

## Cemetery Sexton's Duties

Revised September 2021

### **Care of the grounds and buildings:**

1. Cut grass, trim trees and bushes, pick up all down limbs. Empty trash, trim around stones.
2. Order the removal of trees and bushes with the approval of the township board.
3. Plant flowers, trees, and bushes with approval of the township board.
4. Maintain order in the cemetery building.
5. Maintain the other township buildings within the time and skill of the sexton.
6. Remove snow and ice from Township Hall – Monday through Saturday.
7. Order the snow plowed from Cemetery roads when necessary.
8. Dig all graves, oversee all burials, refill graves, and reseed with grass.
9. Construct all foundations for grave markers.
10. Order the necessary supplies to operate the cemeteries.
11. Flags are to be placed at the beginning of Memorial Day week; and clean all material off after April 1<sup>st</sup>.

### **Records and cemetery sales.**

1. Sell all burial spaces, collect for burials, and foundations.
2. Turn all Township moneys into the Treasurer in a prompt fashion.
3. Issue all deeds for cemetery lots.
4. Maintain the Burial Records.
5. Turn records of deeds over to Clerk in an orderly and prompt fashion.

### **Care of Cemetery Equipment.**

1. Keep all cemetery equipment in good and safe working order.
2. Order and receive such cemetery equipment as the Township Board shall authorize.

### **Additional Duties**

1. Report to the Township board monthly account of bills and activity.
2. Trash pick up at Evans Lake and boat launch at Lake Templene.