



## St. Mary Catholic Church

**New Cemetery Manager Position being established:** At the recommendation of the Finance Council, St. Mary Parish is seeking a member of the parish to oversee the operation of the parish cemetery. This will be a position where a stipend will be given for each sale and/or burial with rate to be established. The person chosen will be responsible for taking care of the business matters of the cemetery, namely sale of gravesite, bookkeeping, accounts receivable and payable and banking. Also, he or she will at the time of a burial mark the grave, coordinate with monument company on placement of tombstone, ensure necessary forms are completed for submission to state of Illinois and parish and information is entered in parish records. Training will be provided. Ability to be compassionate and interact in an empathic manner with those seeking burial of a loved one is essential as well as the ability to maintain confidentiality. Availability during daytime hours is required. Contact our pastor Fr. Joe Rascher at 224-9335 or 224-2636 for further information and to apply.