

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	FUNERAL/ MEMORIAL SERVICE	Policy Number	PPM-C2.1
Date of Approval by Council	May 21, 2014		
Revision Dates	Nov. 30, 2023	Date of next Review	November 2026

PURPOSE:

To accommodate the comfort of the grieving family who desire a funeral/memorial worship service or memorial gathering at Grace United Church.

POLICY STATEMENT:

The Minister will normally be the initial contact person for all funeral/memorial arrangements regarding the use of Grace United Church facilities and personnel. The Minister or Administrative Assistant can acquaint the grieving family with the resources available at Grace United Church. All bookings and requirements must be confirmed through the designated Funeral Co-ordinator to make arrangements as soon as possible.

Funeral/Memorial Worship Service:

There will be no charge for the facilities, as well as no charge for staff resources; however, honorariums are acceptable for staff providing services outside their normal hours. Families could consider suggesting memorial donations to Grace United Church. A list of suggested honorariums and any known fees for other service providers will be made available to those requesting these additional services.

Only the Grace United Church organist or an approved substitute is permitted to play the pipe organ. Arrangements for music and other musicians are to be made through discussion with the Minister.

Memorial Gathering:

Rooms other than the Sanctuary are available for a memorial gathering (no clergy required) and are subject to the current Grace United Church Rental Fee schedule.

POLICY REVIEW:

Time Frame: Every three years

Committee Responsible: Worship & Music and Membership & Pastoral Care
All policy revisions require Council approval.

CROSS REFERENCES:

Funeral Co-ordinator Role Description

PPM-F1.1 *Donations*

PPM-C2.1 Funeral & Memorial Services