

CEMETERY COMMITTEE

Functions as a part of the *Church Business* task group.

Purpose: To administer the cemetery policies of the church.

Responsibilities:

- Maintain record of all grave plots.
- Lay out grave plots when requested.
- Carry out the cemetery policy as adopted by the church.
- Oversee setting and location of tombstones and shrubs.
- See that trash is removed and grass cut as needed with special attention given to Easter, Mothers' Day, Fathers' Day, Memorial Day, and Homecoming.
- Organize cleaning of cemetery when needed.
- Maintain sign.
- Monitor expenses so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee. Items costing more than \$300 shall be presented to church conference for approval.
- Complete budget request forms as requested by Budget/Finance Committee.
- Recommend changes in regard to duties of this committee to the Nominations Committee.
- Report status of Cemetery Fund to Mt. Carmel Baptist Church at church conference once per quarter.
- Chair or designated representative shall attend church council meeting and church conference.

Approved in church conference 4-24-02