

CEMETERY SUB-TEAMS

Revised 02/07

Constitution of Teams:

In accordance with an open process for nominations, members of the Cemetery Sub-teams shall be elected at the annual meeting of the Bathurst Pastoral Charge.

There shall be a minimum of;

- four (4) voting members serving on the West Bathurst Cemetery Sub-team;
- four (4) voting members serving on the East Bathurst Cemetery Sub-team;
- four (4) voting members serving on the South Tetagouche United Church Cemetery Sub-team.

Constitution of Team Leadership:

In accordance with an open process for nominations, the Chairperson and Secretary of the Cemetery Sub-teams shall be elected at the annual meeting of the Bathurst Pastoral Charge.

Staff Support: Regular staff support is not required.

Duties and Responsibilities:

1. hold in a secure location all deeds and plot plans for cemetery property owned by the United Church of Canada;
2. oversee the maintenance of all cemetery property owned by the United Church of Canada;
3. supervise casual labour, as required, for the care and maintenance of cemetery grounds;
4. oversee the sale and preparation of cemetery plots and maintain accurate records of each transaction.

Frequency of Meetings:

The Cemetery Sub-teams shall schedule meetings as required to satisfy their duties and responsibilities.

Reporting and Accountability:

Funds generated for cemetery maintenance are not transferable to other purposes. All expenses related to the care and maintenance of cemetery property shall be offset by funds generated by the respective Sub-teams. Where expenses exceed revenue, the Board of Trustees shall consult with the Financial Management Team for direction.

The Cemetery Sub-teams report in writing to and receive direction from the Board of Trustees.