



SEXTON DUTIES

Course overview

Grave identification and cemetery plans
 Instructions to gravediggers
 Checking procedures -verification of location, depth, size
 Memorials removed from graves
 Preparation for interment
 Legal requirements and implications
 Adjacent unstable memorials
 Dealing with families, funeral directors and officiants
 The funeral service
 Identification of the coffin
 Backfilling
 Inclement weather
 Health and safety
 Customer care
 Problem solving
 Questions and answers

Suitable for: anyone involved in managing or working in a cemetery

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run GoToMeeting, either as an app or online

Learning Outcomes

- Knowledge required to ensure a legally compliant, trouble-free, sensitive service
- How to deal with common problems
- How to avoid costly errors

Attendance:

£80.00 plus VAT for ICCM members

£95.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of the course.



An ICCM quality
online training event

Interactive sessions

Learn about the
benefits of having
legally compliant
systems and
procedures

Learn new skills

Have your questions
answered

Programme

9.30 Sign in and introduction
 9.45 General principles and procedures
 10.30 Short break
 10.45 Dealing with families, funeral directors and officiants
 11.30 Short break
 11.45 The graveside service
 12.15 Problem solving
 12.30 Questions and answers
 13.00 Finish

Booking Form

I wish to attend/have the following attend the ICCM Sexton Duties online training course on:

Available course dates (please indicate chosen dates):

Wednesday, 3rd February 2021 09:30-13:00 – online training

☐

Name 1: _____ ICCM Member?
Y/N

Name 2: _____ Y/N

Representing: _____

Email: _____
Confirmation and link to the training course will be sent by email

Phone No: _____

Address for invoice: _____

Order No: _____

The fee for the online training covers attendance and documentation. The fee is £80.00 + VAT for ICCM members and £95.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing julie.callender@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at julie.callender@iccm-uk.com, or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ