

CONTRACT
CEMETERY CARETAKER
Zion Evangelical Lutheran Church
Enola, PA

This contract is entered into by Zion Evangelical Lutheran Church (owner of Zion Lutheran Cemetery) and _____ as caretaker of the cemetery.

The subject of this contract is the care and maintenance of the cemetery and church properties. Such properties shall include the cemetery proper, sidewalks on North Enola Drive and Columbia Road, walkways within church grounds, grounds around the church and church office, parking lots, and the garage driveway. Specific duties and timelines are outlined in the detailed job description entitled, "Responsibilities and Duties" attached to this contract.

The caretaker will be an independent contractor and not an employee of Zion Lutheran Church. He/she will provide his/ her own liability insurance and provide proof of such insurance yearly to the Cemetery Committee.

The property on 411 Brick Church Road, Enola, PA 17025, known as the Cemetery House, is made available for occupancy to the caretaker in return for the care and maintenance of the cemetery and church properties. The use and occupancy of this property is a required condition of this contract and is the only compensation for the rendering of the required services.

The following persons have approval to occupy said property: _____ Any additional persons who wish to occupy said property must be approved by the Cemetery Committee. In addition, any pets who will be occupying the house must be approved by the Cemetery Committee.

Any and all illegal activity which occurs on church or cemetery property and involves the caretaker and/or other residents of the house will be cause for immediate dismissal.

All cemetery property is subject to immediate or no-notice inspection.

This contract shall become effective upon occupancy of the premises by the caretaker and continue in force until such time as either party shall give 30 days' written notice to terminate this agreement. After the initial occupancy, there shall be a six-month probationary period. At the end of this period, and annually, there shall be a written evaluation by the Cemetery Committee.

The caretaker will pay all utilities on the Cemetery House with the exception of house insurance, real estate taxes and the sanitation bill for the dumpster in the cemetery, and will provide proof of payment for all utilities on a quarterly basis. Upon agreement and prior approval of the Cemetery Committee, the caretaker may make interior repairs as needed, with materials to be provided from cemetery funds and labor furnished at no charge. Any incidental charges connected directly with the cemetery business will be reimbursed to the caretaker upon presentation of documentation to the Cemetery Committee.

The caretaker is expected to make appropriate arrangements for his/her duties to be performed in his/her absence. The names of said persons and contact information must be communicated to the Cemetery Committee prior to the absence.

A Petty Cash Fund in the amount of \$100.00 shall be provided from cemetery funds. This fund will be used for miscellaneous expenditures. Expenditures from this fund and any other receipts or bills shall be submitted bi-monthly to the Cemetery Committee for reimbursement.

(continued)

The Cemetery Committee will be responsible for maintaining bank accounts, check books, write checks, report expenditures monthly to the Congregation Council, and be responsible to the Audit Committee for yearly audit of cemetery records.

The effective date of this agreement is _____.

Cemetery Caretaker

Date

Cemetery Committee Chair

Date

Council President

Date

Revised and approved by Congregation Council 8.16.2010
Revised and approved by Congregation Council 12.17.2012

ZION EVANGELICAL LUTHERAN CHURCH, ENOLA PA
CEMETERY CARETAKER
RESPONSIBILITIES AND DUTIES

Overview of Responsibilities

1. Oversee the opening and closing of gravesites. Become familiar with all state and federal regulations regarding cemeteries, burials, etc.
2. Maintain cemetery records, which consist of the books containing burial and plot information. Upon request, supply other necessary information regarding cemetery records.
3. Maintain an inventory log, maintenance log, and log of all cemetery-related work performed.
3. Respond to information inquiries and other business-related phone calls, e-mails or visits within 24 hours.
4. Maintain all cemetery, church, and church office grounds. The cemetery includes the cemetery proper, cemetery driveways, sidewalk along North Enola Drive, and lower parking area. The church grounds includes the church and office buildings, garage on Columbia Road, and all adjoining sidewalks, parking lot, ramps, stairways, porches, garage driveway, and the sidewalks along North Enola Drive and Columbia Road. The Cemetery Committee will fund the equipment and supplies.
5. Perform routine maintenance of equipment
6. Perform snow and ice removal by 8am daily or within three hours of the end of a snowstorm.
7. Maintain petty cash fund for equipment and supplies.
8. Monitor the cemetery for suspicious activity such as vandalism or loitering, and have trespassers removed from the cemetery and church property. File police reports for vandalism and theft.
9. Attend monthly meetings of the Cemetery Committee and provide a verbal or written report of activities and recommendations. If the caretaker cannot attend a meeting, a written report will be provided.
10. Purchase flowers for Blair graves at Christmas and Easter.

ZION EVANGELICAL LUTHERAN CHURCH, ENOLA PA
CEMETERY CARETAKER(S)
RESPONSIBILITIES AND DUTIES
Specific Duties

I. Burials and Cremations

A. Burials

1. Funeral Director Contact
 - a. Set funeral arrangements with the Funeral Director
 - b. Get lot information or all necessary information to locate grave
2. Grave Digger Contact
 - a. Contact Gravedigger to set time for grave opening
 - b. Contact Gravedigger to close grave
3. Lot Preparation
 - a. Verify that there is an empty grave
 - b. Find location of grave to be dug
 - c. Verify and mark the grave to be opened
4. Oversee Burial Preparations
 - a. Verify grave to be dug with grave digger
 - b. Oversee that digging meets the required vault dimensions
 - c. Show vault company the location of the grave
5. Payment/Burial Records
 - a. Collect payment for the opening/closing and forward to treasurer
 - b. Record deceased information in cemetery books
 - c. Complete and mail copy of burial permit to Vital Statistics
 - d. Keep cemetery copy of burial permit in files
6. Post-Burial Clean Up
 - a. Place flower arrangements on grave after closed
 - b. Clean dirt/debris from surrounding lots/tombstones
 - c. Remove flower arrangements one week after burial
 - d. Rake the lot level
 - e. Spread fresh top-soil as needed
 - f. Plant grass seed

B. Cremations

1. Burial Contact
 - a. Get all necessary funeral information
 - b. Verify the lot and grave in which to place cremation remains
 - c. Set all necessary grave-side arrangements
2. Opening/Closing of Grave
 - a. Dig the grave in which to place remains
 - b. Close the grave after funeral services
3. Post-Cremation
 - a. Collect payment for opening/closing and forward to treasurer
 - b. Record deceased information in cemetery records
 - c. Complete and mail a copy of the burial permit to Vital Statistics
 - d. Keep the cemetery copy of burial permits in files
 - e. Remove flower arrangements one week after funeral

II. Cemetery Maintenance

- A. Mowing: Maintain grass and weed height of 3" or less at all times
- B. Trimming: Neatly trim grass around each tombstone, pole, tree, driveway, and walkway
- C. Weeding: Remove all weeds. Spread weed killer per committee approval.
- D. Edging: Edge all sidewalks and remove dirt/grass debris
- E. Garbage
 1. Remove old flower arrangements from graves

2. Remove any debris from cemetery property
3. Remove any debris along the sidewalk and gutter along the front of the cemetery

F. Hedge Trimming

1. Trim hedges located along property edges
2. Trim tree limbs that hang low over the graves/driveways

G. Sunken Graves

1. Dig out the perimeter of the grave
2. Fill the grave with dirt and rake smooth
3. Plant grass seed

H. Tombstones

1. Repair and/or reset tombstones which have fallen or been knocked down
2. Make alterations to prevent tombstones from falling
3. Keep tombstones clear of all grass clippings, debris, etc.

I. Security

1. Monitor the cemetery for suspicious activity such as vandalism or loitering.
2. Remove trespassers from cemetery and church property.
3. File police reports for vandalism and theft.

III. Church Ground Maintenance

A. Mowing: Mow grass along front and rear of church and church office grounds. Maintain grass and weed height of 3" or less at all times.

B. Trimming

1. Trim bushes and trees along front and back of church and church office grounds
2. Trim around church, church office, and office garage
3. Trim around telephone and street poles along Enola Drive and Columbia Drive

C. Edging: Edge all sidewalks and remove dirt/grass debris

1. Edge sidewalks along Enola Drive and Columbia Road
2. Edge sidewalks within the church and church office passageways

D. Weeding

1. Weed flowerbeds around the church and church office
2. Remove weeds and grass growing along the concrete wall bordering the church parking lot
3. Remove weeds and grass growing in the cracks of the sidewalks on the property

E. Miscellaneous

1. Assist in Spring cleanup of flowerbeds, spreading mulch, weeding, and planting
2. Spread weed killer and grass fertilizer in front of church and church office per committee approval

F. Snow and Ice Removal

1. Remove all snow and ice from all church, office and cemetery sidewalks, all stairways and ramps at the church and church office, garage driveway, parking lots, and all cemetery driveways by 8am daily or within three hours of the end of a snowfall.
2. Spread ice remover along all surfaces as needed.
3. Notify Cemetery Committee when ice removal supplies need to be replenished.

IV. Equipment Maintenance

A. Routine Maintenance

1. Check the oil in mowers prior to use
2. Change the oil in mowers/tractors as per specifications
3. Clean air filters prior to each use of mowers
4. Change air filters as needed
5. Check and maintain tire pressure in mower
6. Clean grass from the underside of the mower decks
7. Clean grass/dirt from trimmers after use
8. Add gas cleaning agents to equipment as needed
9. Change mower blades as needed
10. Take mower blades to be sharpened

11. Keep equipment cleaned as to perform efficiently
12. Store equipment promptly after use in lockable shed

B. Repairs

1. Perform any minor repairs needed to equipment
2. Take equipment to repair shop when necessary or make arrangements for shop to pick up.
3. Inform Cemetery Committee prior to all repairs.

C. Errands

1. Purchase gasoline, oil and other equipment supplies
2. Purchase necessary miscellaneous items

V. Record Keeping

A. Cemetery Records

1. Sale of Lots

- a. Sell graves as requested
- b. Fill out deed to purchaser and obtain signature of Congregation's President and Secretary on same.
- c. Record all deed information in Cemetery books and computer

2. Maintenance of Records

- a. Maintain burial records
- b. Maintain map records
- c. Verify accuracy of information when needed
- d. Maintain the plot records electronically and in writing. Provide a backup to the Cemetery Committee quarterly (January, April, July, October). Include on the backup any cemetery-related items contained on the cemetery computer.

3. Information Requests

- a. Provide any cemetery information upon request
- b. Assist visitors in finding graves

4. Deed Transfers

- a. Verify deed ownership and/or next of kin
- b. Verify grave availability
- c. Fill out and record deed information and obtain signature of Congregation's President and Secretary on same

B. Inventory Log: Maintain an Inventory log which includes, description, make, model, serial number and, if available, date of purchase and price for any equipment purchased for cemetery use.

C. Maintenance Log: Maintain a maintenance log of all maintenance performed on any cemetery equipment either by yourself or a contracted person. This log should contain a description of the service, date, and time in which the equipment was being worked on. If supplies were purchased or contractor paid, this also should be noted.

D. Store all logs in electronic format and provide copies to the Cemetery Committee monthly or as required.

VI. Work Documentation

A. Petty Cash Fund: Maintain Petty Cash Fund by providing receipts for all items purchased with this fund to the treasurer weekly.

B. Work Documentation

1. Maintain a log of all requests for cemetery research received by phone, e-mail, or in person. The log should include the requestor, information requested, the time spent in the research and outcome of the call/request.
2. Maintain a log of all cemetery-related work performed, including burials, cremations, cemetery and church grounds maintenance, snow removal and record maintenance which includes a description, date, and time invested.
3. Provide copies of work documentation to the Cemetery Committee for its monthly meeting. This meeting is currently held the second Tuesday of the month, 6:30 pm.

Prepared by Personnel Task Force 1.2005
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