Parish of Central Saanich (Parish) is the legal entity that is comprised of the following organizations:

1. St. Mary Anglican Church,
2. St. Stephen Anglican Church, and
3. St. Stephen Anglican Cemetery (Cemetery)

Under general supervision of the Cemetery Committee, the Custodian is responsible for the maintenance and operations of a cemetery within the provincial legislation. The Consumer Protection BC conducts their inspections of this cemetery. The Custodian is responsible for:

1. Ensuring the Cemetery By-Laws are upheld and the Operations Manual is adhered to.
2. The maintenance of all cemetery records and history,
3. Ensuring the cemetery grounds and ground's maintenance equipment are properly cared for, and
4. Providing guidance to parties interested in reserving a burial plot for full burial or cremation.

Supervision is exercised over contractors, laborers and other subordinate staff and volunteers.

The Custodian will also perform other duties as assigned or required.

Term of Office:

A permanent, part time position with the Cemetery. This job description is part of the Employment Agreement for this position.

Supervision and Support:

Reports to: The Incumbent, who is also the Chair of the Cemetery Committee.

Staff liaison: if different from above:

- The St. Stephen Cemetery Committee.
- The St. Stephen Administrative Assistant (who is responsible for bookkeeping at St. Stephen church),
- The Parish Council,
- Volunteers throughout the Parish, and

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- The general public.

Population(s) served:

Committee/Board responsible for this ministry:
The St. Stephen Cemetery Committee

Parishioners of the Parish of Central Saanich and the general public wishing to take advantage of the services offered by the Cemetery

Duties & Responsibilities:

Working as a member of the Cemetery management team, the Custodian:

1. Supervises grave site preparation and turf maintenance activities including the building of concrete foundations for headstones, excavating for burials, sodding and grading of burial plots, resetting of fallen monuments and stones, tree and snow removal, mowing of grass and trimming of shrubbery; inspects work for conformance to instructions and regulations.
2. Oversees cemetery projects and submits requests for capital improvement projects.
3. Keeps a variety of records and reports in connection with the Cemetery including receipts for plots reserved and perpetual care, burial transfer permits, interment cards, and interment orders from funeral homes.
4. Maintains records and diagrams of burial plots and interment locations; locates graves upon request of families and monument companies.
5. Confers with prospective parties interested in reserving cemetery plots, foundation and inscription permits;
6. Advises pricing structures, collects fees, and makes records of sales.
7. Schedules and coordinates funeral services and burial arrangements with Incumbent, funeral home directors and families.
8. Ensures compliance with all relevant codes and laws and corresponding reporting requirements governing the burial of human remains.
9. Prepares and manages the Cemetery budget.
10. Performs clerical work including preparation of personnel time sheets, requisitioning of equipment and supplies, and the preparation of financial statements, work progress and attendance reports.
11. Responds to questions, complaints and requests for information from the bereaved, general public, business and community organizations in a courteous and timely manner.

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Duties & Responsibilities (cont'd.)

12. Attends monthly staff meetings, and the Annual General Meeting to represent the Cemetery.
13. Lead a life that is appropriate for a Christian role model.
14. Demonstrates a willingness to participate in the life of the parish.

Skills/ Knowledge Required:

The Custodian of the Cemetery will have:

1. A good knowledge of:

- a) The organization and functions of cemeteries
- b) The current techniques, practices, procedures, and equipment involved in cemetery operations, construction and maintenance;
- c) The Federal and Provincial interment codes and laws;
- d) The grounds maintenance practices, procedures, supplies and equipment;
- e) The use, care, and repair of the ground's maintenance equipment;
- f) The accident and safety precaution connected with such maintenance work;
- g) The methods and procedures involved in budget preparation and to report on variances to Budget;

2. The ability to:

- a) Plan and supervise the work of others.
- b) Maintain complex records and files.
- c) Comprehend and carry out complex oral and written directions.
- d) Communicate effectively, both orally and in writing;
- e) Establish and maintain effective working relationships with employees, outside agencies and the general public. Ability to work collaboratively with volunteers.
- f) Use tact, patience, empathy and courtesy to effectively deal with grieving families.
- g) Effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.
- h) Read, write, understand and communicate in English sufficiently to perform the essential functions of the position.

3. Good judgment; Demonstrated maturity and diplomacy when communicating; Proven leadership experience.

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Skills/ Knowledge Required (cont'd.):

4. **Physical condition** commensurate with the duties of the position.

Minimum Acceptable Training and Experience:

- Graduation from high school or possession of a high school equivalency diploma, and
- six (6) months of experience in the operation of a cemetery and
- three (3) years of grounds keeping or maintenance work, including or supplemented by one (1) year of supervisory experience, or
- **Equivalent combination of qualifications and experience.**

Terms of Work/Service

The hours of work, remuneration and vacation benefits are set out in the Employment Agreement, to which this Job Description is attached and forms part of that Agreement. We are prepared to be flexible and respectful of the contribution of this professional to the extent that our budgets can afford.

Training Provided:

Check all that apply

- ☒ Position-specific training (pre-requisite)
- ☒ "Workshop and course training available with pre-approval
- ☒ Diocesan Sexual Misconduct training

Position Risk Assessment ☐ Low ☐ Medium ☒ High

Benefits & Opportunities: