



Knox-St. Paul's
United Church

**HELPING BUILD A CITY WHERE
NO ONE JOURNEYS ALONE**

FUNERAL AND MEMORIAL SERVICE POLICY

Knox-St. Paul's United Church

August 2023

ADDRESS

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WEBSITE

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Funeral & Memorial Services

SCOPE OF POLICY

This policy covers funeral, memorial, and graveside services at Knox-St. Paul's.

DATE AND TIME OF FUNERALS

Dates and times for funerals at Knox-St. Paul's are to be arranged in consultation with the minister based on availability and the preferences of the deceased's family. The minister must approve all funeral arrangements at Knox-St. Paul's. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the minister.

WHO WILL OFFICIATE

The called or appointed minister at Knox-St. Paul's will conduct all funeral services held at Knox-St. Paul's. Any request for another minister or lay person to officiate or assist in the service must be approved by Knox-St. Paul's minister.

CASKET/URNS

Space will be provided for a casket or cremation urn, as well as certain mementos or photographs of the deceased and/or the deceased's family. All caskets must be closed for the funeral service.

FUNERAL MUSIC

All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the musical director of Knox-St. Paul's in conjunction with the minister. The musical director can be contacted through the church administrator, Monday to Thursday from 8:00 AM to 12:00 PM or by telephone at (613) 938-3704. Recorded instrumental and accompaniment music, solos, anthems, and guest musicians must have the approval of the minister. In cases where an outside musician is desired, permission must be secured from the musical director.

VIDEO FILES

Video files (home movie, music video, etc.) must be approved by the minister three days before the service. Video files must be integrated into a PowerPoint presentation due to technical limitations. The file must be delivered on a USB Stick or sent to tech@knoxstpauls.ca at least three days before the service. Video files should not exceed five minutes in length. If the video file contains copyrighted material, it shall not be included in any video recordings due to copyright law.

VIDEO RECORDING

If the family wishes to have the service recorded or broadcasted arrangements must be made with the minister. This request must be made at least one week before the service or when arrangements are made.

GUIDELINES FOR THE FAMILY

- Any displays and/or pictures must be appropriate for a Sunday worship setting.
- No nails, tacks, staples, or screws shall be put into the walls or attached to the chairs. Sticky mounting putty may be used, not scotch tape.
- All decorations must be removed within three hours of the conclusion of the service.
- Flower deliveries must be coordinated with the church administrator.
- Ample parking is available and traffic assistance is generally provided by the funeral home. The church does not have any resources to assist in traffic control.
- The funeral director may provide ushers/greeters to assist at the service. Knox-St. Paul's can also provide volunteers to assist upon making advance arrangements with the church administrator.

MEAL CATERING

The church will do everything reasonably possible to accommodate a request for a reception prior to or following the funeral service. All food is prepared under the direction of the United Church Women who can be contacted through the church administrator. The cost for meal preparation and serving is to be arranged through the United Church Women.

USE OF LOWER HALL

The Lower Hall is available for a reception in accordance with the Rental Policy. If the United Church Women are providing the catering, there is no rental cost for the lower hall. If an outside caterer is being used, there will be a cost in accordance with the Rental Policy.

OCCUPANCY REQUIREMENTS

Any person requesting the use of church facilities must adhere to the occupancy requirements of the room being rented. Violation of the occupancy requirements shall result in the immediate termination of the event. Under Provincial and/or Health Unit restrictions, these numbers may be adjusted.

ROOM MAXIMUM NO. OF PEOPLE:

Sanctuary	250
Lower hall	150

FEES

Minister (<i>in sanctuary</i>)	\$300.00 (<i>plus expenses for offsite services</i>)
Minister (<i>at graveside</i>)	\$300.00
Music Director (<i>if applicable</i>)	\$150.00
Soloist/musicians	To be arranged
Video technician (<i>if applicable</i>)	\$50.00 minimum
Administrative cost (<i>for graveside</i>)	\$50.00
Custodial fee	\$50.00

Additional fees may apply for resource materials, bulletin printing, lift operator, audio technician, etc.

The total fees are to be paid to Knox-St. Paul's United Church and disbursed by the treasurer to the appropriate individuals. Payment can be made by cash, cheque or e-transfer. An NSF fee of \$35.00 will apply.

MORE INFORMATION

If you have any questions or would like more information, please contact the church administrator from Monday to Thursday, 8:00 AM to 12:00 P.M, or by telephone at (613) 938-3704. You can also view our website at www.knoxstpauls.ca