

# 2012 Annual SMALLER CEMETERY SEMINAR

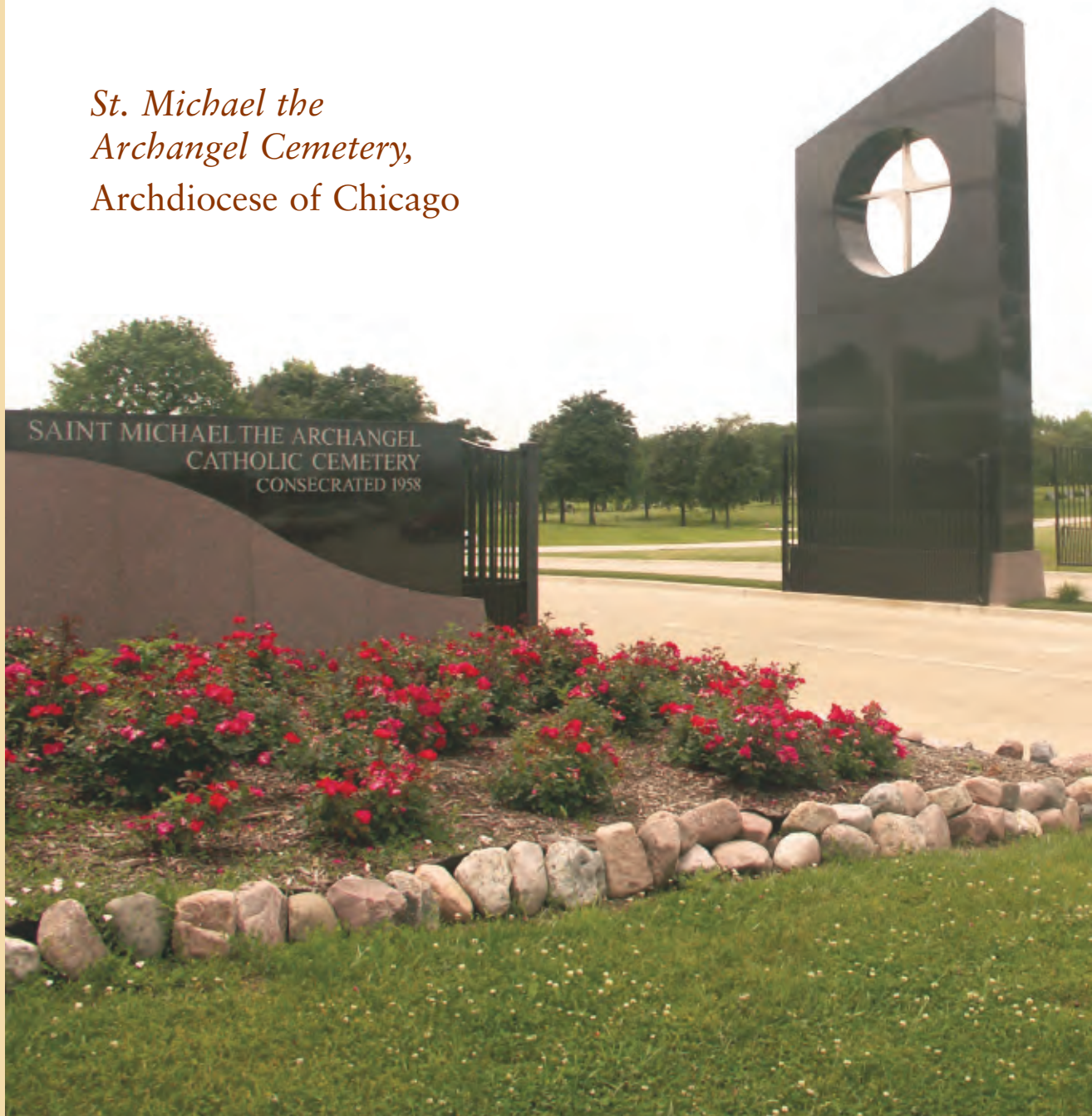
APRIL 12-14

Embassy Suites  
O'Hare-Rosemont  
Rosemont, IL

*St. Michael the  
Archangel Cemetery,  
Archdiocese of Chicago*

Join your fellow  
cemeteryans for  
2-1/2 days of  
learning, networking  
and reflection:

- What Makes a Cemetery Catholic?
- Rites, Rituals & Burial Guidelines
- Cemetery Land Usage
- Forms & Record Keeping
- Streamlining Operations - Mobile Technology
- Big Ideas From a Small Cemeteryan
- Rules & Regulations for Smooth Operations
- Saturday Hands-on Program at St. Michael the Archangel Cemetery



A PROGRAM FOR CATHOLIC CEMETERIANS INVOLVED IN SMALLER  
OPERATIONS AND WHO WEAR A VARIETY OF HATS ON A DAILY BASIS



CATHOLIC  
CEMETERY  
CONFERENCE

# Registration Information

## Program Fee

The nominal registration fee for this program is \$250 and includes all course materials and instruction; welcome reception; two breakfasts and lunches; coffee/refreshment breaks; round-trip transportation for cemetery site visit; farewell reception/dinner Saturday evening, and certificate of completion.

## To Register by Mail

Complete the registration form and mail it with your check or credit card information for \$250 to:

2012 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 Catholic Cemetery Conference 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 payment, a letter of confirmation will be sent.

## Hotel Information

Embassy Suites Hotel O'Hare-Rosemont  
5500 N. River Road  
Rosemont, IL 60018  
Phone: 847.678.4000

Reservations may be made directly at 800-EMBASSY (368-2779). Be sure to mention our group affiliation code: **NCC** to receive our special rate of \$105. The reservation cutoff date is 3/22/12. Reservations after that date will be made on availability.

The Embassy Suites provides complimentary transportation to and from O'Hare International Airport from 4:00 am - 12:00 am.

## Cancellation Policy

Seminar tuition less a \$75 cancellation fee, is refundable if notice is received by April 4, 2012.

## Questions?

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

# Registration Form

## 2012 Smaller Cemetery Seminar

April 12 - 14, 2012  
Embassy Suites O'Hare-Rosemont  
Rosemont, IL

*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 \_\_\_\_\_

Make checks payable to the Catholic Cemetery Conference  
\_\_\_\_\_ registration \$250/person

Credit Card payment — you may also contact:  
Bev Ivanauski at 888.850.8131

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

2012 Smaller Cemetery Seminar  
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.**

**Credit Card:**  Visa  Master Card  Discover

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

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

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

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

The Catholic Cemetery Conference is pleased to present the Smaller Cemetery Seminar which will 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 parish cemetery refreshed and ready to put your new skills and operating knowledge right to work.

### Thursday, April 12

**6:00 pm** **CCC Registration**

**7:00 pm** **WELCOME RECEPTION & OPENING REMARKS**



**Carmen A. Colao, CCCE**  
*President, Catholic Cemetery Conference*  
*Director of Cemeteries, Diocese of Buffalo*

The opening presentations will set the stage for the next two days and will give you the opportunity to meet your fellow colleagues for this program.

### Friday, April 13

**7:30-8:30 am** **Breakfast**

**8:00 am** **CCC Registration**

**8:30 am** **CALL TO MINISTRY: NOW YOU'RE A CATHOLIC CEMETERIAN**

**Carmen A. Colao, CCCE**  
*President, Catholic Cemetery Conference*  
*Director of Cemeteries, Diocese of Buffalo*

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. Carmen will offer insights on why our daily work is so important to our Church. This 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.

**9:00 am** **RITES, RITUALS & BURIAL GUIDELINES**



**Msgr. William Bayer, CCCE, Th.M., M. Div.**  
*Director of Cemeteries, Diocese of Allentown*

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 those who minister in small parish cemeteries as they work with families of the deceased, funeral directors and others who they serve in their cemetery. Canon law and liturgical law will be discussed concerning Christian burial.

**10:30 am** **Refreshment Break**

**10:45 am** **DEVELOPING CEMETERY RULES & REGULATIONS**



**Carol K. Giambalvo, M.A., CCCE, FAAGC**  
*Vice-President, Catholic Cemetery Conference*  
*Director of Cemeteries, Diocese of Rockford*

Rules and regulations in the smaller cemetery operation - who needs them? You do - to provide the best possible care for the deceased entrusted to your cemetery by family and friends and to provide protection for your cemetery. Developing rules and regulations for your cemetery is a balancing act and exercise in creativity. This session will help you step up to the challenge as you learn how to develop relevant and appropriate rules and regulations for your operation regarding local state laws and specific rules of your respective diocese(s).

**12 noon** **Lunch**

**1:30 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 insights on his operation of a smaller cemetery and projects that he has accomplished to generate revenue.

**2:45 pm** **Stretch Break**

# 2012 Annual Seminar

## 3:00 pm FORMS & RECORD KEEPING

Carol K. Giambalvo, M.A., CCCE, FAAGC  
*Vice-President, Catholic Cemetery Conference*  
*Director of Cemeteries, Diocese of Rockford*

Accurate record keeping for those who operate smaller cemeteries 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.

## 4:30 pm ILLINOIS CEMETERY LAW - UPDATE

## 5:00 pm OPEN FORUM DISCUSSION

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

### *Evening on Your Own*

## Saturday, April 14

### 7:30-8:30 am *Breakfast*

### 8:00 am *CCC Registration*

## 8:30 am YOU HAVE USED YOUR LAST GRAVE - NOW WHAT DO YOU DO?



Mark R. Lazaroski, CCCE  
*Past President, Catholic Cemetery Conference*  
*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."

### 9:45 am *Break*

## 10:00 am STREAMLINING OPERATIONS — MOBILE TECHNOLOGY

Nick Timpe  
*Director of Sales and Marketing*  
*webCemeteries.com*



Mobile devices have changed our culture, and they are now changing our industry. Families can be empowered to interact with cemeteries on a level never before imagined, and cemeteries can find new cultural relevance in modern technology.

Join us to learn how you can serve your community with a mobile application for cemetery mapping, memorialization, landscape maintenance, work orders, digital memorials and more.

### 11:30 am *Stretch Break*

## 11:45 am CEMETERY RENOVATIONS

Michael P. Welsh, CCCE  
*Chief Operating Officer*  
*Diocese of Gary*



Joe M. Kun  
*Superintendent*  
*Diocese of Youngstown*



Mike and Joe will showcase the renovation of a 150 year old parish cemetery: (i) setting of new statuary, (ii) leveling and re-setting of existing monuments, (iii) monument cleaning, (iv) mausoleum construction, (v) setting and layout of columbarium buildings, (vi) laying out sections, and (vii) transferring old maps to CDs.

You will take home some practical experiences from these two hands-on speakers who both work in a smaller cemetery setting just like you do.

### 1:00 pm *Lunch*

### 2:30 pm *Buses depart promptly from the main entrance of the hotel to St. Michael the Archangel Cemetery.*

*All afternoon sessions and programming will be held on-site at St. Michael the Archangel (Archdiocese of Chicago) - Palatine, IL.*

# Schedule

## 3:00 pm ST. MICHAEL THE ARCHANGEL CEMETERY SITE VISIT & TOUR

Consecrated in 1958, St. Michael the Archangel was opened to service the rapidly growing Catholic population in the far northwest area of the Archdiocese of Chicago. The cemetery's 383 acres were originally developed to only allow flat lawn level markers. In 1975, in order to accommodate family requests, upright monuments were permitted. On Memorial Day 1995, Our Lady of the Angels Garden Mausoleum, was blessed by Joseph Cardinal Bernardin.

The Garden Mausoleum complex includes the cemetery office, three interment chapels and 3,400 crypts and 3,150 niches. With the addition of crypts and niches, St. Michael Cemetery became a complete service cemetery offering graves, crypts and niches.

St. Michael is part of the All Saints Cemetery family and is the responsibility of Manager Ted Ratajczyk. St. Michael's daily staff of Dave Jendreas, Assistant Manager, Carmen Arroyo, Service Representative, Carol Lukee, Senior Service Clerk and four full time field employees, performs approximately 575 total interments and entombments annually.

## 3:30 pm STEP-BY-STEP - HOW TO CREATE AN ABOVE GROUND FUNERAL SET-UP



**Ken Giambalvo**  
*Manager, Mt. Hope Cemetery (Rockford)*

**Bryan Kenagy**  
*Grounds Superintendent, Calvary Cemetery (Rockford)*

The following steps will be detailed allowing for questions and answers:

-The importance of leveling your square stock to keep vault level during service;

-Leveling your vault on metal planks directly over center of the grave;

-Placing "greens" for family to walk on;

-The technique and order of placing your "Wilbert Way" devices over the grave;

-The wrapping of cables around your "Wilbert Way" spindles; the importance of wrapping them correctly every time. These cables are what hold your vault above ground.

-The presentation of having your vault lid on display and slid over to the side to allow the entire vault to be viewed (both inside and outside);

(continued next column)



## 3:30 pm STEP-BY-STEP - HOW TO CREATE AN ABOVE GROUND FUNERAL SET-UP (cont.)

-Placing the casket lowering device, and the importance of having that centered over bottom of the vault;

-Setting up a tent, chairs, blankets in cold months and side curtains;

-Lowering of the casket;

-Sealing of the lid to the bottom of the vault;

-How to lower entire vault into the grave.

## 4:00 pm EQUIPMENT SHOWCASE AND MAINTENANCE QUESTIONS/ANSWERS

**Sponsored by: John Deere Company and Buck Brothers, Inc. (Wauconda, IL)**

**Mark Allgaier**, *Turf Solutions Specialist*  
*John Deere Ag & Turf Division*

**Keith Hoverstad**, *Manager, Sales Administration*  
*John Deere Ag & Turf Division*

1. Equipment selection - balancing productivity and price
2. Daily and periodic maintenance review
3. Safety features and safe operations
4. Ride and drive (weather permitting)

## 5:00 pm Mass at St. Michael the Archangel Mausoleum Chapel

**Celebrant: Msgr. William Baver**,  
CCCE, Th.M., M. Div.  
*Director of Cemeteries*  
*Diocese of Allentown*



**Return to Embassy Suites**

## 7:00 pm CLOSING RECEPTION, DINNER & CERTIFICATE PRESENTATION

Sunday, April 14

**Departure**



Camaraderie,  
Learning and Fun!

## Seminar Hotel

### Embassy Suites O'Hare-Rosemont

5500 N. River Road, Rosemont, IL 60018  
Ph: 847.678.4000 or 800.368.2779

Conveniently located only one mile from O'Hare International Airport, the hotel includes 293 spacious two room suites on eight floors. Suites include a private bedroom and a separate living room with sofa bed and well-lit dining/work table. The hotel's internal atrium is shown at right.



At left above is the suite's living room, and at right is a view of the complimentary Manager's Reception held each evening 5:30-7:30 pm at the hotel.

### To Make Your Room Reservations:

- Call the hotel directly at 847.678.4000 or 800.368.2779. Be sure to mention that you will be attending the CCC Smaller Cemetery Seminar and the group affiliation code **NCC**.

### Transportation

The hotel offers complimentary transportation to and from O'Hare International Airport from 4:00 am - 12:00 am.

### Additional Amenities the Hotel Offers:

- Wired and wireless high-speed internet access
- Microwave, coffeemaker, refrigerator and wet bar
- Complimentary cooked-to-order breakfast each morning in the hotel's open-air atrium
- Manager's Reception complimentary each evening
- Indoor heated pool and whirlpool
- Well-equipped fitness center
- 24/7 complimentary Business Center with high speed internet and remote printing capability
- *USA Today*® delivered to your room daily