

**POLICY NAME: Funeral & Memorial Services**

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**1. Purpose**

- 1.1. To specify policies governing Funerals or Memorial services offered by Deer Lake United Church.

**2. Scope**

- 2.1. This policy applies to the Minister, Organist, Funeral Coordinator and Church Secretary, and provides information for the Congregation and general community concerning Funeral or Memorial services offered by DLUC.

**3. Policy Statement**

- 3.1. A Christian funeral or memorial service is offered to all people who seek this ministry of hope and healing.
- 3.2. The Minister will meet with the bereaved to offer pastoral care and plan the service and liaise with the musician(s) if the family has requested their presence.
- 3.3. A Funeral Coordinator will be available to assist with the organization of the service.
- 3.4. The Organist will normally be available to play for the funeral. However, the family may make other musical arrangements at their own discretion and cost, with the approval of the Minister.
- 3.5. At the Minister's discretion, outside officiants may preside with, or in the absence of, the Minister when requested by the family. In either case, the normal funeral fee, as shown in the DLUC Schedule of Fees, applies. The family is responsible for any additional costs incurred due to the use of requested outside officiants.
- 3.6. The Sound System will be available for use during the service (see MUS002).
- 3.7. The Media Projector belonging to DLUC may be used during the service. Those requesting this technology will need to design their own presentation, provide their own laptop and operator. The Funeral Coordinator (or person designated by Worship Committee to the task) will be responsible for over-seeing the use of the projector and that it is safely secured after the service.
- 3.8. Fees for funerals are reviewed by the Worship Committee and approved by the Board and are listed in Schedule FIN001 Fees and Payments Excluding Rentals. The Funeral Coordinator or the Church Secretary will quote fees. The Secretary will invoice families the next working day after the funeral. Should delays in payment occur due to difficulties in settling the estate or in obtaining the CPP lump sum payment etc, the Secretary is responsible for follow-up.
- 3.9. A reception in the Fellowship Hall may be arranged at the standard fee, as published in Schedule STW001 Fees for Facility Rentals.

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Authorized by: DLUC Board

*Staff position or organization responsible for authorising the policy*

Maintained by: [Worship C'tee Chairperson]

*Staff position responsible for keeping the policy up to date and error free*

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**4. Definitions**

- 4.1. **DLUC:** Deer Lake United Church.
- 4.2. **Funeral Coordinator:** The person who communicates and coordinates funeral or memorial service arrangements at DLUC.

**5. Responsibility / Owner**

- 5.1. The Worship Committee is responsible for compliance, review and maintenance of this policy for the Board.

**6. Legislative Context / External References**

- 6.1. Funerals shall be conducted in accordance with the requirements of the United Church of Canada.

**7. Associated Documents / Internal References**

- 7.1. Funeral Coordinator Job Description
- 7.2. Funeral Coordinator's Checklist
- 7.3. FIN008 Wedding and Funeral Costs and Payments
- 7.4. GEN004 Use of Church Computers.
- 7.5. MUS002 Sound System.
- 7.6. Schedule of Fees.

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