

The fee for the caretaker is fixed, as are fees for the Organist, Sound Technician, and PowerPoint Operator (when their services are requested).

FEES:

Caretaker's services (sanctuary only)	\$50.00
Caretaker (if lunch set-up is needed)	\$100.00
Pianist (if requested)	\$75.00
Sound Technician	\$30.00
PowerPoint Operator (if requested)	\$30.00
Orders of service – colour copies (if requested)	\$30.00
Rental of extra chairs (rate from Access Centre)	

FOOD COSTS

Co-op bills directly to the funeral home when food is purchased. The cost of food is then invoiced directly by funeral home to the family.

In addition, a donation to the Serving Group, for service provided, can also be done through the funeral director. Suggested donation of \$300.00 (for 200 guests.)



There is no differentiation made between members and adherents regarding these amounts.



FUNERAL AND MEMORIAL SERVICE POLICY AND INFORMATION



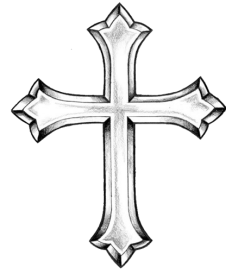
JUNE 2020

PEMBINA PARISH

St. Paul's United Church

As members of the United Church of Canada, we affirm that:

“We are not alone; we live in God’s world... In life, in death, in life beyond death, God is with us.”



One of the ways in which the presence of God is manifested in death is through the support that the Church offers to those who grieve. Mindful of this tradition of compassion and hospitality, the congregation of St. Paul’s United Church acting through the Leadership Team, establishes this funeral/memorial service policy and the procedures for implementing this policy.

It is the policy of St. Paul’s to offer compassion and hospitality to those who grieve, including members and adherents of the Parish, residents of the area, and others whom we may be called upon to help from time to time. These services are offered in the following ways:

Ministerial staff will preside at funerals/memorial services and offer pastoral support to the bereaved as requested by family, loved ones.

The congregation will offer its Sanctuary and other facilities within the Church building for services marking the death and celebrating the life of the deceased. It is the policy of the Pembina Parish that all funerals through one of our congregations are presided over by the Covenanted Minister of the Pastoral Charge. When services are held in St. Paul’s, a member of the Ministerial staff will preside. Other clergy may share in the services when requested by family/loved ones.

PAYMENTS

An invoice for the fees will be sent to the funeral home who will pay the church directly. Alternatively, if families so desire, the church may be paid directly through one cheque covering all fees. Please make cheque payable to Pembina Parish.

MEMORIAL DONATIONS

There is an Opportunity Fund to which family and friends may make a memorial gift to the church. All memorial gifts and donations go into this fund. The Opportunity Fund exists to support various programs and projects that enhance the ministry, mission and outreach of the church.

APPENDIX — FEES AND HONORARIA

HONORARIA:

Church Building (sanctuary, hall, kitchen, other rooms)

There is no mandatory fee associated with the use of the church building for the funeral/memorial service; however, to support the ongoing ministry of the church a donation of **\$200-\$400** is encouraged. An income tax receipt will be issued for any donation made to the church .

Minister: (voluntary honorarium) an amount of \$200.00 is suggested

Visiting/Supply Minister: \$200.00 plus travel

Graveside Service Only: Orders of Service plus honorarium and travel for Parish Minister. If it is a Supply/Visiting Minister a fee of \$200.00 plus travel is required.

Please note that an honorarium for special music (soloist, etc.) may be done at the discretion of the family.

Financial matters are sometimes a difficult aspect of funeral/ memorial service planning. To discuss them openly and frankly is important. Individual financial situations vary greatly so the donation to the church space and to the Minister are open to negotiation if there are special circumstances.

FUNERAL/MEMORIAL SERVICE LUNCH GUIDELINES

Lunches for funerals will be served by a Serving Group. We do not allow for private catering at funeral/memorial services.

The Convenor of the Serving Group will liaise with the Co-Op for trays of sandwiches and / or wraps. We would prefer to use the Co-op because it is a local business and they will deliver the food platters to the church.

RESPONSIBILITIES OF THE SERVING GROUP

- Order the food and have it delivered to the church
- Prepare and provide trays of dainties or arrange to purchase if family so desires
- Set up room and serve food
- Contact funeral home regarding family contact person and payment of food
- All food leftover goes to the family (as they have paid for the food). A tray of dainties may be given to the family
- All menu choices are available for morning or afternoon funerals

Responsibilities of the Family:

- Provide a family contact person and phone number
- Choose lunch from the options below
- Notify the Minister and Funeral Director of the number of family / mourners expected

CO-OP FOOD OPTIONS: (Prices subject to change)

1. Sandwich Trays (48 pieces) for 20-25 people - \$39.99 e.g. egg salad; ham & cheese; roast beef; turkey; corned beef (prices as of June 2020)

2. Trays of Wraps for 20-25 people - \$57.99 e.g. egg salad; ham & cheese; roast beef; turkey; corned beef (prices as of June 2020)

3. Fruit Bread 15 slices - \$3.99 a loaf as of June 2020

4. Extras: Cheese / pickles

PROCEDURES

Usually the Minister is contacted by the Funeral Director to inform the church of a death and to negotiate a time for the funeral/memorial service

The Office Administrator will assist with the following:

- Check that the sanctuary is available
- Inform the custodian of the date and time of the service and share the needs and requirements regarding set-up of the sanctuary and hall (if needed).
- Contact the coordinator of the Serving Group and inform him/her of the funeral, date and time, numbers and particular requests for the catering.
- Work through the "Funeral Arrangements" form paying special attention for the various tasks required, e.g. ushers, a person for "sound duty", and/or slide presentations, contact musicians, etc.
- Put together and print the orders of service (when needed)

ORGANIZING THE FUNERAL/MEMORIAL SERVICE

SANCTUARY

The Sanctuary capacity is 350 people. If more space is needed our extended space allows for another 100 people. Chairs will need to be rented if the extra space is needed.

The Minister/s and the church may be available from Mondays to Saturdays for funeral / memorial services.

We do not encourage funeral/memorial services on Sundays because of Sunday worship times and the availability of Ministers on a Sunday.



FAMILY PARTICIPATION

The Minister will plan the participation of others in the service with the next-of-kin. Family members or friends are welcome to read the Scriptures chosen and to share in a "time of remembrance" during the service, often referred to as a "eulogy." We ask that the "time of remembrance" be limited to not more than 10-15 minutes during the service.

We can provide for audio-visual presentations that the family may wish to share.

MUSIC /CHOIR

Family members will need to choose hymns or songs for the service so long as it is appropriate for a service of worship. You may also consult our pianist concerning hymns and other music needs. There is a choir at St Paul's Church that is available upon request to help lead the worship during the service.

SCRIPTURE READINGS

With your assistance, the Minister will choose appropriate Bible readings, unless the deceased or next-of-kin prefers a particular reading. In addition to the Bible readings, poems or other readings are also welcome.

FLOWERS, CREMATION URN, AND OTHER MEMORABILIA

We have flower stands available for the display of flowers. You may also have the cremation urn of the deceased present on the communion table, and/or photographs of the person. Other memorabilia is also appropriate. In lieu of flowers you may wish to have donations made to the charity of your choice.

 *In Memoriam*

CASKET PRESENTATION

The difference between the terms "funeral" and "memorial" has historically been that at a funeral, the body of the deceased is present, either in a casket or an urn. If the casket is being brought into the church, you will need to have pallbearers who will assist the Funeral Director.

Where there is a special request to have a private viewing, this may be done prior to the service in the library (or another private area). Please arrange with the Funeral Director for the viewing. The casket must be closed before the service.

VIDEO AND/OR AUDIO RECORDING

The funeral/memorial service may be recorded as long as the recording devices are unobtrusive and stationary.

Live Streaming of a service is also allowed. Currently the equipment and technology are not available in St. Paul's. Depending upon the availability of internet service and appropriate equipment, the family may arrange live streaming with the funeral home.

COMMITTAL SERVICE

The brief service at the graveside is typically the final moment of the funeral/memorial service. Here, in hope of resurrection, we commend the life of the deceased to God's care and the body of the deceased to the ground. This service may be arranged at a time separate from the funeral/memorial service and at a time agreed upon by the family and the Minister.

RECEPTION

Our church hall is available for receptions and lunches, and we will meet your catering needs. A Serving Group extends their ministry of caring and hospitality during times of bereavement, and they will serve a lunch following the funeral/memorial service.

The Convenor of the Serving Group will work with you to discuss your needs. Capacity for catering is 250.