

**PEMBINA PARISH  
St Paul's United Church**

**FUNERAL / MEMORIAL POLICY  
AND INFORMATION**

Updated - March 2017

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 its Leadership Team, establishes this funeral/memorial service policy and the procedures for implementing this policy.

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

Pastoral 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 at St Paul's United Church, a member of the pastoral staff will preside. Other clergy may share in the services when requested by family/loved ones.

## **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 and hall (if needed) 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.
- Contact the co-ordinator of the UCW group responsible for the catering 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, eg. arranging ushers, a person for "sound duty", contact musicians, arrange for choir 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 ministers and the church may be available from Mondays to Saturdays for funeral / memorial services.

We do not encourage funerals / memorials 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 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 minutes during the service. We are capable of providing for audio-visual presentations that the family may wish to share. Another way for family to participate is to provide two ushers who may assist in greeting and welcoming people as they enter the church.

## **Music**

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 organist 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 has a preference for 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 donation made to the charity of your choice.

## **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 make arrangements with the funeral director for the viewing. The casket must be closed before it is brought into the sanctuary.

## **Committal Service**

The brief service at the graveside is typically the final moment of the funeral 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 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. Our UCW (United Church Women) groups extend their ministry of caring and hospitality during times of bereavement, and they will serve a lunch following the funeral.

The UCW will work with you to discuss your needs. Capacity for catering is 300.

## **FUNERAL LUNCH GUIDELINES**

Lunches for funerals will be served by St. Paul's or Thornhill United Church Women, (UCW). We do not allow for private catering at funerals.

The UCW 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 UCW:**

- Order the food and have it delivered to the church
- Prepare and provide trays of dainties
- 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
- Pay for food to the UCW through Funeral Director
- Offer a donation to UCW for service provided

## **CO-OP FOOD OPTIONS:**

1. **Sandwich Trays** (48 pieces) for 20-25 people - \$39.99 eg. egg salad; ham & cheese; roast beef; turkey; corned beef
2. **Trays of Wraps** for 20-25 people - \$48.99 eg. egg salad; ham & cheese; roast beef; turkey; corned beef (prices as of November 2016)
3. **Fruit Bread** (\$3.80 a loaf, 15 slices)
4. **Extras: Cheese / pickles**

## **FEES AND HONORARIA**

### **Honoraria:**

#### **Church Building** (sanctuary, hall, kitchen, rooms)

There is no mandatory fee associated with the use of the church building for the funeral 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 when requested.

#### **Minister**

If you wish to donate a voluntary honorarium for the minister, an amount of \$150.00 is suggested.

Financial matters are sometimes a difficult aspect of funeral 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 Organist, Sound Technician, Power-Point Operator (when their services are requested).

**Fees:**

Caretaker's services	\$50.00
Organist (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)	

There is no differentiation made between members and adherents regarding these amounts. Cash payment or a cheque may be dropped off at the office prior to the service. One cheque may be written to cover all fees and honoraria. Your cheque must be made out to Pembina Parish.

**Fees for Catering**

Please note that these fees must be paid to the UCW through the funeral director.

**Memorial Donations**

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



## **FUNERAL POLICY FOR SHARED BUILDING USE**

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.

### **Organizing the Funeral /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 Organist.
- The Sound Technician may either be available on the day or 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.
- Catering may be done only through one of the UCW groups of Pembina Parish.
- 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 make arrangements for the delivery, set-up and collection of the extra chairs.



## **Reception / Funeral Lunch**

If catering is required, our UCW (United Church Women) will serve a lunch following the funeral. Please note that we do not allow for private catering at funerals.

Co-ordination with the UCW must be made through the church office. Our church hall is available for receptions and lunches, and we will meet your catering needs. The UCW will work with you to discuss your needs. Capacity for catering is 300.

The UCW 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 UCW:**

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- Prepare and provide trays of dainties
- Set up room and serve food
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### **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
- Pay for food to the UCW through Funeral Director
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3. **Fruit Bread** (\$3.80 a loaf, 15 slices)
4. **Extras: Cheese / pickles**

### **Fees that apply:**

Church Building (sanctuary, hall, kitchen, rooms)	\$400.00
Caretaker's services	\$ 50.00
Sound Technician	\$ 30.00
PowerPoint Operator (if requested)	\$ 30.00
Organist (if requested)	\$ 75.00
Orders of service – colour copies (if requested)	\$ 30.00

Cash payment or a cheque may be dropped off at the office prior to the service. One cheque may be written to cover all fees. Your cheque must be made out to Pembina Parish.

*\* Please note that payment for the catering must be made payable to the UCW through the funeral director.*

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