

Archdiocese of Galveston-Houston
Director of Catholic Cemeteries
Mt. Olivet Cemetery
7801 I-45 South
Dickinson, Texas 77539

SUMMARY

The Archdiocese of Galveston-Houston seeks a Director of Catholic Cemeteries, a ministry devoted to the works of mercy that pertain to dealing with death in the context of faith. The Director maintains, develops, and manages the fiscal responsibilities for the cemeteries owned and operated by the Archdiocese. In addition, the Director assists pastors with parish owned cemeteries as sacred places dedicated to the religious purpose of: burying the dead, praying for the living and the dead, comforting those who mourn, witnessing to our shared belief in one, holy, Catholic, and Apostolic Church, the communion of saints, the forgiveness of sin, and the resurrection of the dead. The Catholic Cemeteries Offices offer educational programs, providing information on Catholic burial practices, Catholic approaches to death and dying, including end of life issues, the full use of the Order of Christian Funerals, and the benefits of preparing all funeral arrangements from liturgy to funeral home to cemetery before the time of need.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in 146 parishes across 10 counties and is pastored by Daniel Cardinal DiNardo assisted by Auxiliary Bishop Italo Dell’Oro. The Catholic Cemeteries office is located at Mt. Olivet Cemetery in Dickinson, TX, which is 25 miles from beautiful Galveston, Texas, a coastal resort city and port off the Southeast Texas coast on Galveston Island and Pelican Island.

The Director of Catholic Cemeteries is a ministry of the Archdioceses of Galveston-Houston and candidates must be a practicing catholic in good standing with the Church. This is a 12 month, full-time, no less than 40 hours per week, benefits eligible position.

EDUCATION and EXPERIENCE

Bachelor's degree in Accounting, Finance, Business Management or closely related field with CPA license preferred. Minimum ten (10) years of experience in cemetery management, with at least five (5) years in a supervisory capacity. Valid Texas driving license required.

Suitable candidates should submit a cover letter, resume, and salary requirement* via email to: resume@archgh.org with Director of Catholic Cemetery on the subject line.

* Applicants who do not include salary requirement will not be considered.