

# St. Martin's United Church

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## Funeral Services within St. Martin's United Church

### WELCOME

The congregation and staff of St. Martin's United Church wish to express our sympathies to you at this time. We are committed to doing our best to help you and your family in the process of celebrating the life of your loved one.

The following information is provided to assist you and the church to plan the funeral service.

### INITIAL CONTACT WITH CHURCH

The initial contact with the church and/ or a minister at St. Martin's is very important. Ministry Personnel will do their best to answer all questions and accommodate any special requests.

## THE FUNERAL DATE AND TIME

The date and time should be confirmed as soon as possible, to give the church and minister time to prepare. If several bookings are scheduled on the same day, it is our practice to treat funerals as high priority.

## FINANCIAL MATTERS

Financial matters are sometimes a difficult aspect of funeral planning. To discuss them openly and frankly is important. Individual financial situations vary greatly so the donation to the church space(\*) and to the minister (\*) are open to negotiation if there are special circumstances. The fee for the caretaker is fixed, as are fees for the organist, soloist and office administrator (when their services are requested).

Donation for the church Sanctuary	\$125.00*
Donation for the chapel (when used for worship)	\$90.00*
Donation for the minister's services	\$150.00*
Fee for the caretaker's services	\$50.00
Fee for an organist (if requested)	\$75.00
Fee for a soloist (if requested)	\$50.00
Fee for choir (if requested)	\$50.00
Fee for Office Administrator's services (if requested)	\$30.00
Fee for photocopying bulletin (if requested)	\$0.12/copy

There is no differentiation made between members and adherents regarding these amounts. An income tax receipt will be issued for the donation made to the church when requested. These fees are most easily handled by placing them in individual envelopes marked "Sanctuary", "Minister", "Caretaker", etc. and taken to the church office. Cheques should be made out to "St. Martin's United Church".

## MUSIC

Music is an important part of a funeral. An organ and piano are located in both the chapel and the sanctuary. As noted earlier, the church can provide an organist upon request, but if families wish to ask a friend or relative to play, this is quite acceptable, if this person is a competent musician. Solos are arranged in the same manner, i.e. a soloist may be provided by the church, the family may ask a person of their choice, or the family may choose not to have a soloist. Some families wish to use digital imagery and/or pre-recorded music and we are able to facilitate both.

## LUNCH

St. Martin's United Church Women's Group (UCW) extends its ministry of caring and hospitality during times of bereavement, and is available to serve a lunch following the funeral. The UCW will work with you to discuss your needs. It is best to contact the President of the UCW for information about fees and service. The name and contact information is available through the church office.

## PREPARING FOR THE FUNERAL

Once you confirm the date, you are welcome to bring items to the church (e.g. have flowers sent). We ask that memorial items not be placed on the grand piano or the communion table. Upon request, a table will be set in front of the communion table for special items, including an urn if applicable. There are several flower stands that can be made available upon request.

We suggest that families gather in the chapel before the service, which is located to the back of the Sanctuary and accessed most easily through the back door. An accessibility lift is located at the front of the church. Please note that parking at the back of the church is designated and so folks are encouraged to park in the North or South Parking lots.

## SET UP AND CLEAN UP

This is done by our caretaker. Special requests should be discussed with him or a staff member as early as possible. The fee for the caretaker's services is listed above.

## CONCLUSION

We hope this information helps you to prepare for your loved one's celebration of life. If you have further questions, please do not hesitate to ask the Ministry Personnel assisting you, or contact the Office Administrator (see reverse). We pray that you might feel God's strong embrace during this difficult time.