



Jordan Station United Church

The United Church of Canada



Funeral & Memorial Policy OCTOBER 2021

Funerals & Memorials

Our hope as a congregation is to be as accommodating as possible to families who are dealing with the death of a loved one. The following procedure is designed to help you plan a Funeral or Celebration of Life for your loved one that honours both their life and their faith.

Caring and Comfort

When any member or adherent of Jordan Station United Church, or any member of our community, comes to our Church seeking help in a time of grief and loss, it is our desire as a congregation to provide help and support for grieving families as an act of love and caring. We offer to our congregation, and our community, the services of our minister, our facilities, and the labours of our volunteers and staff. We believe that respect and cooperation can make a difficult time of grief and loss an occasion when the light of Christ can shine, bringing comfort, hope and faith. We offer this information in that spirit of respect and cooperation. In being clear about what we can offer, our traditions and our expectations, we can make the preparation for funerals and memorials easier for grieving families.

We Offer Our Minister

The most common request we receive from grieving families is for our Minister to assist families in preparing and presiding at a funeral or memorial service. Our Minister will always respectfully receive requests to prepare and preside at a funeral or memorial service, for members and adherents of Jordan Station United Church, and also for members of the wider community, no matter where the service will be conducted. The Minister, in conducting any funeral or memorial service, offers that service to families as a representative of Jordan Station United Church.

The first step is to contact our Office Administrator at 905-562-4454, or by email at: admin@jordanstationunitedchurch.org.

If there is a request for a funeral to be held at Jordan Station United Church, it is expected that our Minister will preside at that funeral or memorial service. Our Minister always welcomes the participation of family members, and other clergy. It is understood that this additional participation does not affect the customary honorarium for our Minister.

We Offer Our Facilities

Our Minister is happy to preside at funeral and memorial services in any funeral home or other facility suitable to a family. We also welcome requests for funeral and memorial services to be held in the Sanctuary at Jordan Station United Church.

A request can be made for service to be held in our Sanctuary and approval will be provided by our Minister in conjunction with our Church Session. The Sanctuary can accommodate a maximum of 140 persons.

NOTE: # of people allowed in Sanctuary (and Auditorium) may vary due to COVID protocols.

COVID Protocols:

1. All persons entering the Church building must:
 - a. provide proof of double vaccination (for those eligible) or a Doctor’s note exemption.
 - b. sign-in, providing name and phone number for contact tracing
 - c. sanitize their hands utilizing the provided hand sanitizer
 - d. wear a mask at all times, unless seated and actively consuming food or beverages.
 - e. maintain a 6-foot physical distance from those not in the same household whenever possible.

Funeral Fee Policy

Sanctuary	No charge
Minister	\$250
Music Fee	\$125
Soloist/Guitarist (if desired)	\$100
Caretaker	\$50
Sound Technician	\$25
Usher/Host	\$25

Fees for our Minister can be made by cheque or etransfer. All other fees can be paid in cash or by cheque to each individual on the day of the Service.

Please refer to the Rental Policy for fees for additional facilities including the Church Auditorium and Commercial Kitchen.

Local Catering Available

Occasionally, there is a request for catering services connected with a funeral or memorial service. Please contact our Office Administrator at 905-562-4454 or email: admin@jordanstationunitedchurch.org and you will be connected with our Special Events Committee for assistance.

Thank You

It is our honour and privilege to serve those who call on us in time of need. We hope this document clearly outlines our traditions and expectations for funerals and memorials at Jordan Station United Church.

Please note that the Revenue Canada Act, under the Tax Treatment of Public Charities, section 02.184 requires that Jordan Station United Church, as a registered charity, require members and contributors pay the same honoraria, charges and fees as non-members and non-contributors, in order to retain Registered Status as a Charity.