

## **ALTERNATE SETTINGS**

There are two alternate locations in Darlingford where a funeral/ memorial Service may be held.

### **Darlingford Hall (fully accessible)**

The Parish Office will contact the Darlingford Hall Representative to check for availability.

Capacity – 250 people

Lunch - Lunch if desired, will still be provided by the UCW. See previous guidelines.

Hall Rental - \$150.00 (as of Jan 2020)

### **Evergreen Room (fully accessible) Located in lower level of Darlingford Museum**

The Parish Office will contact the Evergreen Room representative to check for availability.

Capacity – 60 people

Lunch - Lunch if desired, will still be provided by the UCW. See previous guidelines.

Evergreen Room Rental - \$75.00 (as of Jan 2020)



# FUNERAL AND MEMORIAL SERVICE POLICY AND INFORMATION



JUNE 2020  
PEMBINA PARISH  
Zion Calvin 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 Zion Calvin 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 Zion Calvin 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 Zion Calvin, a member of the Ministerial staff will preside. Other clergy may share in the services when requested by family/loved ones.

**APPENDIX— FEES AND HONORARIA**

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. The fee for the caretaker is fixed, as are fees for the Pianist.

There is no mandatory fee for the use of the church, however a donation of \$250.00 is encouraged to support the ongoing work and maintenance of the church. An income tax receipt will be issued for any donation to the church.

**Minister** If you wish to donate a voluntary honorarium for the minister, an amount of \$200.00 is suggested.

**Visiting/Supply Minister:** \$200.00 plus travel

**Other Fees:**

**Caretaker’s services** **\$50**

**Pianist** **\$75**

**Orders of Service—**colour copies (if requested) **\$30**

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.

**Food Costs**

To help cover the costs of lunch a donation in the amount of \$150.00 (75 people) can be designated to the UCW.

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

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For alternate settings for services, see next page.

## Lunch Menu Options

Lunch items consist of sandwiches, open-faced buns, pickles and dainties.

Leftover luncheon food may go to the family. A tray of dainties may also be given to the family as well as any leftovers that they donated.

## PAYMENT

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.

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

## 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.



## 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:

- Pembina Parish office will notify Trustees of Zion Calvin when a request for use is received.
- 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 lower level (if needed).
- Contact the coordinator of the UCW and inform 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 (family responsibility), a person for "sound duty", contact musicians, etc.
- Put together and print the orders of service (when needed)

## Organizing the Funeral/Memorial Service Sanctuary

The Sanctuary capacity (including the lower level) is 150 people. The Sanctuary and lower level are not wheelchair accessible, although there are good railings for those with limited mobility. Congregational volunteers will set up the Sanctuary and lower level for the service/lunch.

The Ministers 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. Zion Calvin no longer provides ushers, so family is encouraged to arrange for 2 ushers. They will greet people as they enter the church and assist in seating as well as handing out programs/bulletins. Reading of the Scriptures and sharing the “time of remembrance” (eulogy) is encouraged. We ask that the “time of remembrance” be limited to 10-15 minutes during the service. Although we do not have the equipment or expertise, family may also want to put together audio/visual presentations.

## **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 pianist available for services. There is no choir at Zion Calvin although soloists and/or other musicians are welcomed. If the soloist/musicians require accompaniment, notification and discussion with the pianist must occur.

## **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. 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 Zion Calvin. 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 UCW group will serve/ provide a lunch following the funeral/ memorial service on the lower level. The Pembina Parish office administrator will contact Zion Calvin UCW if their services are requested..

**Capacity for serving lunch is limited to 75.**

## **Lunch guidelines**

The United Church Women will provide and serve lunch. If the family wants to provide some of the food that is also welcomed.