

Position Title: Cemetery Manager**Schedule: Part Time (8hrs/week in-person) with additional time necessary in connection with cemetery burials, often on weekends.**

Annandale United Methodist Church (AUMC) is looking for a dedicated individual who is organized, physically capable, and committed to the respectful and efficient management of the cemetery. The Cemetery Manager plays a crucial role maintaining the integrity and historical significance of the AUMC cemetery and ensuring that burial services and operations run smoothly and professionally.

Job Description

The Cemetery Manager of Annandale United Methodist Church (AUMC) is responsible to the AUMC Board of Trustees for overseeing the administration, upkeep and operations of the AUMC cemetery. The Cemetery Manager is administratively managed by the Senior Pastor and AUMC administrative staff.

Required Qualifications

The ideal candidate should meet the following requirements:

- Able to commit eight hours per week for cemetery management duties.
- Provide schedule flexibility to accommodate showing available burial sites to interested congregants as well as availability for marking burial sites for excavation (in coordination with AUMC Facilities Manager) and arranging for burials in the cemetery.
- Have strong interpersonal skills to interact with families at difficult times and to interact with funeral home and excavation personnel.
- Capable of maintaining accurate records, planning, and coordinating cemetery operations.
- Proficient in basic computer tasks, including data entry and correspondence.
- Able to perform general cemetery maintenance, work outdoors in various weather conditions, and have adequate mobility and strength to handle gravesite markings and oversee excavations.
- Possess and maintain a valid Driver's License.
- Eligible for employment in the United States and pass a criminal background check.
- Able to learn and share the history of AUMC and its cemetery operations.

General Administrative Responsibilities

- Adhere to "Annandale United Methodist Church Cemetery: Policies and Procedures for Operation and Administration" and recommend updates or revision to policies as needed.
- Maintain, update, and ensure the accuracy of cemetery records.
- Forecast, plan, and manage annual cemetery operating budget.
- Monitor and supervise cemetery financial transactions.
- Serve as the principle point of contact to cemetery property owners and families.
- Submit annual cemetery operations and administration report to the Board of Trustees.
- Perform church office duties, including answering phone and filing, as assigned.

General Cemetery Operational Tasks

- Interments and Grave Preparation:
 - Ensure proposed burials comply with AUMC Policies and Procedures.
 - Coordinate interment schedules with the AUMC Staff and funeral directors.
 - Survey and mark gravesite locations for excavation in collaboration with AUMC Facilities Manager.
 - Supervise contracted gravesite excavation, burial, and site closure/cleanup.
- Installation of Headstones and Markers:
 - Coordinate and supervise the installation of headstones and grave markers.
 - Survey and mark headstone locations in collaboration with AUMC Facilities Manager.
- Cemetery Grounds Maintenance
 - Ensure the cemetery remains clean and free of trash or debris.
 - Perform minor repairs to small headstones, markers, and structures.
 - Arrange for professional repairs of cemetery infrastructure or resetting of headstones as needed.
 - Arrange and assist in periodic cleaning of headstones, markers and structures.
 - Assess the condition of trees and schedule professional services when required.
 - Assure cemetery lawn is watered as necessary.
 - Maintain electric and water utility stations.
 - Maintain storage and inventory of tools, markers, and cemetery equipment.