

## Nursery Coverage

The church does not provide nursery care and this should be privately arranged by the family. There is a Nursery Room located on the third floor.

## Custodial Arrangements

The Church Office Administrator will contact the Custodian to arrange to have the building open two hours before the service time. The Custodian will make sure the building is heated, cleaned and ready for the service. Funeral home staff and family members will have access to the St. John's sanctuary up to two hours prior to a service.

## Sanctuary Capacity

The sanctuary capacity is 156 people.

## Parking Arrangements

There is ample parking in the St. John's United Church parking lot. Street parking is also available. Please be careful to obey posted parking signs and to avoid blocking residential driveways.

## Smoking Policy

St. John's United Church is a smoke-free building and does not permit smoking in the building or on its property.

## Fees and Honoraria

St. John's United Church will not invoice you for any funeral costs if you have been looked after by the local funeral home. St. John's will inform the local funeral home of the services provided and they will use the fees below and incorporate them into their billing. If an out-of-town funeral home is used, followed by a service at St. John's, the church fees will be billed to you by St. John's as per the schedule below.

Minister.....	\$250
Director of Music .....	\$125
Church Office Administrator .....	\$75
Custodian .....	\$75
Catering.....	\$TBD
Audio Visual .....	\$75 (if applicable)
Order of Service (colour).....	\$TBD

\* TBD – to be determined

It is the policy of St. John's United Church of Georgetown and Glen Williams, that no persons shall be refused services within this community due to a financial inability to pay. If this is your case, please discuss this with the Minister at your first meeting.

# FUNERAL GUIDELINES



## ST. JOHN'S UNITED CHURCH OF GEORGETOWN AND GLEN WILLIAMS

11 Guelph Street  
Georgetown, ON, L7G 3Z1  
Tel: 905-877-2531  
office@stjohnsuc.ca  
www.stjohnsuc.ca

Revised January 2016

## Initial Contact

The funeral home needs to be your first call. Please call the funeral home and your call will be answered (day or night). You can begin to discuss details regarding the date and time of the funeral service. There are several options available to you, and the funeral home will carefully and sensitively help you choose the option that is right for you.

- Service to be held at St. John's or the funeral home
- Service to be led by the St. John's minister or other
- Support music to be offered by St. John's Director of Music, St. John's Choir, or other
- Food to be arranged by St. John's Catering Team or other.

## Where to Hold the Service

If service is to be held at the funeral home and led by St. John's Minister.....the funeral home will contact the Church Office Administrator and relay any details regarding the service. The Church Office Administrator will contact the Minister, Director of Music (if needed) and the St. John's Catering Committee (if needed) to determine their availability.

If service is to be held at St. John's.....the funeral home will contact the Church Office Administrator and relay any details regarding the service. The Church Office Administrator will contact the Minister, Director of Music and the St. John's Catering Committee to determine their availability.

## Service Components

The Minister (and/or Director of Music) will meet with you to talk about the service and its components. If you would like to provide your own musicians, please communicate your wishes.

## Audio/Visual

Please communicate your audio visual needs with the Minister or Church Office Administrator. Our St. John's tech team may be available to assist you with the technical components of the service. Additional costs, if necessary, will be discussed.

## Order of Service

The Church Office Administrator will provide complimentary black and white orders of service. If you wish to have a more detailed order of service (thicker paper, colour photo), printing can also be arranged at an additional cost.

## Casket or Urn

St. John's is equipped with an elevator that can carry the casket into the worship space. There is a central table in the sanctuary, and the urn can be placed on this table.

## Flowers

Flowers can be brought in before the service and removed following the service. The family is welcome to leave one or two arrangements for the sanctuary.

## Memorial Donation Cards

Memorial Donation Cards and envelopes are available and will be placed on a table before and after the service.

## Quiet Room

We have a Parlour, where your family can gather before/after the service.

## Catering and Reception

Should you choose to have a reception, following the service, at St. John's, the St. John's Catering Committee will look after food and refreshments to be served in the St. John's Church Hall on the main floor. Costs can be discussed with the Catering Committee. The Church Office Administrator will connect with the Committee to confirm number of people and other details. Should you choose to not have a reception; cater your own reception; or have a reception at another location, please be sure to communicate your wishes.