

Hiring Announcement: **Cemetery Sexton & Records Keeper**

Location: Lee Township, Allegan County – Pullman, MI

The Township is seeking applicants and/or service providers to assume the duties of Cemetery Sexton and Records Keeper for Lee Township. Our longtime Sexton and recordkeeping team are retiring, and we are now looking to contract or employ a successor to continue this important community service.

We maintain one active cemetery located at the corner of 53rd and 105th in Pullman. On average, there are approximately 20 burials per year. All cemetery records—including deeds, burial permits, and plot assignments—are currently maintained in paper form.

Position Details

Estimated workload: Approximately 20 burials per year, plus recordkeeping and family support.

Flexible structure: the Township will consider employment and/or contracted services depending on applicant preference.

Compensation: based on qualifications and service proposal.

Application / Proposal Process: The Township Board will review applicants and service quotes at its **Monday, September 8th meeting at the Lee Township Hall at 7:30 p.m.** Interested individuals or service providers are invited to apply or submit an estimate for services in advance of this date. Applicants are encouraged to apply for one or both of the areas of service (Sexton burial management, cemetery record keeping). Applicants are welcome but not required to attend the board meeting.

Please direct questions, applications, or proposals to:

Kathy Blackburn

Lee Township Clerk

clerk@leetwp.org (email is best for the fastest response)

(269) 236-6485 (leave a detailed voicemail)

In your proposal or application please describe:

Previous relevant experience and references as applicable, cost/fee structure for services as applicable (ex. monthly stipend, per service, per occurrence), any other relevant introduction to you and your services for the board. Applicants attending the board meeting in person will be given an opportunity to address the board directly.

Key Responsibilities

Burial Management

- Coordinate and schedule burials, disinterments, and cremation interments.
- Prepare, mark, and oversee gravesites in advance of burial services.
- Work with funeral homes, vault companies, and contractors to ensure respectful and timely burials.
- Ensure markers and headstones are properly placed according to cemetery rules.

Record Management

- Maintain accurate cemetery records, including deeds, lot ownership, and interment logs.
- Update and preserve cemetery maps and records (transition to digital formats may be considered).
- Provide reports to the Township Clerk/Board as requested.

Public Service & Family Relations

- Meet with families to discuss available plots, explain cemetery policies, and assist in making arrangements.
- Provide compassionate guidance during burial arrangements.
- Respond to inquiries from funeral directors, families, and the public regarding records or lot ownership.

Grounds & Oversight

- Monitor condition of cemetery grounds and report maintenance needs.
- Assist or coordinate with contractors and staff to ensure the cemetery remains safe and well-kept.
- Flag placement during Memorial Day and Veteran services and replacement as needed.
- Additional services may be considered but are not required such as winter snow plowing and or general landscaping needs.