

**PAYMENT**

If the Co-op provides lunch they will send the bill directly to the funeral home. An invoice for other 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.

**Appendix— Fees That Apply**

Church Building (sanctuary, hall, kitchen, rooms)	\$400.00
Caretaker's services (sanctuary only)	\$ 50.00
Caretaker (if lunch set-up is needed)	\$100.00
Sound Technician	\$ 30.00
PowerPoint Operator (if requested)	\$ 30.00
Pianist (if requested)	\$ 75.00
Orders of service – colour copies (if requested)	\$ 30.00

As a gesture of thanks to the Serving Group for service provided, a donation can be given. Suggested donation is \$300 (for 200 guests.)




---

## FUNERAL AND MEMORIAL SERVICE POLICY

---

SHARED BUILDING INFORMATION



Pembina Parish is glad to offer the use of St Paul's Church building to neighbouring churches that need a larger space than their own for funerals. The Minister from the neighbouring church or the Funeral Director must contact the church office to make the request and to make the booking. Bookings are made subject to availability.

June 2020

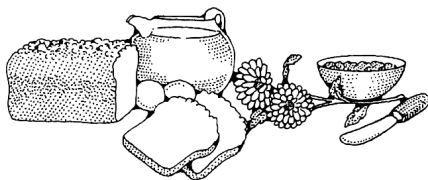
## ORGANIZING THE FUNERAL OR MEMORIAL SERVICE

- The custodian of Pembina Parish will be responsible for the set-up of the sanctuary and hall before the service.
- It will be the responsibility of the church requiring the space to arrange for their own ushers.
- Music may be provided by the church's own musician or by St Paul's pianist.
- The Sound Technician may either be available on the day of the funeral service to operate the sound desk or may be available to train someone from the neighbouring church to operate the sound desk for the funeral service.
- The PowerPoint Operator may be available to operate the PowerPoint on the day of the funeral if needed.
- If extra chairs are required, they may be rented through the Access Centre. It will be the responsibility of the church requiring the space to plan for the delivery, set-up and collection of the extra chairs.

## RECEPTION

If catering is required, our Serving Group will serve a lunch following the funeral/memorial service or assist the serving group of a neighbouring church. Please note that we do not allow for private catering at funerals.

Co-ordination with the Serving Group must be made through the church office. Our church hall is available for receptions and lunches, and we will meet your catering needs. The Serving Group will work with you to discuss your needs. Capacity for catering is 250.



## FUNERAL/MEMORIAL SERVICE LUNCH GUIDELINES

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 the food.
- Contact funeral home regarding family contact person and payment for 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 Officiant 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 (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** (\$3.99 a loaf, 15 slices) June 2020
4. **Extras:** Cheese / pickles