Catholic Cemetery Conference School of Leadership and Management Excellence at the University of Notre Dame

A Continuing Education Certificate Program for Catholic Cemetery Management

“Education’s purpose is to replace an empty mind with an open one.” — Malcolm S. Forbes
School of Leadership & Management Excellence at the University of Notre Dame
JUNE 12-15, 2016

The Catholic Cemetery Conference School of Leadership & Management Excellence, a continuing education certificate program for Catholic cemetery personnel, will be held once again at the University of Notre Dame in South Bend, IN.

Our six schools — Land Management & Operations, Management & Human Resources, Leadership (NEW), Theology & Psychology of Death and Dying, Finance and Technology have been reviewed and updated to reflect the current Catholic cemetery trends, the Catholic traditions, and to meet Catholic consumers’ changing expectations.

Former graduates of the four-year program are encouraged to enroll in the fifth or sixth year or Graduate Only Program to take advantage of the new offerings:

ALL NEW ... ALL EXCITING!!

School of Leadership
- NEW Assessing Leadership Skills
- NEW Leadership: Theories, Practices and Context
- NEW Leading Change
- NEW Ethics, Integrity and Social Responsibility
- NEW Conflict Management
- NEW Motivating and Engaging Your Team

School of Land Management & General Operations
- NEW Cemetery Renovation: “Old but Not Forgotten”

School of Management & Human Resources
- NEW Cemetery Liability - “Little Problems That Can Turn Into Grave Mistakes”

Who Should Attend?
The CCC at Notre Dame program is designed exclusively for:
- Diocesan Directors, Executive Directors and other key management personnel.
- New managers early on in their Catholic Cemetery careers.
- Experienced cemetery workers who want to further develop their management skills, operational knowledge and spiritual foundation in preparation for assuming new areas of responsibility.
- Cemetery personnel accountable for operations, client service, marketing and sales, and counseling.

The program is open to all Catholic cemeterians and employees regardless of prior educational background.

CCC Scholarship Assistance is Available
A limited number of tuition scholarships are available to qualifying candidates who are CCC members in good standing. Additional requirements include:
- Applicant must be a full-time Catholic cemetery employee for a minimum of one year.
- A written request, describing in 150 words, why the applicant is requesting scholarship consideration and what the applicant is looking to learn and implement from the CCC School of Leadership and Management Excellence.

Deadline to submit scholarship applications for the 2016 program is May 6, 2016.

Scholarship applications received by May 9 will be reviewed by the Catholic Cemetery Conference’s Education Committee. Scholarship applications can be found on the CCC Website www.catholiccemetryconference.org under “Programs” and should be completed and mailed or emailed to:

Stephen Bittner, CCCE
CHAIR, Education Committee
Cincinnati Catholic Cemetery Society
3819 W. 8th Street
Cincinnati, OH 45205
email: steve@cccsohio.org

The camaraderie facilitated at the CCC Notre Dame experience will be legendary. From lively educational course programming to ongoing informal discussions throughout the week, participants will immerse themselves in all aspects of the cemetery ministry.
Catholic Cemetery Conference School of Land Management and General Operations at the University of Notre Dame

Cemeteries are sacred grounds. Cemetery land is the most important asset a cemetery owns. The appearance of the grounds, its efficient use and cemetery care and maintenance are key aspects of the ministry. This course focuses on the proper planning for cemetery land including environmental, maintenance and beautification issues. During this program you will study:

Land Management
Master planning, section design and construction for cemetery land including environmental, maintenance and beautification issues.

Buildings Management
Buildings of all kinds from maintenance facilities, office complexes, mausoleums and columbaria represent an important investment for cemeteries. Proper building care and maintenance is a key part of the cemeterian’s stewardship.

Construction Management & OSHA Practices
The basic nuts and bolts of cemetery operations and OSHA compliance.

Increasing the Value of Your Cemetery Landscape
Learn how to increase your revenue and decrease your costs associated with landscape maintenance, and hands-on learning of the essentials of tree planting.

Preliminary Class Schedule | School of Land Management and General Operations
This is a preliminary schedule. Attendees will receive complete conference details with registration confirmation materials from the CCC.

Sunday, June 12
3:30 pm  Registration:  McKenna Hall
5:30 pm  Mass
6:30 pm  Welcome Reception & Dinner

Monday, June 13
8:00 am  Breakfast & Late Registration:  McKenna Hall
9:00 am  Land Management 1A - Master Planning / Large and Small
Jack Goodnoe
New burial and facility development in any cemetery will be more successful operationally and financially if it is planned within the broader context of what already exists (both natural and man-made) and with a clear vision of what is possible over the entire life of the cemetery. Planning for new facilities must be comprehensive but it does not have to be large in scale.

The development of a new section, like an entire cemetery, needs to be built upon an underlying framework of infrastructure with practical phasing strategies and the flexibility to meet changing burial needs over time. This session will identify the key issues to consider when planning new facilities and will outline a process to make this work efficient and effective. It will look at how to create a roadmap for both the near and long term development of any cemetery.

Land Management 1B - Mechanics of the Master Plan
David G. Ward
Master plans are “living documents” intended to be revised over time based on evolving markets, environmental regulations and changing vision through different administrations. The best plans, however, are found on sound physical realities and in sympathy to natural systems. These fundamentals are the constants that need to be respected through the master plan.
Land Management 1B - Mechanics of the Master Plan (cont.)

This session will look at the basic tools needed for master planning, the initial groundwork to be covered by the cemetery and the base components of a good and long-lived master plan document.

After the master plan is complete, there is often a need to defend it. Cemeteries are developed very differently than are commercial properties, and it is often necessary to educate your municipality on those differences. Approaches to doing that successfully will be discussed.

12 Noon Lunch

1:30 pm Land Management 2A - Planning for a Changing Market

Jack Goodnoe

Today’s cemetery service needs are rapidly changing and being redefined by the customer. Catholic families, which include today’s baby boomer consumers, are seeking a variety of choices in their burial and memorialization selections. The planning solutions must be flexible enough to respond to these changes in the market, be inspiring and enduring in their design, and be practical in their execution and maintenance requirements.

This session will look at the inventory planning issues that are affecting the cemetery industry today and will offer perspectives on how to design tomorrow’s cemeteries to meet these changing market demands and opportunities.

Land Management 2B - Implementing the Plan

David G. Ward

With your vision fixed and your marketing homework done, the conclusion of any plan is implementation. This session explores how to move forward from the master plan to your next expansion. Topics include navigation of environmental permitting, the preparation of site work documents, including construction plans, specifications, cost estimating, bidding formats, ID analysis and contractor selection.

Post construction design will look at trends in burial section layout as the last planning operation prior to cemetery sales.

5:30 pm Social Gathering - “BBQ & Basketball”

See page 21 for additional information

Tuesday, June 14

8:00 am Breakfast: McKenna Hall

9:00 am NEW! Cemetery Renovation - “Old But Not Forgotten”

Michael Hackiewicz, CCCE

An open forum discussion on the Mondays’ sessions “Master Planning” and how to gain financial and religious support for development. The reality of cemetery master planning and development is that it comes at a cost. In these times of limited resources, Michael will share some tools with you to gain support and funding for development of future projects.

Also discussed will be cemetery renovation. Many of us have inherited old properties which need to be evaluated in many different ways. Our discussions will range from what to do with old deteriorated foundations and old sewers to innovative changes to reduce routine maintenance cost. We also can discuss the possibilities of breathing “new life” into properties others perceive as “filled up.”

12 Noon Lunch

1:30 pm Lasting Impressions and Effective Grounds Operations

Steve Yarnall

Your families expect that you care and are capable of providing more than a dignified burial service. They also expect to walk on to your grounds and be proud of and comforted by what they see. Ultimately, it is often the details that make a lasting impression on families. Our speakers will address issues and provide key maintenance tips for your grounds crews to ensure all areas of your property will shine! You will learn how to:

- Combine shrubs, perennials and annual combinations to use in high visibility areas that are low maintenance yet provide a big, lasting punch.
- Update your landscape aesthetics with green architecture.
- Manage operational expenses. Get the most out of your grounds.

continued next column
Select the proper plants for your environment; learn which ones to avoid.

Care for your turf - fertilizing and weed control, timing and applications.

Mow effectively and efficiently: The Three Principles of Mowing: How to trim time when mowing your grounds. These three principles will reduce labor, without reducing quality.

5:30 pm  Optional: “Ghost Tour”
See page 21 for additional information
or Evening on Your Own

Wednesday, June 15

8:00 am  Breakfast:  McKenna Hall
9:00 am  Increasing the Value of Your Cemetery Landscape Through Proper Tree Establishment & Maintenance - Part One
Robert J. Laverne

There are two kinds of cemetery trees: Asset trees and Liability trees.

Asset trees improve the value of our cemetery, both economically and spiritually. Liability trees reduce your revenue and increase risk.

In this workshop we will learn how to tell the difference between Asset trees and Liability trees and subsequently how to increase your revenue and decrease your costs associated with landscape maintenance. We will also learn with hands-on experience how to add Asset trees to your landscape through smart plant selection, proper planting techniques, and maximizing tree value through structural pruning of young trees.

12 Noon  Lunch

1:30 pm  Increasing the Value of Your Cemetery Landscape Through Proper Tree Establishment & Maintenance - Part Two
Robert J. Laverne       Brian J. Borkowicz
Jeff Cowan               Mark D. Noark

The afternoon session will include hands-on learning of the essentials of tree planting and small tree pruning. Dress appropriately for working in the landscape. All tools and personal protective equipment will be provided.

6:00 pm  Closing Reception
6:30 pm  Dinner
Certificate Presentation

Thursday, June 16
8:00 am  Departure

Well-maintained landscape trees enhance the experience of cemetery visitors. Trees draw our vision upward. They are living bridges between our physical and spiritual existence.
YOUR CEMETERY IS ONLY AS GOOD AS ITS PEOPLE. THE ABILITY TO INSPIRE, LEAD AND REDIRECT YOUR EMPLOYEES IS A VALUABLE SKILL-SET THAT WILL HELP SET YOUR CEMETERY APART FROM THE REST. THIS COURSE FOCUSES ON PREPARING YOU TO EFFECTIVELY MANAGE YOUR CEMETERY’S HUMAN RESOURCES TO ENHANCE YOUR OPERATIONS. DURING THIS PROGRAM YOU WILL LEARN ABOUT:

**TEAM DYNAMICS**
Identifying and understanding your players’ roles on the team. Methods and techniques for improving overall team performance; developing and nurturing team relationships and effective problem solving.

**LEGAL CHALLENGES OF THE MODERN WORKPLACE**

**DIVERSITY, INCLUSION AND THE MULTI-GENERATIONAL WORKFORCE**

**FOSTERING A RESPECTFUL WORKPLACE**
Discover techniques to create and maintain a respectful workplace and promote diversity in your workforce. Learn how to deal with sexual harassment, privacy, other legal issues. Learn how to create an effective employee handbook and workplace policies.

**PERSONAL DEVELOPMENT**
Knowing Yourself as a Leader: Identify your personal management style and critical issues for working effectively with employees; enabling others and creating buy-in for your organization’s mission and vision.

**COMMUNICATIONS AND EMPLOYEE PERFORMANCE**

**Preliminary Class Schedule | SCHOOL OF MANAGEMENT AND HUMAN RESOURCES**

*This is a preliminary schedule. Attendees will receive complete conference details with registration confirmation materials from the CCC.*

**Sunday, June 12**

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| 9:00 am | **Coaching in Today’s Workplace**
         | Stephen Bittner, CCCE, CCE                      |
         | Today’s cemetery must be able to develop a strong employee team focused on success. In today’s workplace effective coaching techniques are a must. From egos to errors to evaluations to energy to extraneous factors, you’ll be prepared to coach your team successfully no matter what the situation. |
| 5:30 pm | **Social Gathering - “BBQ & Basketball”**
         | See page 21 for additional information          |

**12 Noon** | **Lunch**

**1:30 pm** | **Team Building: Beyond the Basics**
         | Michael Cherry, Ed.D. |
         | The purpose of this interactive session will be to provide useful concepts and practical tools for increasing team effectiveness. Specifically, participants learn about team basics and the characteristics of effective teams. In addition, models for team development will be created and shared. Finally, participants will have several opportunities to apply specific team development methods, tools and activities. |

See page 21 for additional information
Tuesday, June 14

8:00 am  Breakfast: McKenna Hall
9:00 am  Cemetery Liability - “Little Problems That Turn Into Grave Mistakes”  
          Poul H. LeMasters, Esq.
          NEW!
          An informal lecture with audience participation. Cemeteries have been described as museums with no walls. The preservation of these museums is extensive, and any little mistake can lead to big problems. With all the moving pieces a cemetery has to deal with, it’s scary to realize how cemeteries can be one step away from making a grave mistake. So what is happening in the area of cemetery liability? What are common mistakes to avoid? What do cemetery managers need to know to implement best practices and avoid these issues? This course will provide an overview of day-to-day cemetery management issues and how to avoid or minimize them. We will:
          • Review recent cemetery profession issues;
          • Discuss common problems that cemeteries make and how to avoid them;
          • Talk about HR issues affecting this profession, and
          • Provide steps to stay ahead of problems.
5:30 pm  Optional: “Ghost Tour”  
          See page 21 for additional information
          or Evening on Your Own

Wednesday, June 15

8:00 am  Breakfast: McKenna Hall
9:00 am  Diversity, Inclusion and the Multi-Generational Workforce  
          Erin Cressy, Ph.D.
          Participants will gain an understanding of the terms diversity and inclusion and one key aspect of diversity - Generational Diversity - will be the main topic of discussion. Characteristics and history related to the four generations currently in the workforce: Traditionalists, Baby Boomers, Generation X’ers and Millennials, will be presented and common ‘sticking points’ for these differing generations (communication, decision-making, feedback, etc.) will be shared. Lastly, a 5-step process for engaging (including) all generations in the workforce to successfully address common ‘sticking points’ and create positive business outcomes will be presented. Participants will engage in activities to understand and apply this information to their organizations.
12 Noon  Lunch
1:30 pm  Personal Leadership Development - “Flexing” Your Communication Approach  
          Lisa M. Yates
          Applying the essential skills of listening and speaking is just the beginning of effective communication. One mark of a truly good communicator is the ability to identify approach to match that person's style. As pre-work for this session, you will complete an online style assessment to identify your primary communication style. Through this instrument, you will develop a deeper understanding of how others are likely to perceive you and interpret your behavior.
          You will understand how flexible we are, how well we understand, interpret, and use those languages which will have a direct bearing on the long-term success of your cemeteries.
6:00 pm  Closing Reception
6:30 pm  Dinner

Thursday, June 16

8:00 am  Departure
THE NEW SCHOOL OF LEADERSHIP FOCUSES ON THE RELATIONAL SIDE OF LEADERSHIP, LEARNING HOW PEOPLE FUNCTION AND HOW YOU CAN HELP THEM REACH THEIR FULL POTENTIAL. THIS SCHOOL WILL OFFER A CONTEMPORARY AND PEOPLE-FOCUSED COURSE OF STUDY FOR PARTICIPANTS WHO SEEK TO DEVELOP THEIR LEADERSHIP SKILLS MORE EFFECTIVELY. EMPHASIZING LEADERSHIP SELF-AWARENESS, PARTICIPANTS WILL IDENTIFY, ASSESS AND EXPLORE THEIR LEADERSHIP STYLE AND APPROACH AS RELATED TO MANAGING CONFLICT AND CHANGE, ENGAGING OTHERS, ORGANIZATIONAL DESIGN AND CULTURE AND ETHICS. THIS PERSONAL EXPLORATION OF YOUR LEADERSHIP PREFERENCES, AND ALTERNATIVE APPROACHES, WILL PROMOTE GREATER LEADERSHIP FLEXIBILITY AND CREATE MORE INTENTIONAL LEADERS.

Course Overview
In This School You Will Learn About:

ASSESSING LEADERSHIP SKILLS
Opportunity for self-assessment and discovery of leadership abilities

IDENTIFYING LEADERSHIP COMPETENCIES

DECISION-MAKING AND MORE

Preliminary Class Schedule | SCHOOL OF LEADERSHIP
Attendees will receive complete conference details with registration confirmation materials from the CCC.

Sunday, June 12

4:00 pm  Registration: McKenna Hall
5:30 pm  Mass
6:30 pm  Welcome Reception & Dinner

Monday, June 13

8:00 am  Breakfast & Late Registration: McKenna Hall

9:00 am  Assessing Leadership Skills
Dr. Michael Cherry
Dr. Cherry will provide an opportunity for self-assessment and discovery of leadership abilities, as well as communication, decision-making, and learning styles. Students will have the opportunity to discover, discuss and analyze their leadership style utilizing an inventory for identifying leadership competencies.

12 Noon  Lunch
1:30 pm  **Leadership: Theories, Practices and Context**  
*Dr. Lesley Page*

Dr. Page will provide an analysis of foundational theories and practices of leadership, emphasizing the application of theoretical concepts to real-life leadership situations. Also examined are the impact of organizational history and structure on attendee’s leadership challenges.

5:30 pm  **Social Gathering - “BBQ & Basketball”**  
*Page 21 for additional information*

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**Tuesday, June 14**

8:00 am  **Breakfast:** McKenna Hall

9:00 am  **Leading Change**  
*Dr. Lesley Page*

Students will engage their discovery of skills, practices and theories related to organizational change. You will identify key factors influencing organizational change, learn skills to minimize resistance to change and analyze key competencies of effective change leaders.

12 Noon  **Lunch**

1:30 pm  **Ethics, Integrity and Social Responsibility**  
*Dr. Michael Cherry*

Dr. Cherry will engage students in the discussion of ethics, studying how personal values, ethical models and reflective processes shape our ethical decision making in a leadership context.

5:30 pm  **Optional: “Ghost Tour”**  
*See page 21 for additional information or Evening on Your Own*

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**Wednesday, June 15**

8:00 am  **Breakfast:** McKenna Hall

9:00 am  **Conflict Management**  
*Dr. Scott Kerth*

Explore the theories, practices and issues involved in managing conflict in interpersonal and intergroup settings. This course will also include an assessment tool for students to gain a greater understanding of their usual conflict management strategy along with its strengths and weaknesses.

12 Noon  **Lunch**

1:30 pm  **Motivating and Engaging Your Team**  
*Dr. Keith Lavine*

This segment of the curriculum will examine contemporary approaches to employee motivation and the design and implementation of motivational strategies for effective individual and group performance. Specifically, attendees will enhance their ability to empower employees to utilize their strengths, to manage stress and build confidence, and to create opportunities for employees to experience meaningful, challenging, and interesting work.

6:00 pm  **Closing Reception**

6:30 pm  **Dinner**

**Certificate Presentation**

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**Thursday, June 16**

8:00 am  **Departure**

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Effective individual and group performance with interactive participation and discussion can lead to development of Leadership skills.
IN TODAY’S BUSINESS CLIMATE, THE FINANCIAL HEALTH OF YOUR CEMETERY HAS NEVER BEEN MORE CRITICAL. AS CEMETERIES SLASH BUDGETS AND STRIVE TO CONTINUE THEIR DAILY OPERATIONS ON A LEANER BUSINESS MODEL, CEMETERIANS ARE EXPECTED TO GO INTO OVERDRIVE: RUNNING A FINE TOOTHED COMB THROUGH THE BUDGET, RECOMMENDING NEW COST-CUTTING MEASURES, TRACKING AND ANALYZING EVERY EXPENDITURE.

STRENGTHENING THE CEMETERIES THROUGH ACCOUNTABILITY
This course will give you the hard skills and confidence you need to take initiative in meetings, offer your opinion more readily, take on extra responsibilities when asked, and present yourself as a savvy, knowledgeable professional in the areas of finance and accounting. By brushing up on the basics in this seminar, you’ll find that you are less likely to have to ask colleagues for help. Instead, you will be the one others depend on when they have questions or need a project turned around quickly.

If you are new to finance and accounting, taking on additional financial responsibilities, or looking to increase your value to your cemetery, this school is a MUST ATTEND!

Preliminary Class Schedule | SCHOOL OF FINANCE
Attendees will receive additional details with registration confirmation materials.

Sunday, June 12
4:00 pm  Registration:  McKenna Hall
5:30 pm  Mass
6:30 pm  Welcome Reception & Dinner

Monday, June 13
8:00 am  Breakfast & Late Registration:  McKenna Hall
9:00 am  Understanding Cemetery Financial Statements:
What they tell you & what they don’t tell you.
Wayne M. Lenell, CPA, Ph.D.

This session will review the three main standard financial reports:
- Statement of Financial Position
- Statement of Activities & Changes in Net Assets
- Statement of Cash Flows

We will convert the technical jargon of financial statements into a management tool to assist cemeterians with making financial decisions.

Lunch
Care Funds
Wayne M. Lenell, CPA, Ph.D.

An adequate care fund will yield a substantial part of the income required for current care and maintenance, plus be the sole source of income for the cemetery when all other sources of income have ceased. Topics to be addressed include:
- Five stages of the life of a cemetery
- Types of care funds
- Identifying permanent maintenance expenses
- Methods for pricing income care charges, percentage vs. flat dollar amount
- Inflation assumptions

continued next column
Tuesday, June 14

8:00 am  Breakfast:  McKenna Hall
9:00 am  Investing Care Funds
Wayne M. Lenell, CPA, Ph.D.
Once we determine the amount of investment required for a cemetery care fund, the next step is to choose the proper investments to achieve the necessary returns. Topics to be addressed will include:
- Investment options
- Diversification
- Market cycles
- Equities vs. bonds
- Enhancing returns through covered calls
- Preferred stock
- Withdrawal disciplines
- Lessons learned from the last two market downturns
- Index funds vs. active management
- Socially responsible investing

12 Noon  Lunch

1:30 pm  Management Accounting
Roman F. Szabelski, CCCE
Through prior presentations and discussions you have reviewed the importance of having an Income Care Fund, and the proper investment and use of those funds. You have also reviewed proper accounting procedures and the importance of having and sticking with a budget. Equally as important is a function called Management Accounting. During this course we will review and discuss a number of various managemnt concerns such as:
- Use of statistical information
- Data leads to information. How and when do you use that information?
- No one wants to talk about it, but fraud does exist. How do you protect your operation?
- “2080”- do you know what this number stands for?
- Quality costs money, or does it decrease costs?

These are just a few of the topics that we will spend the day discussing. Being a cemetery manager is not just making the burials - there is much, much more, and hopefully at the conclusion of this day you will know more about those various accounting / financial concerns.

5:30 pm  Optional:  “Ghost Tour”
See page 21 for additional information
or Evening on Your Own

Wednesday, June 15

8:00 am  Breakfast:  McKenna Hall
9:00 am  Management Accounting (continued)
Roman F. Szabelski, CCCE
Continuation of Tuesday afternoon’s curriculum.

12 Noon  Lunch

1:30 pm  Catholic Cemetery Finances -  
Making Dollars With Your Good Sense
Carmen A. Colao, CCCE / John J. O’Brien, CCCE
Understanding the Budget Process:
- What to include, how to plan and what to avoid when building a budget
- How to use current financial reports to prepare the budget
- Other important sources of information in the budget process
- Outside factors that can affect the budget
- Developing new revenue streams in a changing environment
- Operational review - an opportunity for greater efficiencies and greater savings

Utilizing What You Have Learned:
- How to use the budget to determine the best timing for capital investments
- Catholics & Cremation — Challenges & Opportunities
- Strengthen relationship with Bishop and CFO

6:00 pm  Closing Reception
6:30 pm  Dinner
Certificate Presentation

Thursday, June 16

8:00 am  Departure
Catholic Cemetery Conference  **Theology and Psychology of Death and Dying**  
**at the University of Notre Dame**

**Course Overview**

**In This School You Will Learn About:**

**THE RELIGIOUS APPROACH TO DEATH AND DYING**

“I believe in the resurrection of the dead and the life of the world to come.” How do we as Church ministers bring these words from our profession of faith into real lifetime faith experiences for our families? Do our Catholic funeral rituals bring to the grieving hope in the life after death? Are we knowledgeable in the *Order of Christian Funerals*? What is the history of the *Order of Christian Funerals*? Can lay ministers be ministers at the Rite of Committal?

**CREMATION ISSUES**

The rise in the number of cremations is growing exponentially. What is the teaching of the Church on cremation? How can we invite families to inter their loved ones’ cremated remains? Why is it important that we encourage burial of cremated remains? Is there a difference in the Funeral Rites for Cremated Remains?

**MISSION AND MINISTRY**

Are we the Ministers of Compassion that our Baptism calls us to be? How do we grow in this ministry of compassion? This three day course will help you find the answers to these questions and more. Through lecture and practical, hands-on sharing, you will be given new ideas, deeper understanding of grief, and comprehensive knowledge of how death entwines all of our lives and provides practical solutions to some difficult situations.

**END OF LIFE CHOICES**

Today Americans have multiple choices when it comes to life and death. Abortion, physician assisted suicide are just the beginning of the long list of available options. What is the latest Church teaching on end-of-life choices? How do these choices affect the families that are forced into making these decisions for their loved ones? If we know the teachings, we will be more able to listen with sympathetic ears with our families in their times of need.

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**Preliminary Class Schedule | Theology and Psychology of Death and Dying**

*Attendees will receive additional details with registration confirmation materials.*

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| 9:00 am| **Respect Life - Evolution of End of Life Issues**  
*Carol K. Giambalvo, MA, CCCE, FAAGC  
Rev. H. Richard Rutherford, C.S.C.* |

12 Noon **Lunch**

The Church’s teaching on the moral aspects of end-of-life issues will be examined within the greater theological framework of the Christian understanding of suffering and death. Offering a critique of modern approaches to death and dying (particularly the two extremes of vitalism and utilitarianism), this session will center on the Church’s understanding of end-of-life issues and the specific moral principles that underlie the Church’s teaching. Consideration will be given to how the Church’s teaching relates to concrete issues of death and dying, including questions of nutrition and hydration, palliative care and living wills.
1:30 pm Christian Beliefs in a Changing World - The Catholic Funeral Today
Rev. H. Richard Rutherford, C.S.C.
To explore the place of Christian beliefs in the changing religious views of death in North America today. Particular attention is given to funeral liturgy and the role religious rituals - especially cemetery rituals - can play in bereavement.

The Catholic Funeral Today Part I
The Order of Christian Funerals
As Catholic leave-taking, the principal funeral rite in the Church stands in direct continuity with the vigil and related rites during the time following death and presumes movement to final closure at committal, preferably in a Catholic cemetery. We pay our “last respects” in a way that marks a human death and professes our Christian faith in risen life with God forever.

5:30 pm Social Gathering - “BBQ & Basketball”
See page 21 for additional information

Tuesday, June 14
8:00 am Breakfast & Coffee Service
9:00 am The Catholic Funeral Today - Part II
Rev. H. Richard Rutherford, C.S.C.
Catholics, Cremation & the Catholic Cemetery
Since 1997 the Order of Christian Funerals offers three options when Catholics choose cremation:
1. Cremation following the Funeral Liturgy (418-421), as has been the case in nearly all countries outside North America.
2. Cremation and committal before the Funeral Liturgy (422-425), an option rarely utilized outside Western Europe and Africa.
3. Funeral Liturgy celebrated in the presence of the cremated remains (426-431). This third option - the focus of this talk - responds best to current realities in the U.S. and Canada.

With the Order of Christian Funerals as guiding principle, Part II discusses how the faith of the Church, the Liturgy itself, and the Catholic model of cemetery are the measure of what makes cemetery service, whether interment or cremation, “Catholic.” Steeped in the first two, the Catholic cemetery is Church for all. There, active, practicing Catholics experience the fullness of their faith in face of death; there too, marginalized Catholics and others discover a welcoming Church and an invitation to reconciliation. All discover the consolation of the faith in the attitudes, service, liturgy, and caring ministry of Catholic cemeterians.

12 Noon Lunch

1:00 pm Grief in the 21st Century! Has it Changed? What is the Difference Between Bereavement and Grief? Is There a Catholic Grief?
Carol K. Giambalvo, MA, CCCE, FAAGC
Each and every one of us are called to the ministry of consolation by our baptism, and as cementarians we are called to this ministry every day. In this class we will learn how to be better prepared to serve our families in grief, and possibly to understand our own grief.

5:30 pm Optional: “Ghost Tour”
See page 21 for additional information
or Evening on Your Own

Wednesday, June 15
8:00 am Breakfast: McKenna Hall
9:00 am Ministers of the Committal Service
Deacon Glenn Tylutki, CCCE
The “m” in cementarian stands for ministering - celebrate, proclaim and share your giftedness with others!
Many times because of the added demands of both traveling distances and previous commitments of time being placed on the clergy or the added dimension of cremated remains being brought to the cemetery at a later date, the question arises, “who will be available to do the final committal service at the cemetery?”

Servicing out of town families or those who do not regularly attend church gives us, as cementarians, coupled with our mission as a Catholic cemetery, the opportunity to create both the “last” and the “lasting memory” for families in performing the final committal service.
We will explore the Rite of Committal as outlined in the Order of Christian Funerals, as well as the attributes and the personal satisfaction of the cementarian who is called forth to serve as the celebrant-presider.
Encountering this personal gift of celebrant ministry can give us the opportunity to significantly impact the peace of those who mourn and are grieving, as we, as cemeterians, accept the calling to all the baptized – to minister in His name, His spirit, His love!

Finally, we will look within and make sure that we are caring for ourselves, for this ministry can be draining work. We will look at some strategies that help caregivers renew their energy. “By not resisting weakness and by gratefully receiving another’s care we call forth community.” (Henri J.M. Nouwen)

Wednesday, June 15 (continued)

12 Noon  Lunch
1:30 pm  Putting the Pieces Together
  Carol K. Giambalvo, MA, CCCE, FAAGC
  Rev. H. Richard Rutherford, C.S.C.
  Deacon Glenn Tyulk, CCCE

Together, as cemeterians, we will take all puzzle pieces we have gathered this week, and put them together as a group, so that we can see the practical side of the theology of grief. How does this affect our ministry on a day-to-day basis?

How do we apply the theology? How do we “be” ministers of consolation? How do we listen to families when they make burial arrangements? How do we conduct committal services for families? How do we listen to families’ stories after the burial when they come back? Together we will listen to each others’ stories and learn the different paths of grief.

Thursday, June 16

8:00 am  Departure

“I believe in the resurrection of the dead, and the life of the world to come.”

Carol Giambalvo, MA, CCCE, FAAGC, and Rev. Richard Rutherford, C.S.C. engage their students in thoughtful discussion, sharing ideas.
THE FOCUS OF THE SCHOOL OF TECHNOLOGY IS TO EDUCATE AND EQUIP CEMETARY PROFESSIONALS WITH THE NECESSARY TOOLS TO IMPLEMENT A SUCCESSFUL TECHNOLOGY INFRASTRUCTURE PLAN FOR YOUR CEMETERY(IES). YOU WILL LEARN: HOW TO CREATE AN INFORMATIONAL TECHNOLOGY “IT” MODEL THAT CAN BE APPLIED TO A DIVERSE CEMETARY OPERATIONS; WHAT SOFTWARE AND HARDWARE CAN FACTOR INTO THE OPTIMAL FUNCTION AND EFFICIENCY OF COMPUTER SYSTEMS; HOW TO INCORPORATE MOBILE TECHNOLOGY INTO YOUR CEMETARY OPERATIONS; AND WHAT MAKES AN ATTRACTIVE WEBSITE THAT SPEAKS VOLUMES ABOUT YOUR MINISTRY. THE SCHOOL IS EXCELLENT FOR PROFESSIONALS WITH LITTLE OR NO INFORMATION TECHNOLOGY BACKGROUND, AS WELL AS THOSE WHO ARE EXPERTS!

Course Overview
During this program you will learn about websites, social media, excel dashboards, mobile technology and much more!

TECHNOLOGY BASICS
Software, Hardware, Website, Mobile Apps and more…

DEVELOPING A SUCCESSFUL TECHNOLOGY INFRASTRUCTURE
IMPLEMENTING TECHNOLOGY IN YOUR CEMETARY(IES)

Preliminary Class Schedule | SCHOOL OF TECHNOLOGY
Attendees will receive additional details with registration confirmation materials.

Sunday, June 12
4:00 pm  Registration:  McKenna Hall
5:30 pm  Mass
6:30 pm  Welcome Reception & Dinner

Monday, June 13
8:00 am  Breakfast & Late Registration:  McKenna Hall
9:00 am  From the Roman Hand Abacus to Calculators to Personal Computers  Are we there yet?

Jorge L. Repollet, K.H.S., CCCE
Paul J. Hackiewicz

An examination of technology as a crucial aspect of Catholic Cemeteries operations. This informative course focuses on the planning and organization of technology infrastructure, information systems, and a sound disaster recovery plan. Learn how technology will impact the productivity in your organization, and the connections between technology and product development, marketing, sales, and the positioning of the organization in the marketplace.

continued on page 14
Monday, June 13 (continued)

**Topics for Discussion:**
- Selecting relevant cemetery software
- Upgrading your cemetery from index cards to a manageable easy-to-use database
- How and what equipment to buy
- Understanding technology and how to use it effectively in your operations.
- Developing a disaster recovery plan
- How to prepare an RFP, System requirement document

**Computer Hardware Review:**
With the proliferation of different computer devices in the last few years, it is difficult to keep up with what is pertinent in computer hardware. Do you know the difference between micro-usb and mini-usb? Does this matter? Well it might if you miss that important call because your cellphone wasn’t charged and you didn’t have the right cable. What are simple steps you can take when things go wrong? Students will cover the basics of troubleshooting computer hardware.

**Hints, Tips, & Tricks**
There are dozens of shortcuts that “techies” know to do things faster, smarter, and better on the computer, but where can you find them? Students will learn some of the best tips available and how they can put them to use immediately.

**The CCC Membership Website**
Students will learn how to access the new membership portal, what they can do from the portal, and what content they will be able to access.

5:30 pm  **Social Gathering - “BBQ & Basketball”**
See page 21 for additional information

Tuesday, June 14

8:00 am  **Breakfast:** McKenna Hall

9:00 am  **Mobile Technology for Productivity**
Nick Timpe & Timothy J. Kolasa

Mobile technology is always changing our world. In this session we will cover the basics of mobile technology, review how technology has changed customer expectations, and look at case studies for how cemeteries across the country are using mobile devices to automate their records management, work orders, and general office productivity. This session will be split between interactive classroom time and outdoor field activities at Notre Dame’s Cedar Grove Cemetery. Students will be equipped with free apps to download from the app store and strategies for improving their operation with mobile devices.

**Intro to mobile technology:**
Technology can be challenging but sometimes company culture needs to be adjusted in order to successfully implement and embrace technology solutions. We will cover strategies for culture change, as well as review the basics of mobile technology to establish a foundation for our hands on activities.

**Why use mobile?**
**Extend your desktop to the field!**
- Your phone can do more than you could possibly ever learn. In this segment we will highlight how a mobile device helps cemetery operations.
- Mobile hardware
- The differences between mobile platforms and devices: Apple, Android, Windows, Blackberry, etc.

**Examples of apps by categories and purpose:**
Mobile technology can improve cemetery operations in three key areas. Find out which areas, how mobile technology improves them, and specific apps to enhance each.
- Records management
- Work orders
- General productivity apps
- Sales & Marketing

12 Noon  **Lunch**
1:30 pm  **From the Roman Hand Abacus to Calculators to Personal Computers (continued)**
Jorge L. Repollet, K.H.S., CCCE
Paul J. Hackiewicz

**What is your data telling you?**
- If you can’t measure it, you can’t manage it!
- Websites, Social Media & Marketing
- E-commerce
- Leverage technology to enhance productivity (customer service), reduce expenses, and increase profit
- New marketing strategies and technologies are only as good as your information. Do you have access to your data?
Spotlight on categories:
- Cedar Grove Cemetery’s software and apps
- OneNote/Evernote
- Virtual Reality, and more!

12 Noon Lunch
1:30 pm Taking it to the Field - an Afternoon
Testing Software at Cedar Grove Cemetery
Nick Timpe & Timothy J. Kolasa

We will spend time out in the field at Notre Dame’s Cedar Grove Cemetery testing apps that we learned about in the classroom. We will work with Cedar Grove’s actual data, navigating to graves, creating work orders, selling property, and more. Back in the classroom, we will take a deeper dive into the spotlighted software.

- Cedar Grove’s software and apps
- OneNote/Evernote
- Virtual Reality

5:30 pm Optional: “Ghost Tour”
See page 21 for additional information
or Evening on Your Own

Wednesday, June 15

8:00 am Breakfast: McKenna Hall
9:00 am Classroom Exercise - Case Study
Nick Timpe, Paul J. Hackiewicz, Timothy J. Kolasa, Jorge L. Repollet, K.H.S., CCCE

Case Study:
Students will participate in different case studies. The class will be divided into groups with different technology scanarios. Utilizing their knowledge and topics discussed the two previous days, students are given the chance to test their knowledge in IT. Students will work on these case studies as part of a team and present their findings in class.

Lab Projects:
- Build Your Website – Develop your own website in a test environment.
- Excel – Create comprehensive Tables, Pivot Tables, Graphs and Dashboards. (Do you really know Excel?)
- PowerPoint – Learn how to create an effective presentation.

12 Noon Lunch
1:30 pm Lab
Nick Timpe, Paul J. Hackiewicz, Timothy J. Kolasa, Jorge L. Repollet, K.H.S., CCCE

- Google Analytics: Track your website results.
- Mobile Apps
- YouTube: Post your videos and share them.
- Social Media
- Other

6:00 pm Closing Reception
6:30 pm Dinner
Certificate Presentation

Thursday, June 16

8:00 am Departure
Land Management & General Operations

Brian J. Borkowicz - Brian holds a Bachelor of Science degree in Forestry from Southern Illinois University and is a 24-year veteran of the field of arboriculture. He has held many field, supervisory and management positions all for the Davey Tree Expert Company, which have included positions as climber, plant health care technician, crew leader, and sales service coordinator. He currently holds the position of Manager of Regional Business Development in the greater Chicagoland area, and serves as the Residential/Commercial liaison to the National Business Development team for Davey Tree.

Robert J. Laverne - Robert J. Laverne is currently the Manager of Recruiting and Training for Davey Tree. Since joining Davey in 1984, Mark has held a variety of positions within the company both in the field and the corporate office. Mark is a DITS graduate (1997) and graduate of Davey’s Advanced Arborist Training (1998).

Jack Goodnoe - Jack Goodnoe is a licensed landscape architect and has been designing cemeteries in the United States, Canada and Latin America for over 30 years. Mr. Goodnoe is a member of the Catholic Cemetery Conference and serves on the Building and Grounds Committee of the CCC. He has been a speaker at several ICCFA, CCC, and state cemetery association conferences and an instructor with the ICCFA University.

David G. Ward - David is a licensed Landscape Architect and President of Grever & Ward, a 77-year old planning firm specializing exclusively in cemetery design and layout. He is a Certified Professional in Erosion and Sediment Control working with cemetery site development and the impacts and challenges of ever-changing environmental regulations. David is a graduate of the S.U.N.Y. College of Environmental Science and Forestry, Syracuse, NY, and has served for over 20 years on his hometown Conservation Board. He is a long-time member of the Catholic Cemetery Conference, participating as a School of Leadership & Management Excellence instructor since 2005 and is a periodic Conference speaker and article contributor to Catholic Cemetery magazine.

Michael Hackiewicz, CCCE - Michael began his cemetery career with the Archdiocese of Chicago in 1975 as a field worker, working his way into management in 1982. He became a member of the Catholic Cemetery Conference in 1987. In 1992 he was appointed Director of Technical Service for the Archdiocese of Chicago, a position he held until December 31, 2014. He is currently Executive Director of Cemeteries for the Diocese of Joliet. Michael has his undergraduate degree from Lewis University and a Master of Science in Management from the University of St. Francis. Michael was one of the original students of the School of Leadership and Management at John Carroll University. He has attended numerous conventions, has chaired the Catholic Conference Education committee and has loved every minute of his time interacting with other cemeterians.

Mark D. Noark - Mark Noark is the Manager of Recruiting and Training for Davey Tree. Since joining Davey in 1984, Mark has held a variety of positions within the company both in the field and the corporate office. Mark is a DITS graduate (1997) and graduate of Davey’s Advanced Arborist Training (1998).

Steve Yarnall - Steve Yarnall is the National Account Manager of BrightView. BrightView is the celebrated merger of Brickman and Valley Crest. Cemeteries comprise a large portion of Steve’s portfolio, which he has serviced for over 20 years. His unique knowledge and passion for cemetery grounds maintenance has helped make BrightView a recognized leader in this market segment. Today, Steve oversees many national accounts and provides leadership, training, and coaching to BrightView’s teams throughout the U.S.

Robert J. Laverne - Robert J. Laverne is currently the Manager of Education and Training for the Davey Tree Expert Company. R.J. is a Board Certified Master Arborist (International Society of Arboriculture) and a Registered Consulting Arborist (American Society of Consulting Arborists). He is currently finishing his doctoral dissertation at Cleveland State University – Levin College of Urban Affairs, and is on the faculty of Michigan Technological University - School of Forest Resources and Environmental Science. His research focuses on the effects to urban soundscape ecology from loss of urban tree canopy due to Emerald Ash Borer.
Management & Human Resources

Stephen E. Bittner, CCCE, CCE - Steve is President of the Cincinnati Catholic Cemetery Society (CCCS) that owns and operates three cemeteries in addition to providing management services to two others. Steve currently serves as Vice-President on the Board of Directors of the Catholic Cemeteries Conference. He is vice president of the Catholic Family Security Association promoting and providing final funeral expense insurance. Steve is the past President of the Catholic Cemeteries of Ohio, and currently serves on its Legislative Committee. He holds a B.S. degree from the University of Cincinnati and an insurance license. He is an active member of the CCC and continues to serve on strategic advisory committees for the Conference.

Michael Cherry, Ed.D. - Dr. Cherry is an effective promoter of learning and change with over 20 years experience assisting organizations and individuals in for-profit and non-profit settings to achieve strategic business and professional objectives. Mike has expertise in online program design and delivery, employee and organizational assessment, strategic planning, and project management. He is a gifted teacher, business coach and facilitator.

Dr. Cherry is currently an Assistant Professor of Organizational Leadership for the College of Arts & Sciences at Lewis University. Lewis University’s Organizational Leadership program focuses on the human side of leadership in the workplace, teaching how people function and how leaders can help them reach their full potential. Mike teaches leadership theory, organizational design, team development and applied research courses.

Erin Cressy, Ph.D. - Erin Cressy is the principal in a consulting firm, Cressy Consulting, based in South Bend, IN. With over 15 years of experience in the fields of diversity and leadership, Erin blends her academic expertise with her business savvy to design and lead initiatives that create lasting change for individuals and organizations. Erin utilizes consulting, training, coaching and facilitation skills to support organizations in leveraging talent and creating a ‘culture of inclusion.’

Erin’s areas of specialization include diversity and inclusion, employee engagement, leadership and teambuilding. She has experience designing and facilitating leadership development programs, guiding diversity and inclusion councils from the stage of initial formation through strategic planning and implementation, providing training and sharing knowledge to increase buy-in for organizational change initiatives, and working with organizations to leverage diversity, create inclusion and improve business outcomes.

Prior to starting her consulting practice, Erin worked as an adjunct instructor and research consultant at St. Mary’s College in South Bend, IN. She taught classes in the areas of diversity and leadership, engaged in large-scale research projects, wrote scholarly publications and presented at national conferences. Erin also has experience as an administrator in the non-profit sector. With a Ph.D. in Social Psychology Erin recognizes the importance of learning and gaining knowledge, and having stepped beyond the walls of academia, she understands the value of prioritizing business outcomes in organizational change efforts.

She is a current and founding board member of Girls on the Run Michiana. She also serves on the Society for Human Resource Manager’s Diversity Committee and is a member of the Board of Directors of Leadership South Bend/Mishawaka. Erin is a recipient of the Forty Under 40 Award from the South Bend Chamber of Commerce recognizing success in business and community service.

Jeanine M. Gozdecki, Esq. - Ms. Gozdecki has practiced law for more than 20 years. She is a partner with the law firm of Barnes & Thornburg, an AmLaw200 firm with offices from Washington, D.C. to Los Angeles. Ms. Gozdecki’s experience includes navigating various issues in the C-Suite, directing and conducting internal investigations, negotiating and preparing agreements and separations, as well as developing “best practices” and training for executives, supervisors and employees in professional, educational, and manufacturing work environments. Ms. Gozdecki has successfully represented clients before administrative agencies, in mediation, jury trials, bench trials, the appellate courts, and before a U.S. Congressional Committee. Ms. Gozdecki is recognized as one of the Best Lawyers in America® in employment law.

Ms. Gozdecki has experience as an adjunct professor at Notre Dame Law School and a guest faculty member for the National Institute for Trial Advocacy (NITA), teaching deposition and trial advocacy skills. She has a long history of supporting diversity, pro bono work, participating in non-profit organizations and serving as a leader in the legal community. Ms. Gozdecki regularly contributes to the Barnes & Thornburg Employment on legal developments http://www.btcurrents.com/.

Besides her membership in the firm’s and local bar association’s diversity committees and being recognized for her pro bono work, Ms. Gozdecki’s leadership experience includes participating in local nonprofit organizations, chairing the Indiana Supreme Court’s Commission for Continuing Education, and serving as President of St. Joseph County Bar Association.

Poul H. LeMasters, Esq. - Poul’s professional career covers both funeral service and law. He attended Cincinnati College of Mortuary Science, graduating in 1966, and also went on to attend Northern Kentucky University, Chase College of Law, graduating in 2003. He has worked in the funeral industry for over 20 years and currently holds a funeral directors and embalmers license and remains active in local, state and national funeral cemetery associations.

He also serves as ICCFA’s special cremation and legal counsel and cremation education coordinator. Mr. LeMasters now operates and is principal of LeMasters Consulting in Cincinnati, OH, a consulting business specifically for the cremation profession. He advises individuals, businesses and cemeteries on many subjects including legal, regulatory, policies/procedures, and operating issues. He has worked in the cremation profession as an expert, testifying in various subjects including the ethical treatment of human remains.

Lisa M. Yates, HR Consultant, Office of Human Resources, University of Notre Dame - Lisa joined the University of Notre Dame in 2002 in the College of Arts & Letters. In 2005, she joined the Office of Human Resources and has held positions in Shared Services, Recruiting and HR Consulting. In the role of HR Consultant for Auxiliary Operations, Lisa partners with senior leaders of the University, and the with the Auxiliary Operations departments including: Morris Inn, Food Services, St. Michael’s Laundry, Licensing, Auxiliary Services, and Hammes Notre Dame Bookstore to identify HR issues that will help achieve business goals and objectives and to provide support and planning for HR programs within these units.

Lisa has a Bachelor’s degree in Business from Indiana University South Bend with a major in HR Management. She is a certified Human Resources Professional (PHR), and is certified to administer and facilitate 360 by-design leadership assessments, Meyers Briggs Type Indicator (MBTI), DISC behavioral assessments, and Organizational Analysis & Design (OAD) projects. Lisa is also a two time recipient of the University’s Team Irish Awards for development of the HR Call Center and for participation in developing the University’s training program for Today’s Administrative Professional (TAP).
Leadership

**Michael Cherry, Ed.D.** - Dr. Michael Cherry is an Assistant Professor in the Organizational Leadership program at Lewis University. Prior to joining the faculty, he spent over 12 years as the Academic Coordinator of Adult Business Programs in the College of Business at Lewis. In this role, he was responsible for the overall character, content and quality of the Accelerated Business Programs for adult students. In addition to his administrative role, Mike has been an adjunct faculty member for Lewis and several institutions where he has taught undergraduate, graduate and doctoral level on-ground and on-line courses. Finally, Mike has consulted with a number of organizations over the past 20 years assisting organizations and individuals in for-profit and non-profit settings to achieve strategic business and professional objectives. Education: BSC, Santa Clara University, 1991; MBA, San Jose State University, 1995; MSA, University of Notre Dame, 2000; Ed.D., Olivet Nazarene University, 2011; Organizational Coaching Certificate, Lewis University, 2014.

**Scott A. Kerth, Ph.D.** - Dr. Scott A. Kerth is an Assistant Professor in the Organizational Leadership program at Lewis University. His experience is in line management, building and managing teams responsible for opening new markets, developing new processes or introducing change into an existing operation. Dr. Kerth lived and managed companies in Prague, Moscow, Singapore, and Barcelona. His 15+ years of management experience extends from new company start-ups to running regional headquarters and covers technology, venture capital, and health care industries. Dr. Kerth has presented at International Technology and Entrepreneurial conferences in France, Spain and Italy as well as the Midwest Academy of Management and Eastern Academy of Management in the USA. Dr. Kerth has lectured on Innovation at Millikan University and regional operations in the Trinity College Dublin MBA program. His research focuses on innovation and leadership as well as positivity and teams. To continually advance his passion for innovation, teaching and positivity he is an active participant in Second City’s Improv classes. Education: B.A., Kenyon College, 1985; M.B.A., Katholieke Universiteit Leuven, 1990; M.B.A., University of Chicago, 1990; M.M.I., Northwestern University, 2011; Ph.D., Benedictine University, 2013.

**Keith Lavine, Ph.D.** - Dr. Keith Lavine is an Assistant Professor in the Organizational Leadership program at Lewis University. Prior to joining Lewis, he spent over ten years as both an internal and external Organizational Development consultant. He worked with a diverse client base that included Chicago Public Schools, Capital One, Exelon, Pfizer, Advocate Health Care, Sprint, and United Airlines. During that period, he also served as an adjunct faculty member at DePaul and Roosevelt Universities, and the College of Lake County. Dr. Lavine holds a doctorate in Industrial/Organizational Psychology from DePaul University, with an emphasis in employee motivation. His professional credits include publishing articles and presenting on the topics of employee motivation, retention, performance evaluation, and corporate consciousness. He is a member of the Society for Industrial and Organizational Psychology (SIOP). Education: B.A., Miami University of Ohio, 1990; M.A., DePaul University, 1993; Ph.D., DePaul University, 2003.

**Lesley Page, Ph.D.** - Dr. Lesley Page is an Assistant Professor in the Organizational Leadership program at Lewis University. She has been active in organizational research and consulting for over 15 years. Dr. Page has served clients from a wide variety of industries, including financial services, consumer products, pharmaceuticals, retail and healthcare. Dr. Page also worked for 7 years at Sears, Roebuck & Co. specializing in measurement of employee engagement and commitment. Her expertise is in both qualitative and quantitative research methodologies. She has integrated these methodologies in employee satisfaction measurement projects, customer satisfaction projects, best practices research and team effectiveness research. Dr. Page has also been involved in leadership development programs and assessment. She is a member of the Society for Industrial and Organizational Psychology. Education: B.A., University of Wisconsin-Madison, 1990; M.A., DePaul University, 1993; Ph.D., DePaul University, 1996.
Roman F. Szabelski, CCCE - Roman is Executive Director, Catholic Cemeteries, of the Archdiocese of Chicago, a position he has held since September 2001. He joined the Catholic Cemeteries of Chicago in 1978 as a seasonal worker and became a full-time employee in Spring of 1979. He has been a member of the CCC since 1990 and has served as a member or chair of various advisory committees including: Marketing, Buildings and Grounds, and Committee on the Future. In 2009 Roman was appointed to oversee activities at the then scandal-ridden Burr Oak Cemetery in Alsip, Ill., and helped return it to a respectful working order. In 2009 Roman was nominated by Francis Cardinal George, OMRI and received the CCC Cemetery of the Year Award. In 2015 he was appointed to a second five-year-term on the State of Illinois Cemetery Oversight Board. Recently Roman was nominated and elected as CCC’s Midwest Region representative for a three-year-term. Roman holds an MBA from Loyola University with undergraduate studies in Psychology & Theology.

Deacon Glenn Tylutki, CCCE - Deacon Tylutki, Outreach Coordinator Cemetery Services for the Archdiocese of Chicago, holds a B.S. Degree in Psychology from Loyola University in Chicago and an M.S. in Ministry from Creighton University in Omaha, Nebraska. As Outreach Coordinator, Glenn makes presentations to parishes, their internal organizations and residents of senior health facilities on the planning, lasting benefits and the sacredness of the liturgical journey of the Order of Christian Funerals ending with burial in a Catholic cemetery. He currently serves on the CCC Membership Committee and is past Chair of the CCC Liturgy Committee. He is currently serving as a member of the Liturgy Committee.

Carol K. Giambalvo, MA, CCCE, FAAGC - Director of Cemeteries for the Diocese of Rockford; Associate of Science Degree, Elgin Community College, Business Management; Bachelor of Arts Degree, National Louis University, Applied Behavioral Science; Master of Arts Degree, Loras College, Theology, with an emphasis in Death and Dying. Certified Grief Counselor from the American Institute of Health Care Professionals. Currently serving as Past President of the Catholic Cemetery Conference Board of Directors and has served on a variety of committees over the years. Graduate of Catholic Cemetery Conference School of Leadership & Management Excellence. Past Vice President of Alliance of Illinois Cemeterians (AIC).

Rev. H. Richard Rutherford, C.S.C. - Holy Cross Father Richard Rutherford, professor emeritus of Theology and Pastoral Liturgy at the University of Portland in Oregon, holds degrees from the University of Notre Dame, the Gregorian University in Rome and the Catholic University of Nijmegen, Netherlands. Fr. Rutherford has studied the Christian funeral and bereavement process for over 40 years. His occasional monographs and the book The Death of a Christian: the Order of Christian Funerals (Liturgical Press, 1990), serve seminaries and colleges as textbooks and commentaries on the Catholic funeral. His recent contribution to A Commentary of the General Instruction of the Roman Missal (Liturgical Press, 2007) addresses Masses for the Dead. Fr. Rutherford served as 2009-2010 President of the North American Academy of Liturgy. Recently, with the study of early Christian archeology as his current research, he spends several months each year investigating new excavations of early Christian churches, cemeteries, and baptisteries in Europe, Turkey and in the Middle East.

Jorge L. Repollet, K.H.S., CCCE - Director of Marketing and Information Systems for Catholic Cemeteries, Archdiocese of Newark, NJ. Graduated from Seton Hall University with a major in Business Administration and Management Information Systems. Jorge is a proud graduate of our John Carroll University, School of Leadership and Management Excellence and Chairs the Catholic Cemetery Conference’s Technology Committee. Received his Bereavement Facilitator Certificate from Seton Hall University. Member of Saint Thomas the Apostle Parish Bloomfield, NJ where he is Eucharistic Minister. Member of the Respect Life Ministry and Chairman for the Catholic Men’s Commission of the Archdiocese of Newark.

Paul J. Hackiewicz - Paul has been the Manager of Software Development for Catholic Cemeteries Archdiocese of Chicago for over 14 years, where he has been responsible for developing custom software that is used to process over 16,000 burials per year. His areas of expertise include: software development, data analysis, reporting, and document imaging. He has worked with officials in Illinois to create the first statewide database of interments. He has also produced several videos to familiarize the public with cemetery operations, and he helps support technology at the national office of the Catholic Cemetery Conference.

Timothy J. Kolasa - Executive Director of Gethsemane Cemetery, a large Parish Operated Cemetery within the Diocese of Allentown that serves as a regional Catholic cemetery. Tim is a Graduate of the Catholic Cemetery Conference School of Leadership and Management Excellence and is currently serving on the CCC’s IT Committee. Tim is also a member of the Pennsylvania Cemetery Cremation and Funeral Association and serves on several Parish and community councils and Boards.

Nick Timpe - Director of Sales and Marketing at webCemeteries.com, specializing in helping cemeteries computerize records and leverage technology. Nick is a member of the CCC Committee of Information and Technology, the ICCFA Sales and Marketing Committee, and is a frequent industry speaker and article contributor. Nick has a Bachelor’s Degree in Government from Patrick Henry College, VA, and is an elder at his local church.

Deacon Glenn Tylutki, CCCE - Deacon Tylutki, Outreach Coordinator Cemetery Services for the Archdiocese of Chicago, holds a B.S. Degree in Psychology from Loyola University in Chicago and an M.S. in Ministry from Creighton University in Omaha, Nebraska. As Outreach Coordinator, Glenn makes presentations to parishes, their internal organizations and residents of senior health facilities on the planning, lasting benefits and the sacredness of the liturgical journey of the Order of Christian Funerals ending with burial in a Catholic cemetery. He currently serves on the CCC Membership Committee and is past Chair of the CCC Liturgy Committee. He currently is serving as a member of the Liturgy Committee.
SPECIAL ACTIVITIES
(for all schools-register on Registration Form)

Monday, June 13 - 5:30 pm

SOCIAL GATHERING “BBQ & BASKETBALL”

After a long day of learning, join us for a traditional backyard BBQ while kicking back with your classmates and teachers. After dinner you will want to lace up your sneakers as School takes on School for bragging rights and prizes in a spirited game of DEATH (also known as HORSE). Bring something comfortable to wear and brush up on your free-throws in preparation for this no pressure, get-to-know each other evening.

Tuesday, June 14 - 5:30 pm

OPTIONAL: “GHOST TOUR”

Notre Dame is one of the most haunted college campuses in America. This is your chance to tour the buildings, hear the stories, and potentially witness some paranormal activity firsthand! From football players and priests to professors and general laborers, we have ghosts from all walks of life. Our tour will last 1.5 hours and take us to Cedar Grove Cemetery, Washington Hall and the Main Building (Golden Dome). The tour will end with a cocktail reception in the Main Building hosted by our resident cemeterians, Leon Glon, CCCE, and Karmin Meade. Dinner is on your own.

TRANSPORTATION TO NOTRE DAME

For those flying into O’Hare Airport (ORD) or Midway Airport (MDW) Coach USA bus service is available at a cost of $69 round trip. Coach bus service is also available for those flying into the South Bend Airport (SBN). One way fare is $12. Taxi service is also available, with a fare of about $15.

Arrangements for all airports can be made online at www.coachbus.com. For travel times you may call 800.248.8747.

The South Shore Line (train) runs directly from downtown Chicago (Millennium Station located at the corner of Michigan and Randolph Streets) to South Bend Regional Airport. The campus is located approximately two hours by car from O’Hare International Airport and 1-1/2 hours from Midway Airport.

Car from O’Hare:
• Take I-190 east from the airport and merge onto I-90 east (Kennedy Expressway);
• Merge with I-94 South (Dan Ryan Expressway);
• Take the Skyway exit off the Dan Ryan Expressway and follow I-90 to the Indiana Toll Road which merges with I-80;
• Take Exit 77 (South Bend - Notre Dame) off the Indiana Toll Road;
• Turn right onto Indiana 933/US 31;

Car from East/West:
• Leave Interstate 80/90 at Exit 77, turn right onto Indiana 933/US 31;
• Turn left at Angela Boulevard (4th stoplight);
• Turn left on Notre Dame Avenue (1st stoplight).

Car From North/South:
• Take US 31 north, which becomes Indiana 933 outside of South Bend;
• Stay on 933 to Angela Boulevard (2nd stoplight north of the St. Joseph River);
• Turn right on Angela Boulevard;
• Turn left on Notre Dame Avenue (1st stoplight).

You may also visit Google Maps for personalized directions to the University of Notre Dame.

Attendees will receive complete details with registration confirmation materials from the CCC.
LIFE IN SOUTH BEND

Whether you like the performing or visual arts, sports, music or outdoor activities, South Bend has something for everyone. Located within driving distance from three major metropolitan areas - Chicago, Indianapolis, and Detroit - South Bend offers many of the same amenities of those larger cities within a more affordable environment.

It’s small town reputation belies the social and cultural activities that area residents enjoy: Broadway plays and first-rate musical and performance artists at the Morris Performing Arts Center; outdoor music and arts festivals at St. Patrick’s County Park; kayaking on and picnicking near the East Race Waterway; and watching the South Bend Silver Hawks, a single-A farm baseball team for the Arizona Diamondbacks, at Coveleski Stadium.

MORE FOR YOU TO DO:

Eddy Street Commons

South Bend’s newest shopping, dining and entertainment destination is just across the street from the University. Stroll down the sidewalks of Eddy Street Commons and take in the beautiful architecture and exciting mixture of shopping, dining and living in a uniquely designed urban style community with a main street appeal. From fashions to books and eateries, Eddy Street Commons will heighten your senses with its shops and restaurants.

Great Dining Venues

Everything from Irish pubs to fine dining with jazz awaits you in South Bend. Cambodian, Lebanese, Italian, Mexican, and Vietnamese are just some examples of the international cuisines available for sampling. Be sure to come hungry and enjoy the great flavors and taste sensations of Eddy Street Commons.

- Biggby Coffee      - Chipotle Mexican Grill
- Brothers Bar & Grill      - Jamba Juice
- Hot Box Pizza      - McAlister’s Deli
- Kilwin’s Chocolates & Ice Cream
- O’Rourke’s Public House
- Romy’s Cafe (in Hammes Bookstore)
- The Mark Dine & Tap

ABOUT THE CATHOLIC CEMETERY CONFERENCE

The Catholic Cemetery Conference (CCC) helps Catholic cemetery staff enhance their skills in caring for the deceased and comforting their loved ones through ministry, education, networking and service opportunities. Founded in 1949, the CCC has 1200 members, spanning the United States (including Guam and Puerto Rico), Australia, Canada, and Italy.
October 11-15, 2016

CCC 67th Annual Convention & Exposition
Rosen Shingle Creek Resort - Orlando, Florida

Visit the CCC Website www.catholiccemetryconference.org for additional information.
**REGISTRATION FORM** - Complete and Return to CCC

### REGISTER ME FOR:

Select One
- [ ] Land Management and General Operations
- [ ] Management and Human Resources
- [ ] Theology and Psychology of Death and Dying
- [ ] Finance
- [ ] Technology
- [ ] Leadership **NEW**
- [ ] Graduates Only - Create Your Own Schedule
  
  *(List schools you plan to attend)*  

### Program only (No Accommodations)

**For registrations received BY May 6, 2016**
- [ ] $1125 for initial registrant
- [ ] $1025 for second registrant from the same organization
- [ ] $925 for third registrant from the same organization

**For registrations received AFTER May 6, 2016**
- [ ] $1275 for initial registrant
- [ ] $1175 for second registrant from the same organization
- [ ] $1125 for third registrant from the same organization

- [ ] I will attend the Monday, June 13 “BBQ & Basketball”
- [ ] Register me for the “Ghost Tour,” Tuesday, June 14, 2015

### Program with On-Campus Dorm Accommodations

**Registrations received BY May 6, 2016**
- [ ] $1405 for initial registrant
- [ ] $1305 for second registrant from the same organization
- [ ] $1205 for third registrant from the same organization

**Registrations received AFTER May 6, 2016**
- [ ] $1555 for initial registrant
- [ ] $1455 for second registrant from the same organization
- [ ] $1405 for third registrant from the same organization

**Extra Night On-Campus Dorm Accommodation June 11, 2016**
- [ ] $70 per person single
- [ ] $120 per person double

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**PAYMENT METHOD**

- [ ] Check (payable to Catholic Cemetery Conference)
- [ ] Visa  [ ] MasterCard  [ ] Discover

Cardholder Name  
Account Number  
Expiration Date  
Security ID (3-digit number on back of card)

**Total Amount Enclosed $**

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**Name**

**Name as you want it to appear on badge**

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Cancellations must be received before **May 6, 2016** in order for registrants to receive a full refund, less a $100.00 administrative fee. No refunds will be made after the start of the program (May 6, 2016).

Mail, fax or email registrations to:

**CATHOLIC CEMETERY CONFERENCE**

1400 S. Wolf Road, Bldg. 3, Hillside, IL 60162  
F (708) 202-1255  
P (708) 202-1242  
E bivanauski@catholiccemeteryconference.org

You may also register on CCC’s website  
www.catholiccemeteryconference.org  
under **PROGRAMS**

Please contact Irene Lazaroski at 315.696.5919  
or ilazaroski@catholiccemeteryconference.org  
for additional details and information.