

Funeral Policy

St. Andrew's United Church, Georgetown

Updated April, 2017

Overview:

Preparing for a funeral and dealing with the death of one we love is a difficult time. We experience deep feelings and the community of faith can be an important support in the grieving process and in planning the funeral service. It reminds us that we are not alone and we have companions with us on the journey. It is an opportunity to call upon God to give us strength and courage. A funeral or memorial service is a service of worship to give thanks for the life as we grieve our loss. Drawing on our faith we are empowered by our hope of resurrection, which enables us to face death, offer thanksgiving for the gift of life and celebrate our Christian hope.

The Worship Leadership Team of St. Andrew's has composed this set of guideline policies to assist you in making your plans most appropriately and with dignity for the deceased, and compassion for the bereaved family.

Policy:

Contacting the Minister

The current minister or presiding minister should be contacted first. If another minister is requested by the grieving family this would be discussed with the current minister. Once the funeral time has been booked (If the service is to be held at the church) then it will be turned over to the Funeral Coordinator, leaving the minister to focus on the officiating of the service and meeting with the family.

Facility Availability

The Funeral Coordinator will work with the Church Office Administrator to arrange facility availability – day of week, time of day. On a midweek day, the time of the service cannot be later than 1:30 pm. The ideal time for a large funeral service is 11:00 am, allowing enough time for the reception and cleanup before the space is used by rental groups. Generally, the time made available for the funeral and reception is 3 hours. Sunday is a difficult day to hold a funeral in the church. Saturday is more convenient.

Caskets and Internments

For an open casket, our policy will be to close the casket 10 minutes before the service begins. The church building is casket accessible.

Committals may be done at the end of the service or held at a later date to be arranged with the minister.

Visitation

Visitation will normally be one hour before the service. For additional visitation times held at St. Andrew's, applicable fees will apply (see Fees). The funeral home usually offers visitation the day or evening before the funeral.

Planning the Service

The minister will arrange to meet with the family to arrange the service and details. The Funeral Coordinator will also liaise with the family. The service can be held at the church, funeral home or interment site.

Video and Audio Arrangements

If requested, the Funeral Coordinator will contact the audio/video operators to arrange for operating the audio and video system in the sanctuary or to arrange a Power Point presentation, audio or video taping of the service.

Nursery Care

The church does not provide nursery care unless it is personally arranged by the family. There is a small room available directly outside the sanctuary for parents or caregivers to tend to young children or babies.

Greeters or Ushers

At least 2 individuals serving as greeters handing out the order of service, or ushers showing people to their seats, are required to assist people coming into the sanctuary. The Funeral Coordinator will arrange this.

Fees

The fees for a funeral at St Andrew's will be:

Sanctuary rental	\$250.00
Visitation on a day prior to the funeral	\$250.00 If requested
Office	\$ 30.00 if bulletins are requested

These fees are payable to St. Andrew's United Church and may be paid by cheque.

Honoraria

The following honorariums will be paid as applicable:

Minister	\$275.00
Organist	\$125.00 - this may be increased to \$200 if extra practice time is required to accommodate soloist or additional musician(s)
Custodian	\$ 90.00
Funeral Coordinator/Host	\$ 90.00
Audio Visual Operator	\$75.00
Office Administrator	\$90.00

These amounts are payable by cash currency and placed in separate envelopes clearly marked as follows: “Minister”, “Organist”, “Custodian”, “Funeral Coordinator”, “Audio Visual”, and “Office Administrator” as required. Another option is paying the total amount of all fees by cheque, either to St. Andrew’s United Church, or through the funeral home.

Reception Services

A reception, hosted by the Catering Committee, may be held following the service, at the church. The Funeral Coordinator will arrange this. If the Catering Committee is available to cater the reception, the following fees will apply:

Lunch - \$6.00 per person - includes assorted sandwiches, fruit, vegetable trays, sweets, coffee, tea and juices.

Afternoon tea - \$5.00 per person - includes fruit breads, sweets, fruit, cheese and crackers, coffee, tea and juices.

When a reception is held at St Andrew’s and the family arranges for its own catering, two members of St Andrew’s should be present to provide assistance during set up and clean up throughout the reception. Additional hall or kitchen rental fees are applicable, according to the current St. Andrew’s policy on rental fees.

Payment Timeline

All fees must be paid for all services arranged, before, or by the date of the funeral.

Custodial Arrangements

The Funeral Coordinator will contact the custodian to arrange to have the building open two hours before the service time. The custodian will make sure the heat is on ahead of time, as well as windows open or fans on, according to seasonal temperature.

Grief Counselling and Pastoral Care

The minister normally will provide pastoral care before and after the funeral service. If the family requests additional support, the minister can refer individuals to support groups and counsellors.

Parking Arrangements

The Funeral Coordinator arranges for volunteers to assist with parking and direct cars to overflow parking areas. Overflow parking could include, if prearranged, the St. Francis School parking lot, Immanuel Lutheran Church, or on the streets around the church. St. Andrew’s provides approximately 60 parking spots.

Bulletin/Order of Service Printing

A quantity of printed order of service bulletins can be arranged by the Office Administrator if requested, (see Fees schedule).

Music

The Funeral Coordinator will contact the Music Director (church organist) first. If she/he is unavailable, the designated person who plays the organ when the music director is absent will be contacted.

If the family requests a choir or soloist, the Funeral Coordinator will contact the Music Director (church organist).

The family is responsible for making arrangements for any music provided by guests who are not associated with St. Andrew’s.

Flowers and Memorial Items

Flowers should be brought in shortly before the service (two hours) and removed following the service. The family is welcome to leave one or two arrangements for the sanctuary.

Appropriate memorial items are welcomed, however, the family must talk to the minister about placement and quantity of items while keeping dignity and decorum in mind.

Memorial Donations to St Andrew’s United Church

Cards and envelopes are available and should be visible during the visitation and funeral. A volunteer is usually present to assist people with the forms.

APPROVED BY: St. Andrew’s Board Chair:	DATE OF APPROVAL:
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LOCATION: St. Andrew’s United Church, Georgetown, ON	