

## **WOODCLIFF UNITED CHURCH**

### **POLICY FOR THE CONDUCT OF FUNERAL AND MEMORIAL SERVICES**

This Policy represents the intention of Woodcliff United Church (WUC) with regard to providing funeral and memorial services.

#### **STATEMENT OF PURPOSE AND BELIEF**

For WUC a Funeral or Memorial Service is a service of faith that remembers and celebrates those who have died and provides spiritual support and comfort to those who grieve. “We sing of a life beyond life” (A Song of Faith, 2006). We believe that funeral and memorial services are an opportunity for compassionate outreach. We honor the personal faith of all who seek a Christian funeral or memorial service.

#### **POLICY**

- A funeral or memorial service is offered to all who seek this ministry. Affiliation with the United Church of Canada is not a requirement.
- The Minister of WUC (or supply Minister appointed by WUC) will preside at all funeral and memorial services held at WUC. Involvement of additional clergy is at the discretion of the Minister.
- Requests for services at locations other than WUC will be fulfilled at the discretion of the Minister.
- If piano or organ accompaniment is required for a funeral or memorial service at WUC, the Music Director of WUC has the right of first refusal.
- A fee schedule for the conduct of funeral and memorial services at WUC will be established by the WUC Council and reviewed at least every two years. The Minister may waive only her/his fee for services. All other individuals normally paid fees for their services at a funeral or memorial service may waive only their own fee. The fee for use of the property and building of WUC may be waived only by the WUC Council.
- Fees for the service must be paid in full to the Church Office within 60 days following the funeral or memorial service. Extensions for fee payment can be made if legal restrictions are in place.
- All funeral and memorial services conducted by the Minister must be recorded in the register of burials held in the Church Office, included in the Annual Report of WUC, and sent as statistical information to General Council.

- Individuals who perceive their situation may involve an extension or exception to this Policy are welcome to discuss this with the Minister.

## **ADMINISTRATION**

The Policy is administered by the Minister and Council of WUC.

Approved by the Congregation at the 2016 Annual Congregational Meeting

Date: \_\_\_\_\_

Signatures:

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Council Chair

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Council Secretary

## **GUIDELINES**

The following are guidelines for the conduct of funeral and memorial services at WUC. Discretion may be used in applying these guidelines, depending on the varying circumstances.

- The service must be scheduled through the Church Office.
- The family will meet with the Minister to discuss and plan the service.
- The Minister and WUC community will endeavor to support the family through the process and work to ensure the service is a fitting tribute to their loved one.
- The Minister will provide information on continuing grief counselling.
- Only qualified technicians from WUC may operate the audiovisual and computer equipment owned by WUC.

- Memorial donations to WUC are welcome. A receipt for income tax purposes will be issued for donations of \$20.00 or more. Acknowledgement cards for all memorial donations will be sent to the donors. Names of those who have made memorial donations to the church will be sent to the family of the deceased.
- A death certificate will be provided to WUC for archives.

**REFERENCES**

A Song of Faith: A Statement of Faith of the United Church of Canada (2006)

Legacy Gifts Fund of Woodcliff United Church

WUC Duty of Care Policy

WUC Policy for Creation, Revision, Approval, and Removal of Policies

WUC Property and Building Use Policy (in development)

WUC Technology Policy (in development)

Original Approval Date: March 13, 2016	Review Dates:	Next Review Date:
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