

# Streetsville United Church Funeral Policy

Streetsville United Church  
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**Streetsville United Church  
Funeral Policy**

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# Streetsville United Church

## Funeral Policy

### Streetsville United Church Ministry

We believe that providing a funeral service for one of our congregants is one of our major ministries. Since it is a sacred place of worship, we affirm that the funeral service shall be Christian in its tone, reflecting the attitudes, the beliefs, and the principles of faith in Jesus Christ.

As a Christian community, Streetsville United Church welcomes you, your family and friends at this time of your sorrow. We feel privileged to participate in the funeral service for your loved one as an expression of faith and God's love.

### Policy

This policy applies to **ALL** funeral services held at Streetsville United Church:

1. The funeral service will be officiated by our Minister, although a guest minister may be invited to assist. Arrangements for a guest minister (relative or friend) must be made in consultation with the officiating minister.
2. The funeral service will be held in the sanctuary. Offsite arrangements may be permitted in consultation with the minister.
3. At the discretion of the minister, the church is also offered for the funeral service of a Christian who is a member of another church.
4. Videos and photos as part of the funeral service, visitation, and reception are allowed, as is live streaming of the service (provided the anticipated attendance is less than the current category attendance range of 101 to 200 people. For larger funerals, a "Single Use" or "Event" license will be necessary, at an additional cost, if the service is to be live streamed). Arrangements for these services need to be made in advance with the church's AV team.
5. Burning of candles is not permitted in any inside area of the premise.
6. If the funeral is being held during seasons such as Easter, Thanksgiving or Christmas, special decorations may already be in place in the sanctuary and are not to be removed.
7. To maintain the dignity and sanctity of worship, we do not permit the taking of photographs during the religious service.
8. Alcoholic beverages and smoking are strictly prohibited on the premises (inside and out).
9. It is the responsibility of the family of the deceased to abide by all government and department of health regulations in place on the date of use. This includes but is not limited to: occupancy restrictions, social distancing requirements, the use of non-surgical facial masks, etc.

At Streetsville United we want to help families on the day of a funeral in a way that is meaningful. To that end, the Church Council at Streetsville is providing the following

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information to assist families with their preparations and provide answers to questions they might have.

### **Initial Arrangements**

A family member or representative should call the Church office to discuss possible funeral dates and times and affirm their connection with the church community. The Office Administrator will refer the request to our Minister who will confirm availability to conduct the service or suggest alternatives. Funerals can be on any day of the week except Sundays, as long as the Church and Minister are available.

### **Preparation**

Once the date has been confirmed by the Office Administrator, a meeting will be set up for you to meet with the Minister in person. At this meeting you will discuss the meaning of a Christian funeral and decide on the details of the service. Sample services will be provided by email ahead of time for you to review and assist with your planning.

There is sufficient flexibility to allow families to express their preferences and to develop the liturgy in a personal way within the context of United Church guidelines. Those with a desire for ecumenical or interfaith expressions should discuss this with the minister.

### **Music**

The minister will make the arrangements for an organist and provide you with their name and contact details if you wish to contact the organist prior to the service to discuss your choice of music. Alternatively, you may wish to have another musician play for part or all of your service (friend, relative or such) and this is not discouraged. The piano in our sanctuary is available to be played by visiting musicians or they may bring their own instruments. Arrangements should be made directly with these individuals to book their time and discuss any applicable fees.

You are welcome to include a vocal or instrumental solo in your service. Again, arrangements should be made directly with these individuals to book their time and discuss any applicable fees. Our Minister and organist should be made aware of these arrangements to ensure solos are inserted in appropriate places in the service and that the organist is aware if additional practice time is required with the soloist.

All types of music are welcome in the funeral service to make it unique for the deceased, however, our Minister has the right to disallow a piece if deemed to be inappropriate for use in the sanctuary or not befitting the sanctity of a funeral service.

### **Audio Video and Photo Presentations and Live Streaming**

Typically, the Audio Visual (AV) Team will provide basic sound amplification for the funeral with microphones set up for the Minister and any speakers during the service. Hearing Assist earpieces, tied into the sound system, are also available for those who may require this help.

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The Audio Visual (AV) Team may be able to provide additional services (photo or video presentation) if resources are available for the date of the funeral. If a video or photo presentation is requested to be as part of the funeral, and if resources are available from the AV Team, the presentation must be submitted to the church office a minimum of 72 hours prior to the funeral service for review. All presentations should be in JPG format for photos or .MOV or .M4V for video files and should not exceed five minutes in length. This 5-minute limit does not apply to photos/videos presented before the service or during the reception. If a reception is to be held following the funeral, a large-format screen is available in the Heritage Hall for the family to show photos during the reception.

If the service is to be live streamed, all music must be vetted by the AV team for copyright compliance and must be received by the AV team at least 72 hours before the service. Any music found not to be covered by our existing copyright license(s) will need to be substituted. In addition, the use of prerecorded music and/or videos (commercial masters or publisher-owned recordings) is not permitted. A copy of the live streamed service will be kept on the Streetsville United Church YouTube channel for a maximum of 30 days after the service.

### **Bulletins**

If you wish a bulletin (Order of Service) to be printed for your guests our Office Administrator will gladly assist in the bulletin's preparation.

### **Communion**

You may request that communion be served at the funeral as part of the service. Please advise the Minister if you wish to have communion so arrangements can be made with the Worship team who prepare the elements.

### **Urns, Caskets and Internments**

Urns should be placed on the altar by a family member at least 30 minutes before the start of the service. Caskets can be opened or closed but caskets must be closed at least 10 minutes before the start of the service. Arrangements for internment must be made with the Minister.

### **Flowers**

Arrangements should be made to have flowers delivered to the church office door one (1) hour before the service. Family members can move the flowers to the reception hall and the flowers must be removed from the reception hall by the family. Alternatively, the flowers may remain in the sanctuary for Sunday worship. If you wish to leave your flowers in the sanctuary, please notify the Church Office so we can acknowledge this in our weekly church bulletin.

### **Greeters**

The church will provide one greeter and one elevator operator, if requested. Families are asked to provide additional greeters to support guests with familiar faces, give out bulletins if available, and help funeral attendees to find seating. The family is also to inform the Minister of the names of those who will be assisting.

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### Visitation

If you require a visitation, it is normally one hour before the service. This time is flexible and must be arranged in advance with the Office Administrator.

### Funeral Pre-service Access

The church will be opened 2 hours prior to the start time for the visitation/service. If there is no visitation, we request that the family arrive at least thirty minutes prior to the funeral. We will allocate adequate space for your funeral party to meet in the church for last-minute preparations. Pews will be reserved for family at the front of the church for the funeral procession. The family is asked to identify the number of spaces requested for reservation.

### In Memorium Donations to Streetsville United Church

Donation cards and envelopes are available should the family decide to request memorial donations to Streetsville United Church.

### Reception

The United Church Women (UCW) may be available to provide a reception following a funeral service. The minister will contact the UCW if a reception is requested. For a morning service, a reception includes sandwiches, cookies, squares, tea and coffee. For an afternoon service, a reception includes fruit loaves, a fruit platter, cookies and squares, tea and coffee. The food and drinks are provided by the church. You may also arrange to provide your own food from a commercial establishment and the UCW will serve the food on your behalf if possible.

There is no cost for the funeral reception but a donation of \$7 per head to the United Church Women is appreciated. A cheque for the donation should be made out to the Streetsville United Church UCW.

### Honoraria and Fees

The fee for a funeral is: \$1500.00.

The honoraria and fees are normally charged through the funeral home, which then disburses the monies to the church. If there is no funeral home involvement, a cheque for the total amount should be made out to Streetsville United Church.

- This fee does **not include** honoraria for a guest minister or guest organist. If the family wishes to engage either of these, the family is responsible for their separate payment.

This fee does **not include** the recommended donation to the UCW if a reception is provided. The family is responsible for the donation to go to the Streetsville United Church UCW.

**This Policy supersedes and replaces any previously approved policy.**