Cemetery Committee

Policies & Procedures System

# General Numbering

Policies and Procedures for the Cemetery Committee are organized in a standard format under the following general headings

|  |  |  |
| --- | --- | --- |
| **Series** | **Area** | **Description** |
| 100 | Administration | Guidelines for selling, invoicing and documenting |
| 200 | Policies & Procedures | Standard operating procedures for the use and maintenance of cemeteries and graveyards  |
| 300 | Roles | Roles and responsibilities of Trustees, Officers and the Sexton |

# Expanded Numbering

Individual documents within a series will be numbered sequentially (for example, the next document in Administration is CEM 101.1 Cemetery Lot Sizes and Pricing). Depending on the subject of document associated number of a follow-on document may be 101.2 (a topic having to do with either lot sizes or pricing), or 102.1 (a separate Administration document).

Revisions are indicated beside the policy number beginning with Rev. 1.0 for the first iteration. Minor changes to the document will be indicated as a decimal number (i.e., 1.1, 1.2, 1.3), major changes and re-writes move to the next iteration (i.e., 2.0, 3.0).

# Review

All documents are reviewed annually and initialed by the Chair, Cemetery Trustees. The review is considered a minor change and will increase the revision number following the decimal point.