

Position of Sexton

Whitefield, NH, Cemeteries

“Cemetery trustees may appoint a cemetery custodian or sexton who shall not be a trustee and who shall be responsible to the cemetery trustees for supervising work done in the cemeteries.”

(only reference to job of sexton in handbook, 289:7:11, page 67)

Sexton do list:

- Keep accurate and up-to-date records: burial cards, maps, and record books
- Facilitate lot deed creation by supplying lot details to the town office
- Serve as liaison between trustees and those doing cemetery business
- Tactfully enforce cemetery rules and regulations
- Attend monthly trustees meetings
- Communicate both current and long range cemetery needs to the trustees
- Check all cemeteries at least once a month, April-October
- Stake lots for cornerstone installations and interments
- Install cornerstones not installed by providers
- Install veterans' footstones
- Upright cemetery stones/monuments and repair broken stones/monuments when this can be done without special equipment/expertise
- Fill in sunken graves
- Probe grave lots as needed
- Block and/or remove grave-burrowing pests like woodchucks
- Mow and weed whack designated areas not done by contracted mowers
- Seed/reseed/lime cemetery areas as needed
- Prune/cut back/possibly remove cemetery trees and shrubs or their damaged parts
- Maintain and replace cemetery fences
- Perform maintenance on cemetery buildings that does not require special equipment/expertise
- Remove old cemetery placements after deadline for removal
- Assist the placing of Memorial Day flags at veterans' gravesites
- Do spring and fall clean-ups
- Maintain cemetery signs
- Create the layout (rows and lots) when a new cemetery section is developed for use

Sexton not to do:

- Supervise work done by cemetery-related businesses/services unless requested to do so
- Openings and/or closings of gravesites
- Supervise cemetery ceremonies for which there is a funeral director in charge