

Registration Information

Program Fee

The registration fee for this program is \$350 and includes all course materials and instruction; welcome reception; 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 this registration form and mail it with your check or credit card information for \$350 to:

2018 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.

To Register Through Our Website

Visit www.catholiccemeteryconference.org. Go to *Programs* and click the *Registration* button. Follow directions to register and for payment options.

Hotel Information

Double Tree Hotel - Oakbrook
1909 Spring Road
Oakbrook, IL 60523
Phone: 630.472.6000

Reservations may be made directly to the hotel. Be sure to mention *"Catholic Cemetery Conference"* to receive our special rate of \$109 single/double. Reservation cutoff date is April 5, 2018. Reservations after that date will be made on availability.

Cancellation Policy

Seminar tuition less a \$75 administrative fee is refundable if notice is received by April 15, 2018.

Questions?

Please call Dave LaBarre, CCC Executive Director at 708.202.1242 or email dlabarre@catholiccemeteryconference.org.

Registration Form

2018 Smaller Cemetery Seminar

April 26-28, 2018
Double Tree Hotel - Oakbrook
1909 Spring Road
Oakbrook, IL 60523
Phone: 630.472.6000

Yes! Please register me for the Smaller Cemetery Seminar.

Name _____

Title _____

Organization _____

Mailing Address _____

City, State, Zip Code _____

Phone _____ Fax _____

E-mail Address _____

Credit Card: Visa Master Card Discover

Cardholder Name _____

Account # _____

Expiration Date _____ Security Code _____

Make checks payable to the Catholic Cemetery Conference
_____ registration (s) \$350/person

Credit Card payment — you may also contact:

Joe Murray at 708.202.1242

Mail this form with your registration fee to:

2018 Smaller Cemetery Seminar
Catholic Cemetery Conference
1400 S. Wolf Road, Building #3
Hillside, IL 60162-2197

•Fax this form to: 708.202.1255

•Register/Pay through CCC's Website
www.catholiccemeteryconference.org. Go to *Programs*
and click the *Register* button.

Your faxed registration will be confirmed upon receipt of payment.



Seminar Hotel

DoubleTree Hotel - Oakbrook

1909 Spring Road
Oakbrook, IL 60523
Phone: 630.472.6000
Fax: 630.573.1909



To Make Your Room Reservations:

■ Call the hotel directly at 630.472.6000. Mention that you will be attending the CCC Smaller Cemetery Seminar and provide them with the group code *"Catholic Cemetery Conference"* to receive our special rate of \$109.00.

CUT OFF DATE IS APRIL 5, 2018

Transportation

Midway International Airport

Distance From: 20 miles
Travel Time: 35 minutes
Estimated Cab Fare: \$51.00

O'Hare International Airport

Distance From: 18 miles
Travel Time: 25 minutes
Estimated Cab Fare: \$41.00

Additional Amenities the Hotel Offers:

- Complimentary self-parking
- Complimentary in-room and public Wi-Fi; high speed internet
- Heated indoor pool and jacuzzi
- Complimentary fitness center
- Business Center open 24 hours; express mail, fax, printer, and copy machines
- Laundry and dry cleaning service
- Room Service
- Lounge
- Hair Salon
- Complimentary local transportation within a 5-mile radius of hotel



APRIL 26-28, 2018

Double Tree Hotel -
Oakbrook
Oakbrook, Illinois

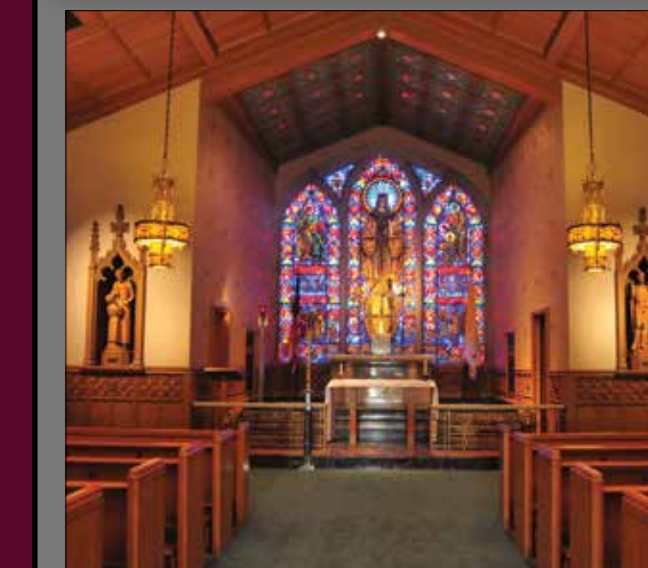
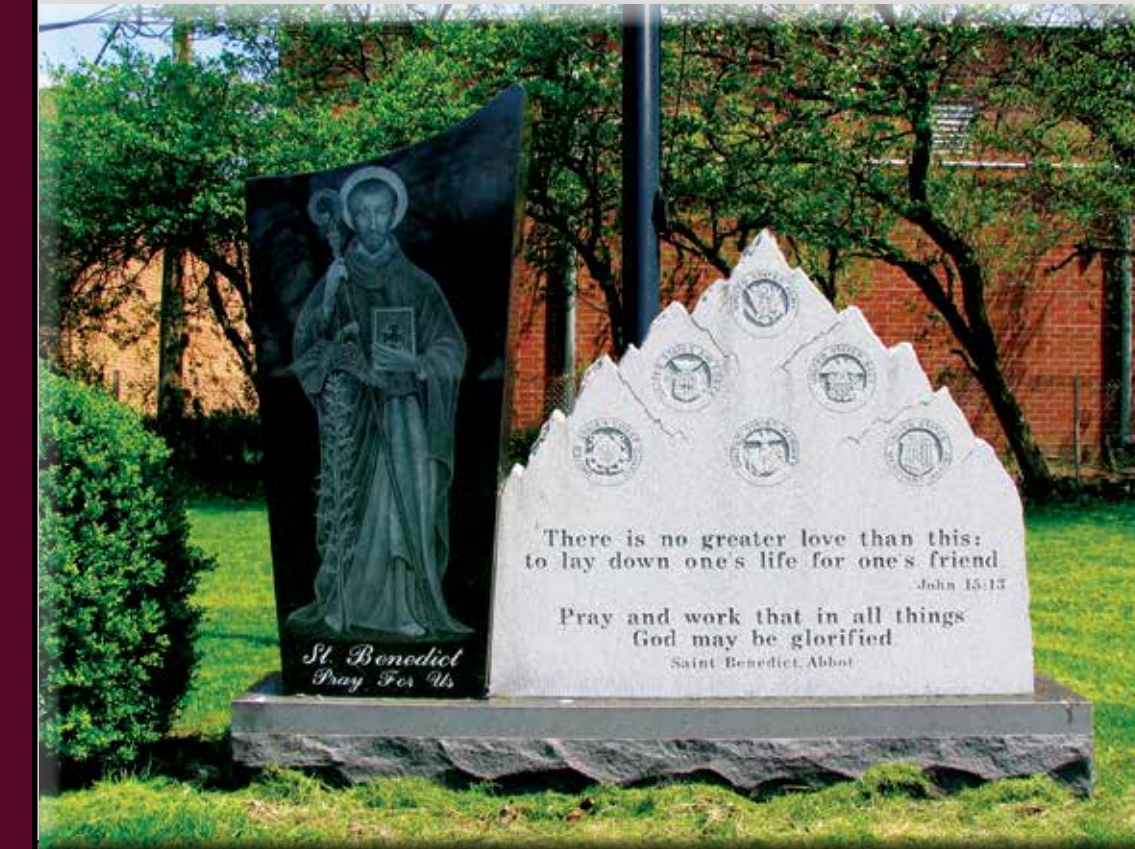
Join your fellow cemeterians
for 2-1/2 days of learning,
networking and reflection:

- Rites, Rituals and Burial Guidelines
- Developing Cemetery Rules and Regulations
- Forms and Record Keeping
- Accounting and Finance
- Streamlining Operations - Mobile Technology
- Legal Session
- Saturday afternoon program and sessions will be held at St. Benedict Cemetery - Site Visit and Tour; Tour at Burr Oak Cemetery; Mass at Queen of Heaven Mausoleum Chapel.

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

2018 Annual

SMALLER CEMETERY SEMINAR — CHICAGO



Saint Benedict Cemetery (top) ... Burr Oak Cemetery (below right) ... Queen of Heaven Mausoleum Chapel (below left)



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 with smaller operations who wear many hats on a daily basis, 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 will return home to your respective cemetery refreshed and ready to put your new skills and operating knowledge right to work.

THURSDAY, APRIL 26

6:00 pm CCC Registration

Join us for some "lite fare" and dialogue. Tonight will give you the opportunity to meet your fellow colleagues for this program and help set the stage for the next few days.

WELCOMING REMARKS

Roman Szabelski, CCCE, *Executive Director Catholic Cemeteries Archdiocese of Chicago*

"CALL TO MINISTRY: NOW YOU ARE A CATHOLIC CEMETERIAN"

Stephen Bittner, CCCE, CCE
*President, Catholic Cemetery Conference
President, Cincinnati Catholic Cemetery Society*

Do you get up in the morning and love going to your job? Our 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. Mr. Bittner 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 of learning and networking

FRIDAY, APRIL 27

7:30-8:30 am Breakfast

8:00 am CCC Registration

8:30 am RITES, RITUALS & BURIAL GUIDELINES

Rev. Lawrence J. Sullivan, CCCE
Archdiocesan Director, Catholic Cemeteries of Chicago & Pastor, Christ the King Parish

10:00 am

Refreshment Break

10:15 am

ADMINISTRATIVE/OFFICE PROCEDURES FOR SMALLER CEMETERIES

PART I - Rules & Regulations

Carol K. Giambalvo, MA, CCCE, FAAG
Past President, CCC and Director of Cemeteries, Diocese of Rockford

Cemeterians from small Catholic Cemeteries wear many hats — from accounting, record keeping, ministering to the grieving, and also being an enforcer of the necessary rules and regulations. How can just a few people (and sometimes only one person) handle all these responsibilities? ADMINISTRATIVE/OFFICE PROCEDURES FOR SMALLER CEMETERIES will take on this question and work with you to find some solutions:

Rules & Regulations: organizing begins with setting up (or re-examining) the rules and regulations you have in place at your cemeteries. There is a basic outline for these R & R, so that you don't overdo or underdo the words.

11:30 am

Lunch

1:00 pm

LEGAL SESSION - NUTS & BOLTS OF THE THINGS WE DO

Poul Lemasters, Esq.,
Lemasters Consulting

This session provides simple steps that can be implemented to help you stay aware of issues and avoid legal problems that can target cemeterians and those in the cemetery industry. Informal lecture with audience participation including: questions during lecture, audience sample scenarios and relevant "hands on stories".

With so much regulation, what are the basics? If you had to know just one thing — what would that be? This session provides an overview of the basics of running a cemetery. Overall, the presentation will:

- Review the internal operations of a cemetery including Hiring and Firing;
- Discuss the external operations of the cemetery from a legal perspective.

2:15 pm

Stretch Break

2:30 pm

ADMINISTRATIVE/OFFICE PROCEDURES FOR SMALLER CEMETERIES (cont.)

Carol K. Giambalvo, MA, CCCE, FAAG

PART II - Forms & Record Keeping

After we know the rules, we need to know what kind of records we need to keep. What does your State require? What does the Church require? What is the simplest and/or best system?

PART III - Accounting & Finance

Accounting and Finance ... are you putting away money for Perpetual Care? How do you prepare a budget? How can a budget help you create the roadmap to success?

SATURDAY, APRIL 28

7:30-8:30 am Breakfast

8:15 am Load Buses

9:00 am VISIT TO A SMALL WORKING OPERATION - ST. BENEDICT CEMETERY

Steven Lynch, *Director of Cemetery Services & the Operational Staff of Chicago Catholic Cemeteries*

The expansion of the Archdiocesan Cemeteries to include supervision and operation of many of the parish cemeteries began in the 1950s. Starting with St. Benedict Cemetery in 1953, the next 25 years saw nearly two dozen such cemeteries become part of the Archdiocesan Cemeteries.

Each of these was initiated by the parish involved and was generally triggered by the great post-war suburban growth that turned rural parishes into suburbia, with greater responsibilities in provision of parish facilities, schools, and programs.

Each parish cemetery under the archdiocesan organization operates with the same fee structure and services as the major cemeteries, and each is assigned for supervision to a major "parent" cemetery. Join us at St. Benedict Cemetery for a day filled with "hands on" activities such as:

- Mower Maintenance and Demonstrations;
- The Backhoe - Its Importance and Versatility;
- Turf Selection, Care & Maintenance;
- Why Prune That Tree? This seminar focuses on how, when, where and why to prune the plant material in your care. Bring your questions and have fun learning about pruning!
- Section and Grave Layout - developing and implementing a Master Plan;

•Mobile Technology in a Small Cemetery - Mobile technology puts the power of low-cost computing devices and the internet in the palm of your hand. Explore what is possible from available apps to custom GPS solutions;

•On Being a Cemetery Manager - an open discussion. Cemetery managers wear a lot of hats. Small cemetery managers wear even more. Whether large or small, the goal is the same: to serve our families in their time of need. Bring your questions and experiences, and join what is sure to be a lively interactive discussion with your peers.

12:30 pm

Lunch - Chicago's Italian Food Favorites

2:00 pm

TOUR OF HISTORIC BURR OAK CEMETERY IN ALSIP, ILLINOIS

Burr Oak Cemetery was established in 1927 to serve the burial needs of the African American Community. It is the final resting place for many notable African Americans including musicians, athletes and politicians.

In 2009, Cook County Sheriff Tom Dart discovered that there was a bigger problem occurring at Burr Oak Cemetery than the financial mismanagement that his office had been called in to investigate. He discovered an elaborate money-grabbing scheme that included grave desecration and reselling of graves for monetary gain.

Over a five-year period, it is estimated that more than 200 graves were desecrated and the remains dismembered to make room for more burials. As a result of the Burr Oak tragedy, the State of Illinois and many other states enacted new laws requiring better oversight of cemeteries.

2:30 pm

Board Buses for Queen of Heaven Cemetery

3:15 pm

BONUS SESSION:

SUCCESSFUL MARKETING OF YOUR SMALLER CEMETERY!

Theodore (Ted) Ratajczyk and Deacon Glenn Tylutki, CCCE

Strategic marketing tactics can help a small cemetery operation scale their visibility with their families. What small cemeteries lack in resources, they can make up for in marketing intelligence and expertise.

Creating one-on-one lasting relationships can keep your cemetery operation viable and assures that the consumer remains up-to-date with current and new offerings at your operation.

4:00 pm

Mass at Queen of Heaven Cemetery Mausoleum Chapel - Hillside, Illinois

Celebrant: Rev. Lawrence J. Sullivan, CCCE

4:45 pm

Board Buses for Return to Doubletree Hotel in Oakbrook, IL

6:00 pm

Closing Reception, Dinner & Certificate Presentation

SUNDAY, APRIL 29

Departure

Thank You for Joining Us!

SEMINAR PRESENTERS



Stephen Bittner, CCCE



Carol K. Giambalvo, MA, CCCE, FAAG



Poul Lemasters, Esq., Lemasters Consulting



Steven Lynch



Theodore W. Ratajczyk



Rev. Lawrence J. Sullivan, CCCE



Roman F. Szabelski, CCCE, CCC Board Member



Nick Timpe, webCemeteries.com



Deacon Glenn Tylutki, CCCE