

## CHRIST FIRST FUNERAL POLICY

### General Intent

The death of a loved one often occurs suddenly, and funeral preparations are required as soon as possible. The order of service is usually left to the clergy in consultation with the bereaved family and loved ones. Our congregation is an inclusive faith community, and conducts funerals for individuals of all gender expressions, identities, and sexual orientations. Christ First strives to ensure that all are treated equitably. Christ First will make its staff and facilities available upon request.

### Specific Policies

1. The Minister is expected to conduct the service and an organist will provide music on site. We also perform interment services at the graveside.
2. At the discretion of the Minister, we welcome outside ministers to participate or officiate at the service.
3. Initial inquiries are usually handled by the Office Administrator.
  - Inquiries asking for our minister – ask for date and consult with the Minister
  - Inquiries wanting to use the building but supply minister for the service – - Ask for a preferred date. If available, then ask for contact information so that the Minister can follow up directly with the requesting family. The Minister will call the family for conversation on the practice and policy of the visiting clergy and community. To the best of our ability, and at the Minister's discretion, we will agree to supply ministers in general agreement with the ethos of Christ First. The Minister will confirm with the Office that booking can proceed.
4. The Office Administrator will gather specific details regarding the proposed date, location, musicians, technical requirements and other arrangements. Once the date is confirmed, the minister will meet with the family to develop the service.
5. If a funeral home is involved with the service, the Administrator will coordinate arrangements with them. Timing of flower deliveries must be discussed with the administrator at the time of booking.
6. A room in the church will be made available for the family before the service.

7. The sanctuary will be decorated seasonally for Lent, Easter, Thanksgiving and Advent. The family will be advised if the decorations are remaining in place during services held in these seasons.
8. If a reception is requested, our reception co-ordinator(s) will be consulted for their availability. If not available, a caterer will be recommended to the family.
9. An invoice for personnel and reception costs will be issued to the family. Fees are outlined in the Schedule of Fees for Weddings and Funerals.

### **Exceptions**

1. If a regular organist is not available, Christ First will provide a qualified alternate.
2. If no minister from Christ First is available (and no arrangements have been made for backup), the Chair of the Church Council will authorize another minister to conduct the service.
3. Rooms in the church, including the sanctuary, may be made available for funerals to other religious or nonreligious groups. The requestor will meet with the Administrator. After consulting with the Minister, the Minister will be the judge of acceptability.

### **References**

1. Policy on Fees for Weddings and Funerals

### **Responsibility**

The Worship Committee is responsible for keeping this policy up to date and for recommending changes for the approval of the Church Council.