

**St. Francis Funeral Policy**

1. All funerals at St. Francis shall conform to the canons of the Church, as well as the rubrics of the Book of Common Prayer, which states in part; "The death of a member of the Church should be reported as soon as possible to, and arrangements for the funeral should be make in consultation with, the Minister of the Congregation" (BCP p. 490.) The Rector, as the Minister of the Parish, is solely responsible for the scheduling, planning, and execution of all funerals, pursuant to the Worship Planning Policy.
2. It is assumed that the Rector shall know and be actively ministering to members who are close to death and their families.
3. Upon the death of a member, the Rector shall be immediately notified and will contact the family to begin the planning of the funeral.
4. All members shall be buried from the church whenever possible. The Rector shall use pastoral judgment in determining the location and form of the burial and memorial services.
5. In the case of a non-member or family requesting burial from the Church, the Rector may agree to provide such services, provided it does not conflict with the regular worship and activities of the parish, or cause undue burden on the staff and resources of the parish.
6. The Rector and family shall set the date and time of the funeral, taking into account availability of staff, other scheduled parish events, and the BCP rubric which states; "The service should be held at a time when the congregation has opportunity to be present." (BCP p. 490)
7. After the date and time are set, the Rector shall notify the Assisting Clergy, Administrative Assistant, Chair of the ECW, Chair of the Altar Guild, Organist, and any other necessary persons.
8. There is no fee for the services of the clergy. Any payment or donations made to the clergy for services related to the funeral shall be deposited in the appropriate clergy Discretionary Fund.
9. The Church Organist shall be the organist for the funeral, unless other arrangements satisfactory to the organist are made, whose fees for the service shall be as follows:
   1. Selection, practice, and performance of the service music -- $125.00
   2. Additional practices with soloists, if requested -- $25.00
10. The Parish Hall may be reserved for a reception immediately following the funeral, subject to scheduled availability.
    1. The is no fee for the use of the parish hall for church members, and when requested the ECW and the church will provide a coffee and cookie reception. If a meal is desired, the family will consult with the ECW, who will purchase and set-up for the meal and be reimbursed the cost by the family.
    2. The fee for use of the parish hall for a funeral reception for non-members shall be $100.00, payable to the parish, plus any out-of-pocket costs incurred for food and beverage.
    3. Receptions must conclude at a reasonable time.
    4. No alcohol may be stored, served, or consumed on church property.
11. Payment of Fees: All fees and deposits (Organist, Parish Hall, and Reception) must be paid in advance of the funeral date. In the event these costs create an undue hardship on the couple, they may be waived or amended at the sole discretion of the Rector, whose decision shall be final and binding.
12. Other: No policy letter is all-inclusive. Therefore, nothing should be assumed, just because it is not written down. Experience shows that carefully planned ceremonies coordinated well in advance limit the possibility of unexpected complications. While every effort is made to update published policies, the Rector retains the right (as the sole approval authority) to amend any or all of the above stipulations.