

CCCE

CERTIFIED CATHOLIC CEMETERY EXECUTIVE

The Ultimate Recognition in Catholic Cemetery Management

CCCE Guidelines

The Certified Catholic Cemetery Executive is the highest honor of achievement in Catholic cemetery management that members of the Catholic Cemetery Conference can achieve. Measuring personal growth and success, you will join a select group of men and women who have made the ultimate commitment to excellence in Catholic cemetery management and the ongoing pursuit of knowledge.

The objectives of the program are:

- To raise the standards of those engaged in managing Catholic cemeteries.
- To improve Catholic cemetery management by encouraging cemeticians to participate in continuing education.
- To encourage self-assessment by offering guidelines for achievement in Catholic cemetery management.
- To identify persons with acceptable knowledge of the principles and practices of Catholic cemetery management, related disciplines, and laws governing Catholic cemeteries.

To award special recognition to those Catholic cemetery executives who have demonstrated a high level of competence and ethical fitness for Catholic cemetery management.

Eligibility Requirements

You could make the CCCE certification your goal if:

- You are currently employed by a Catholic cemetery in a management position on a full-time basis.
- You are actively employed in the Catholic cemetery ministry for a period of not less than five years.
- You have knowledge in all phases of management, i.e., management skills, employee relations, finance and budgeting, public relations, sales, and legislation.
- You are a person with high moral values, impeccable character, and reputation.
- You adhere to and believe in the creed of the Catholic Cemetery Conference.

How Successful Candidates Are Determined

Education, professional achievement and ongoing volunteer involvement are activities that will always be acknowledged by the CCCE program. The Personal Data Form provides a systematic point method for documentation.

Contact the CCC Office at 708/202-1242 to receive this form. Carefully complete the information for evaluation by the Certification Committee.

These sections include:

- Educational background
- Years in ministry
- Management experience both inside and outside the ministry
- Participation in activities and committee work of the CCC
- Publication of articles in the Catholic Cemetery magazine
- Speaking assignments at CCC conventions and seminars and other related assistance to members.

It is essential that you devote sufficient time and effort in completing the Personal Data Form. A scoring guide is included to aid you in estimating your total points. The minimum number of points for certification is 775 points.

How the Program Is Administered

Appointed by the CCC President with the advice and counsel of the Board of Directors, a five-member Certification Committee administers the program and assures that the program reflects the changing needs of the profession.

You can be sure that all information you provide is kept strictly confidential.

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Awarding the CCCE Designation

Candidates will be notified of their status by the Certification Committee. If recommended for certification, you will be invited to attend a special recognition ceremony at the Annual CCC Convention, where you will be awarded your certificate. CCC will notify your leadership and peers of your outstanding accomplishments, as well as the local media.

Maintaining the Designation

The continuing education of Certified Catholic Cemetery Executives is essential for successfully enhancing the constantly changing cemetery environment. Therefore, to maintain certification, a cemetery executive must accumulate a minimum of 25 professional credits for each five-year period thereafter and submit a completed recertification form to the Certification Committee.

In the event re-certification has lapsed for failure to submit an application when required, 25 credits will be needed for each five year period and an additional five-credits for each year beyond the needed 25 credits in order to re-activate the re-certification. For example, a lapse of 12 years would require 60 credits to re-certify.

Suspension or Revocation of the Certification

If a Certified Catholic Cemetery Executive is no longer employed by a Catholic cemetery, certification shall terminate.

Certification may be terminated for failure to accumulate the required professional credits, unless in the judgement of the Certification Committee, extenuating circumstances exist and the deficiency can be readily overcome.

Certification may also be revoked for failure to abide by the CCC Code of Ethics, providing the executive is offered a hearing by the Certification Committee and notified of the views of the complainant and of the hearing date and location. This notice shall be given in writing at least 30 days in advance of the hearing.

Fees

A non-refundable application fee of \$225.00 is payable with the filing of the Personal Data Form. For each five-year recertification, there will be no additional fee assessed.

If You Do Not Obtain Certification the First Time

If you were not recommended for certification, the application fee is waived if reapplication is made within 1-year of original certification denial.

How to Obtain the Personal Data Form

To obtain the Personal Data Form you may contact:

Catholic Cemetery Conference Certification Committee

1400 S. Wolf Road, Building #3
Hillside, IL 60162

P: 708/202-1242

F: 708/202-1255 or go online to:

www.catholiccemeteryconference.org

2023 Certification Committee

Chair / Liaison

Thomas Jordan, CCCE
Archdiocese of Cincinnati

Leon Glon, CCCE
University of Notre Dame

Ted Ratajczyk, CCCE
*Catholic Cemeteries
Archdiocese of Chicago*

Michael P. Welsh, CCCE
Gary Diocesan Cemeteries

**Application Deadline
is July 21, 2023**