

Memorial Services at Highland Hills Pastoral Charge

Churches: **Highland Hills United Church**

1. Presider

- i) It is the minister's right to perform all memorial services in the sanctuary but our pastoral policy is to invite clergy from outside the parish to assist with officiating after having received permission from the minister.
- ii) The clergy fee is arranged between the funeral director and the Presider. In the event that the services of a funeral director are not engaged, the clergy fee is arranged between the family and the Presider payable to the Presider ex: Rev. Max Ward. Do not make the cheque out to the Church for the clergy fee. Please use separate cheques for the clergy fee and the church fee. This fee is normally \$250.00 for a memorial service which includes a committal service directly following the memorial service in the warm weather months or a springtime committal service following a memorial service in the winter months. Alternatively, if only the committal is desired, the fee is normally \$150.00.
- iii) The authority of the minister, and in his/her stead the Presider, is final in all matters relating to the memorial service. Funeral directors, when employed, have limited authority within the church. Every effort will be made to accommodate reasonable requests.

2. Church Booking

- i) To make a booking to ensure that the church is available and prepared for the memorial service, make this arrangement through your funeral director. In the event that the services of a funeral director are not engaged, a booking can be made by contacting the church office at 705-286-1470 or the minister at 705-286-3592. The fee for the use of the sanctuary for a memorial service is:

\$250.00 payable to Highland Hills United Church,

The fee is for the use of the church building and facilities as well as cleaning costs.

Note: Please contact the minister for special arrangements.

3. Music

- i) All arrangements regarding music in the church must be discussed with the church organist and it is wise to finalize all arrangements as soon as possible after booking the memorial service. Your funeral director will make these arrangements. In the event that the services of a funeral director are not engaged, you must contact the Organist immediately upon receiving a confirmed booking.
- ii) Only with the permission of the church organist may a replacement organist be used. In this case, music selections and fee should be pre-arranged with the replacement organist.

- iii) Soloists supplied by the family must make arrangements with the church organist. An additional fee may be required.
- iv) The organ is not to be moved, or disconnected.
- v) The fee for the service is determined by the Organist.
- vi) If the family desires to have the Choir sing, arrangements can be made with the church Organist. A fee of \$150 for the support of the choir music fund will apply.

4. Decoration & Flowers

- i) Decorating the church is the responsibility of the funeral director. In the event that the services of a funeral director are not engaged, decorating the church is the responsibility of the family in consultation with the minister. Please have your florist contact the church to schedule an appropriate time.

5. Catering & Reception

- i) Each Church has a reception area. An additional fee for the use of this room may apply. Please contact the minister for booking details.
- ii) Any catering within the church must be co-ordinated with the church's United Church Women's group. Please contact the minister for contact information.

6. Miscellaneous

- i) The capacity of each church is approximately 155 guests.
- ii) Highland Hills United Church is wheelchair accessible.

7. Clarifications

- i) In cases of uncertainty, or further elaboration of these guidelines, the interpretation or ruling of the minister is final.

8. Fees

- i) The Church use fee and the Minister's fee will be the responsibility of the funeral director. In the event that the services of a funeral director are not engaged, the Church use fee and the Minister's fee are due immediately following the memorial service.
- ii) Any other fees such as those for organists or soloists will be the responsibility of the funeral director. In the event that the services of a funeral director are not engaged, any other fees shall also be payable to the Presider following the memorial service unless arrangements have previously been made with the individuals concerned.

9. People to Contact

- i) The mailing address for church bookings and the minister is:

Reverend Max Ward
c/o Highland Hills Pastoral Charge
Box 247
Minden, Ontario K0M 2K0
(705) 286-1470
Email: highhills@interhop.net

- ii) The contact information for the organist is:

Highland Hills United Church Organist
Melissa Stephens
5081 Gelert Road
Minden, Ontario K0M 2K0
(705) 455-2366
Email: melistep@gmail.com