

Dundas Street Centre United Church Policy Manual

Section: E Misc.

Title: **Funerals**

Policy #: E-06

Approved/Amended: June 14, 2014

Referral Committee: Worship/Christian Growth and Development

1. Eligibility

Funeral, memorial or celebration of life services are extended to all members and adherents of Dundas Street Centred United Church (DSCUC) and their families. Upon approval of the minister and the Unified Board, funeral services are extended to non-members.

2. Availability

Use of the facilities must be in accordance with the accepted practices set out by the Unified Board of DSCUC. The Service will be conducted by the staff of the church including the minister, secretary, organist, custodian, and sound technician in coordination with the funeral director as required. Additional ministers or musicians must be approved by the officiating minister and organist. For non-members a host is also required. This person will be designated by the Unified Board to facilitate on-site operations.

3. The Service

The minister will assist in developing the order of service by arrangement and will coordinate with the funeral director, organist, custodian, and secretary. The primary contact may be the secretary.

4. Parking

There is limited parking at the church. The minister and secretary can give suggestions and assist with regard to additional parking in the area.

5. Payment

All honoraria will be paid in cash in separate marked envelopes as designated in the appendix. These envelopes must be delivered to the church office one week prior to the funeral. A \$200 non-refundable deposit is required at the time the funeral is booked. Under special

circumstances these honoraria may be waived on approval of the Unified Board. Note that extra secretarial and custodial time is authorized by the Unified Board to accommodate and facilitate funeral arrangements. These staff members will inform their supervisors accordingly.

6. Contacts

Normally the secretary, through the Church Office, will be the first contact for arrangements. The secretary will forward requests to the minister who will continue coordination with funeral director, organist, secretary, custodians, etc. In the absence of a minister, the secretary will contact the Chair of the Unified Board and/or the Chair of the Worship Committee for direction. The secretary will continue to facilitate and assist with arrangements and preparation of documents by co-ordinating with funeral director, guest minister, organist, custodians, sound technician, hosts, etc., as required.

APPENDIX

Honoraria

FACILITY OR STAFF	DESIGNATE	RATE
Sanctuary space	church	\$300
Chapel space	church	\$100
Minister	minister	\$200
Organist	organist	\$185
Secretary	secretary	\$ 75
Custodian	custodian	\$ 75
Sound Technician	technician	\$ 75
Funeral host	host	\$ 50