

## Clifton Pastoral Charge Funeral Policy

The death of loved ones can be a difficult time in our lives, with many things to consider and many decisions to make, all while confronted with a whirlwind of emotions.

We, as a community of faith, seek to be a source of support to those who are grieving, companions with one another on the journey, being present in mourning and celebration of life. Through the funeral service, we are here to walk with you, upholding the dignity and sacredness of life while honouring the grief that is experienced.

We openly offer funeral settings for members, adherents, or people otherwise connected to the pastoral charge, regardless of race, gender, sexual orientation, ability, or economic status.

### Date and Time

The date and time should be discussed with the Minister as soon as possible, to ensure the Minister and the church is available. It is our practice to give funerals a high priority. The church halls are also available for visitations or receptions following the funeral.

### Financial Matters

The Clifton Pastoral Charge has the following fees for use of facilities for a funeral; there may be discretion used in special circumstances for (\*) fees noted below.

Old Barns UC	Fee	Hilden UC
\$200	Use of Sanctuary	\$150
\$150	Caretaker/ service coordinator	\$75
\$100	Organist	\$75
As required	Soloist	As required
\$100	Fellowship Hall	
	Church Hall & Kitchen	\$200
At cost	Producing service Bulletin	At cost
See "Catering" section	Catering for reception	See" Catering" section

### Music

Music is an important part of a funeral. The churches can provide an organist, and a choir is available upon request. A soloist can also be arranged. Families may wish to have a friend or relative play music, or perform a solo. Requests for special music should be discussed with the minister and organist.

Old Barns church is equipped with organ, piano and keyboard.  
Hilden church is equipped with keyboard and organ.

Families may wish to use pre-recorded music and this should be discussed with the minister.

Video recording of the service is available at the Old Barns church.

Audio recording of the service is available at the Hilden church.

**Guest Clergy** The participation of guest clergy in the Funeral service is permitted, and should be discussed with the incumbent Minister.

### **Catering for Lunch**

In Hilden, the Social Committee is available to prepare a lunch for a reception following the funeral. The name and contact information is available through the Minister. \$200 is requested for this service.

In Old Barns, the church Social Committee provides catering at a charge of \$5 per person, and contact information is available from the Minister. Receptions will only be catered at the church. The Committee reserves the right to make discretionary decisions as necessary.

### **Preparing for the Funeral**

The family may request a Funeral Service Bulletin. The churches can facilitate this request, and the bulletin would be provided at cost. Note that the use of colour images in the bulletin will greatly influence the cost of the bulletin. Information needs to be received two days prior to the funeral.

You are welcome to bring memorial items and flowers to the church, and place them as you wish. Furnishings can be re-arranged in the sanctuary, to accommodate the needs of the service. We ask that these items be removed from the sanctuary following the funeral service.

Floral deliveries cannot be accepted at the church. Please arrange to have someone accept and deliver these items to the church on your behalf.

It is the responsibility of the Funeral Home to provide tissues and have them placed in the sanctuary.

Old Barns Church seats 145 and the church hall can seat 75.

Hilden Church seats 100 and the church hall can seat 120.

Families would normally gather together in designated areas in each church before the service. Both sanctuaries are accessible, and have designated handicap parking.

### **Set up and clean up – Caretaker/Janitor or Service Coordinator**

The set up and clean-up of the church for funeral services and the church halls for receptions is a responsibility of the churches. This includes opening, closing, setting up and taking down of tables and chairs, setting heat and lights, snow clearing (as required), setting up and operation of sound/recording systems and set up of musical instruments as requested.

### **Liability**

The Clifton Pastoral Charge cannot accept liability for loss on the church premises related to the funeral service.