

# Director of Catholic Cemeteries - Diocese of Saginaw

**Reports to:** Catholic Cemeteries Board of Directors

**Date:** October 2026

**FLSA Status:** Full-time position; Exempt (Salaried)

**Location:** Chancery Office, Saginaw, Michigan with travel to cemetery locations

## General Description

Driven by deep faith and a commitment to pastoral care, the Director of Catholic Cemeteries views their leadership not just as administrative oversight, but as a sacred stewardship. The Director approaches the management of diocesan grounds with the understanding that burying the dead is a profound Corporal Work of Mercy, ensuring that every acre remains consecrated, prayerful, and respected. By blending fiscal responsibility and operational efficiency with compassionate outreach, the Director guides mourning families with grace, honoring the traditions of the Church. Ultimately, the mission-driven Director protects these holy spaces as visual testaments to the dignity of the human body and the enduring hope of the Resurrection.

## Essential Duties

- The Director of Cemeteries is responsible for the overall coordination, supervision, operation, and administration of the Diocese of Saginaw's cemeteries. This position plays a vital role in serving individuals and families during a time of significant emotional and spiritual need and ensures that all services are provided with compassion, dignity, respect, and care.
- The Director of Cemeteries is responsible for ensuring that the cemeteries are fiscally self-sustaining, well-maintained, safe, and preserved as sacred places of Catholic burial and prayer. The position also provides support, guidance, and administrative assistance to parish cemeteries within the Diocese.
- The Director of Cemeteries helps provide a holy, dignified, and prayerful place of burial that reflects the Catholic faith and assists the Catholic community in understanding death as a passage to eternal life and communion with the Saints.

## Qualifications and Skills

- **Education:** Bachelor's degree in business administration, management, finance, or related field preferred.
- **Experience:** Previous experience in cemetery administration, facilities management, business administration, or related field required.

- **Job Related Skills:** Strong organizational, administrative, financial, and project management skills. Excellent written and verbal communication skills. Demonstrated ability to provide compassionate and professional service to individuals and families during times of grief. Strong attention to detail and ability to maintain accurate records. Proficiency with standard office technology, including email, Word, Excel, and other administrative systems.
- **Interpersonal Skills:** Ability to promote and support Catholic funeral, burial, and liturgical rites and customs. Ability to exercise sound judgment, maintain confidentiality, and handle sensitive situations with discretion and compassion. Ability to work independently while also collaborating effectively with diocesan staff, cemetery employees, families, vendors, and other stakeholders.
  - Practicing Catholic who possesses a strong understanding and working knowledge of the teaching and traditions of the Roman Catholic Church.

*(Note: This is not an exhaustive list of job duties or requirements for employment)*