



CATHOLIC  
CEMETERY  
CONFERENCE

Do you  
wear  
a variety  
of hats on  
a daily basis?  
Then this  
program is  
especially for  
you!

Seventh Annual  
SMALLER CEMETERY  
SEMINAR

Sunrise at Cedar Grove Cemetery



March 25-27, 2010 | The Morris Inn | Notre Dame University | Notre Dame, Indiana

## Learn Valuable Insider's Techniques for Running Your Smaller Cemetery Operation

The Catholic Cemetery Conference is pleased to present the popular Smaller Cemetery Seminar to provide you with the tools and information you need to effectively run your operation. Geared specifically for Catholic cemeterians in the smaller parish operations who wear many hats at work, this two and one-half day program focuses on your most pressing issues. Join other cemeterians who face similar challenges in their operation for a time of learning, prayer, networking and reflection. You'll return home to your smaller parish cemetery refreshed and ready to put your new skills and operating knowledge right to work.

### Thursday, March 25

#### 7:00 pm **Welcome Reception and Opening Presentation**

##### WELCOME FROM OUR HOSTS AT THE UNIVERSITY OF NOTRE DAME:

Leon M. Glon  
*Manager, Cedar Grove Cemetery*

Karmin Meade  
*Service Coordinator, Cedar Grove Cemetery*

David A. Harr  
*Associate Vice President,  
Auxiliary & Facility Operations*

##### CALL TO MINISTRY: NOW YOU'RE A CATHOLIC CEMETERIAN

Rev. Patrick J. Pollard, CCCE  
*President, Catholic Cemetery Conference  
Director of Cemeteries, Archdiocese of Chicago*

Do you get up in the morning and love going to your job? This work of managing and maintaining Catholic cemeteries is not just a job, it is a ministry. We fulfill a necessary need in our human culture. Father will offer insights on why our daily work is so important to our Church. The opening presentation will set the stage for the next two days and will give you the opportunity to meet your fellow classmates for this program.

### Friday, March 26

#### 8:45 am **Opening Prayer**

##### NOTRE DAME - WHO WE ARE!

David A. Harr  
*Associate Vice President, Auxiliary & Facility  
Operations, University of Notre Dame*

Mr. Harr will present a video and introduce us to the University of Notre Dame.

#### 9:15 am **rites, rituals and Burial Guidelines**

Rev. Patrick J. Pollard, CCCE  
*Director of Cemeteries, Archdiocese of Chicago*

The Rite of Christian Burial consists of the Vigil, Funeral Liturgy and the Rite of Committal. A solid understanding of these rites will be useful to smaller cemeterians as they work with families of the deceased, funeral directors and others that they serve in their cemetery.

#### 10:15 am **Refreshment Break**

#### 10:30 am **YOU HAVE USED YOUR LAST GRAVE - NOW WHAT DO YOU DO?**

Mark R. Lazaroski, CCCE  
*Director of Cemeteries, Diocese of Syracuse*

Now that you have backed yourself into a corner and think it is too late, you should be thinking, "I can solve this problem." This session will allow you to explore options you probably never considered. A cemetery is never 'dead;' there is always opportunity for 'life.'

#### 11:35 am **IS YOUR SERVICE IN NEED OF SERVICE?**

David Michener  
*Eastern Division Sales Manager  
Bronze Division, Matthews International*

A six-point inspection of your cemetery's customer service skill set will ensure optimal performance when it counts most. This yearly review will benefit your administration, sales and maintenance staff enabling them to function as a top-performing team. Advance preparation will prepare them to handle the occasional bump in the road.

#### 12:30 pm **Lunch**

# Seventh Annual Seminar

## 1:30 pm CEDAR GROVE CEMETERY TOUR

Recognizing the need for a Catholic cemetery, Reverend Edward Sorin, C.S.C. established Cedar Grove Cemetery in 1843, one year after founding the University of Notre Dame. The cemetery originally occupied 16 acres, but with two small expansions has grown to its current size of 22 acres.

To broaden its reach in the Notre Dame community, in 2007 Cedar Grove Cemetery introduced new alternatives for Christian burial as above-ground crypts and niches are now available in a new mausolea complex named Our Lady of Sorrows at Cedar Grove Cemetery.

Two open-air garden mausolea, consisting of a combined 144 crypts and 844 niches, currently occupy an area where as many as 11 mausolea will eventually stand. The next two mausolea are now under development.

The cemetery averages 64 burials per year with a cremation burial rate of 50%. Of the 64 burials, 30% are above-ground in the new mausolea.

A unique feature to the cemetery is the historic All Souls Chapel. Considered to be the second oldest original building still standing on campus, the cemetery's Chapel was designed and built in 1859. With room for approximately 35 people, the Chapel also housed a mortuary and the cemetery office.

## Tour Highlights

During our tour of Cedar Grove Cemetery we will share the humble beginnings from which the cemetery began and how it has evolved. Walking from the old section to the new section we will share operational practices and highlight historical figures of interest.

We will conclude at the Our Lady of Sorrows at Cedar Grove Cemetery mausoleum complex, sharing how it came to be, highlights of development and construction phases, and our communication plan by which we educate University of Notre Dame alumni not only about the unique opportunity available to them on campus but about Catholic burial practices as well.

## Gain an "Insider's" Look at Notre Dame

After the cemetery tour, attendees will participate in a special VIP tour of the Notre Dame campus with members of the staff who can provide an inside look into the University's physical plant and beauty of its campus. Learn what it is like to live and work in a place steeped in history and culture that not every visitor can experience.

## 5:30 pm *Evening On Your Own*



*Entrance to Our Lady of Sorrows at Cedar Grove*

# Schedule

Saturday, March 27

8:45 am **Opening Prayer**

## AFFORDABLE RECORD KEEPING AND COMPUTERIZATION

**Frank Cardon**

*Director of Computer Operations  
Diocese of Youngstown*

In this session, you will receive the basic information cemeteries need to have for complete and accurate record keeping. This session will provide methods for the computerization of these records. Frank will demonstrate the basics of record keeping and will give you practical hands-on suggestions that have worked in smaller cemeteries. Even the best record keeping system can be improved to better serve your operations.

10:00 am **FORMS AND RECORD KEEPING**

**Gerard J. B. Raymond, CCCE**

*Executive Director, St. Peter's Cemetery  
Diocese of Portland, Maine*

Accurate record keeping for smaller cemeterians begins with user-friendly basic forms. This session will provide tools and methods for keeping records current and in tip-top shape in your operation. Copies of all forms covered in this session will be provided to participants to take back and implement in their operation.

11:00 am **Refreshment Break**

11:15 am **POTPOURRI OF EVERYDAY LEGAL ISSUES ENCOUNTERED BY SMALLER CEMETERIES**

**Tom Alter, Esq.**

*Director of Cemeteries  
Diocese of Fort Wayne-South Bend*

There is no end to the number of legal issues encountered in running a parish cemetery. The following will be addressed during this session: (i) the importance of documentation; (ii) putting in that indemnification clause/named insured rider; (iii) who gets the grave(s) after the original purchaser dies?; (iv) rules and regulations; (v) confidentiality and genealogy; (vi) open graves/tilting memorials; (vii) you buried her where?, and (viii) pending legislation/rule making.

12:30 pm **Lunch**

1:45 pm **BIG IDEAS FROM A SMALL CEMETERIAN**

**Dan B. Gallagher**

*Manager/Superintendent  
Gethsemani Cemetery, Diocese of Toledo*

Don't limit your ideas because you are considered a small cemetery. Dan will give some insights on his operation of a smaller cemetery and projects that he has accomplished to generate revenue.

2:45 pm **Refreshment Break**

3:00 pm **CEMETERY RENOVATIONS**

**Michael P. Welsh, CCCE**

*Chief Operating Officer, Diocese of Gary*

Mike will showcase specific renovation projects that can be done in your cemetery: (i) renovating with new statuary; (ii) monument setting; (iii) monument cleaning; (iv) monument restorations; (v) laying out sections; (vi) mausoleum repairs; (vii) walkways, and (viii) transferring old maps to CD's. You will take home practical experiences from a hands-on speaker who works in a smaller cemetery setting just like you do.

4:15 pm **OPEN FORUM DISCUSSION**

**Smaller Cemetery Committee,  
Members and Speakers**

Immediately following the last session, you will have an opportunity to ask any and all questions of today's speakers on any relative topic and/or share your experiences with your fellow cemeterians.

5:00 pm **Mass at the Basilica  
of the Sacred Heart**

**Return to The Morris Inn**

7:00 pm **Closing Dinner and  
Certificate Presentation**

Sunday, March 28

**Departure**



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# Registration Information

## Program Fee

The registration fee for this program is \$225/person and includes all course materials and instruction; welcome reception; two lunches; all coffee/ refreshment breaks; dinner Saturday evening, and a certificate of completion.

## To Register by Mail

Complete the registration form and mail it with your check, money order, or credit card information for \$225 to:

Smaller Cemetery Seminar  
Catholic Cemetery Conference  
1400 South Wolf Road, Building #3  
Hillside, IL 60162-2197

## To Register by Fax

Complete the registration form and fax it to the CCC at: 708.202.1255.

While we will gladly accept a fax registration for this program, you will need to put the payment for your registration fee in the mail to CCC at the address above.

Upon receipt of your payment, you will be sent a letter of confirmation.

## Cancellation Policy

Seminar tuition less a \$75 cancellation fee, is refundable if notice is received by March 15, 2010.

## Transportation

If you are flying into Chicago O'Hare or Midway Airport, following is a Website that provides transportation information Chicago to South Bend -

[www.coachusa.com/CoachUsaAssets/files/113/schedule.pdf](http://www.coachusa.com/CoachUsaAssets/files/113/schedule.pdf)

The pdf is of a brochure listing all departures and arrival times for bus service from O'Hare/Midway to Notre Dame. Please note that Notre Dame is on Eastern Time while Chicago is on Central Time.

The Notre Dame drop off/pick up is by the ECK Visitors Center, next to The Morris Inn.

## Questions?

Please call Irene Lazaroski, director, Meetings and Education, at 315.696.5919 or email [iklazaroski@catholiccemeteryconference.org](mailto:iklazaroski@catholiccemeteryconference.org).

# Registration Form

Seventh Annual Smaller Cemetery Seminar

March 25-27, 2010  
The Morris Inn/Notre Dame University  
Notre Dame, Indiana

*Please feel free to make photocopies should you require additional registration forms.*

**Yes! Please register me for this program.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Credit Card:**  Visa  Master Card  Discover

Cardholder Name \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Enclosed is check or money order payable to the Catholic Cemetery Conference in the amount of \$225 per person.

I am a CCC member in good standing.

I am not a member.  
Please send me membership information.

### Mail this form with your registration fee to:

Catholic Cemetery Conference  
1400 S. Wolf Road, Building #3  
Hillside, IL 60162-2197

### Or fax this form to:

708.202.1255

**Your faxed registration will be confirmed upon receipt of payment.**



Special thanks to the Smaller Cemetery Committee for their efforts to expand, develop and present this program.

**Committee Members:**

- Gerard J.B. Raymond, CCCE - Chair
- Rev. Msgr. William F. Bayer, CCCE
- Daniel B. Gallagher
- Joseph M. Kun
- Irene K. Lazaroski
- David Michener
- Craig S. Neal
- Michael P. Welsh, CCCE

Suppliers interested in sponsorship opportunities available in conjunction with this event may contact Irene Lazaroski at 315.696.5919 or [iklazaroski@catholiccemeteryconference.org](mailto:iklazaroski@catholiccemeteryconference.org).

**ADDITIONAL 2010 CCC PROGRAMS OF INTEREST**

**July 11-15**

School of Leadership and Management Excellence  
John Carroll University  
University Heights (Cleveland), OH

**September 14-17**

61st Annual CCC  
Convention and Exposition  
Omaha, NE

All CCC Members automatically receive advance information and registration materials for these programs. Non-members may call the CCC office toll-free at 888.850.8131 or you may email [membership@catholiccemeteryconference.org](mailto:membership@catholiccemeteryconference.org) to request copies of course brochures and/or membership information.



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1400 South Wolf Road, Building #3  
708.202.1242  
888.850.8131 Toll Free  
708.202.1255 Fax

## Seminar Hotels

### The Morris Inn

1 Notre Dame Avenue Notre Dame, IN 46556  
Ph: 574.631.2000 Toll Free: 800.280.7256

**We have a limited amount of rooms reserved at the Morris Inn. When they are sold out, you can make reservations at the Inn at St. Mary's, located a half block from the University. Shuttle service is available to Notre Dame. (See below for information on the Inn at St. Mary's.)**

Sleeping rooms are available at the Morris Inn for \$132.00 single; \$152.00 double plus tax per night to seminar participants and include a made-to-order breakfast at Sorin's. To make your sleeping room reservation for the Smaller Cemetery Seminar please call the hotel directly at 574.631.2000; Toll Free: 800.280.7256. Our group code is #5539, or identify that you are with the Catholic Cemetery Conference. Cut off date for making your reservations is February 25, 2010.

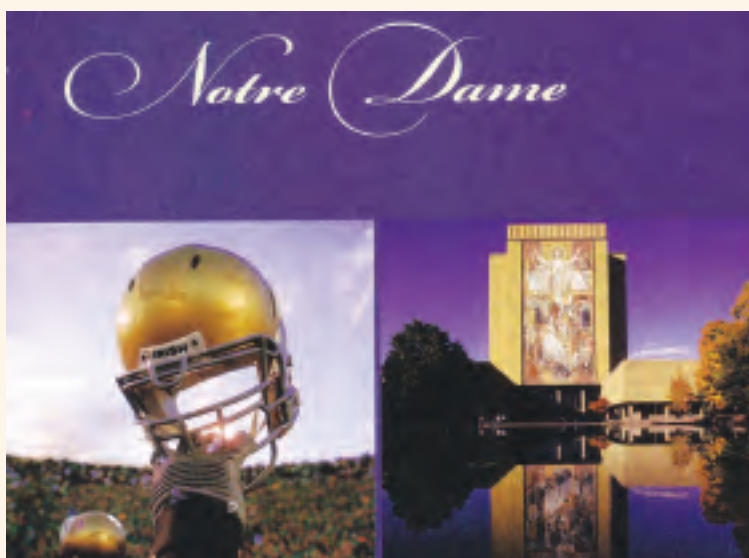
The Morris Inn serves as the gateway to the beautiful University of Notre Dame campus, setting the standard for unprecedented hospitality. Enjoy your breakfast in Sorin's which offers unparalleled dining experiences with seasonal menu offerings. For a more casual ambience, there is Leahy's Lounge where you can dine, relax and enjoy the legendary sights and sounds that take you back to one of the greatest of Notre Dame's football eras.

### Inn at St. Mary's

53993 Indiana S.R. 933 South Bend, IN 46637  
Ph: 574.232.4000 Toll Free: 800.947.8627

**Sleeping Room Reservations:** Sleeping rooms are available for \$110.00 single/double plus tax per night to seminar participants and includes a hot breakfast. To make your sleeping room reservation for the Smaller Cemetery Seminar please call the hotel directly at 574.232.4000; Toll Free: 1.800.947.8627 and identify that you are with the Catholic Cemetery Conference.

The luxurious Inn at Saint Mary's Hotel is just a stone's throw away from the University of Notre Dame. A full hot buffet breakfast is provided each morning and complimentary high-speed Internet access is provided.



Football is big on campus! The Hesburgh Library is pictured at right.