

TOWN OF TUFTONBORO CEMETERY TRUSTEES

SEXTON JOB DESCRIPTION

The Sexton is responsible for maintaining the orderly appearance of the Town House Cemetery and notifying the Cemetery Trustees if any problems arise that may need their resolution. This includes supervision of trash removal/disposal.

The Sexton is responsible for removing floral arrangements and other mementos left on graves. The Sexton shall use his/her discretion, respecting the family as much as possible , while maintaining the orderly appearance of the cemetery.

The Sexton shall be familiar with the Regulations for the operation of the Town Hall Cemetery and to alert the appropriate authorities if any infraction of the Regulations is observed.

In the Spring, the Sexton shall turn on the water lines to the cemetery and repair leaks as necessary, and coordinate work with the Town Office Coordinator as needed. In the Fall, he/she shall turn off the water lines and drain the system.

Upon notification by a Trustee or Town Office Coordinator that a Right to Burial has been purchased, the Sexton will contact the family involved and meet with them or their representative at the cemetery to show them where the site is located. The Sexton will set the cornerstones.

The Town Office Coordinator handles all money involved: the Right of Burial money goes to the Trustees of the Trust Funds; the cornerstone money goes to a separate account for cornerstones; perpetual care money is handled by the Trustees of the Trust Funds.

The Town Office Coordinator orders the cornerstones and notifies the Sexton when they have arrived. The Sexton installs the cornerstone markers.

When notified by the Town Office Coordinator or the Funeral Director that an interment is to take place, the Sexton will assist the Funeral Director in locating

the burial site, identify the access road(s) to be used and discuss any concerns which may affect surrounding areas.

Following the burial, the Sexton will ensure that the grave has been closed properly with all sod neatly back in place, and that the Funeral Director understands where and how the head stone will be placed. The Sexton will notify the Funeral Director if any grave shows any sign of depression.

In the case of cremation burials, the Sexton may open the burial plot if the family has not made arrangements for it to be done. In this event, the Sexton will bill the family directly.

The Sexton shall maintain accurate time logs and expense records for cemetery work as described above and periodically submit these records to the Cemetery Trustees for approval.

The Sexton works for and reports to the Tufonboro Cemetery Trustees.

Employment is from April 1st – November 1st; the rate of pay is \$25 per hour, with a maximum seasonal stipend of \$1500.

Adopted by the Cemetery Trustees on April 17, 2017.

Sue Weeks, Trustee Chairman

Guy Pike, Trustee

Charlotte Allen, Trustee