

## **Funeral and Memorial Service Policies and Procedures**

St. John's Episcopal Church

110 Main Street

Youngstown, NY 14174

716-745-3369

All arrangements for a funeral held at St. John's must be made in direct consultation with the Priest-in-Charge. It is our hope that the family will contact the Priest-in-Charge when their loved one is near death, so that the ministrations of the church may take place.

In addition, all policies and procedures for funerals outlined here also pertain to memorial services held at St. John's.

Only the Priest-in-Charge authorizes funerals to be held at St. John's, including date and time and how the funeral service will be conducted. It is important that one or more direct conversations, either in person or on the phone, take place between the family and the Priest-in-Charge. The direct participation of the family in the planning process of a funeral to be held at St. John's is required. This will help avoid any misunderstandings and scheduling conflicts and clarify expectations regarding funeral services at St. John's. These important conversations help us to ensure that funeral services at St. John's meet our high standard of providing comfort and reassurance to all who attend.

The Priest-in-Charge has full authority over the funeral service and the way the service is conducted.

Clergy members not affiliated with St. John's may not participate in a funeral service at St. John's, except with the permission of the Priest-in-Charge.

The Priest-in-Charge will prepare a homily that focuses on the promise of Jesus Christ's resurrection, signifying that death is not the end and the deceased is now in God's presence. The homily will include anecdotes of the person's life, drawing connections between their life and Jesus' teachings.

While it is not the tradition in the Episcopal church to incorporate eulogies into the funeral service, a brief (3-5 minute) remembrance of the deceased may be included. The Priest-in-Charge must be notified of the name of the eulogist in advance for inclusion in the service bulletin.

The church will provide printed programs to aid the congregants during the service. The seating capacity in the church is 100.

### **Required Funeral Service Fees**

#### **Payable in Advance to the Funeral Home**

\$150 required administrative fee for worship preparation, including composing and printing the service bulletin, as well as custodial services and other tasks performed by our staff, paid to the funeral home in advance.

\$150 required organist fee (subject to change based on guidelines from the American Guild of Organists) paid to the funeral home in advance.

## **Clergy fees**

A clergy fee for a funeral at St. John's is not charged if the deceased is a member of the parish. A donation to the Parish Discretionary Fund is gratefully accepted, but not required. Some families opt to give a memorial gift in their loved ones name to the church, or indicate that families and friends of the deceased person may make a memorial gift in the deceased persons name to the church. These gifts are deeply appreciated and help our small parish continue our mission and ministry in the community.

A required clergy fee of \$300 will be charged for funeral services at St. John's for non-members of the parish, in addition to the administrative and organist fees, above, paid in advance to the funeral home.

A required clergy fee of \$150 will be charged when the services of the Priest-in-Charge are requested at the funeral home, paid to the funeral home in advance. An additional charge of \$50 for composing and printing a service bulletin, if required, is to be paid in advance to the funeral home.

## **Parish Hall Use**

St. John's Parish Hall is available to families wishing to provide a reception after the funeral service. Please consult our Parish Hall Usage Policy, located on our church website or available from the parish office. A copy of the policy must be signed by a member of the family, agreeing to the conditions of the policy. Of note: St. John's does not charge a fee for the use of the Parish Hall for post-funeral gatherings, but families are responsible for all food and beverage service, setting up of tables and chairs, plus cleaning of the dining area and the kitchen as well as removal of leftover food, beverages and trash before leaving the premises. 50 people can be seated for a luncheon or dinner meal. No alcohol may be served in our Parish Hall, due to our decades long commitment to the recovery community and recovery support groups who meet in our Parish Hall.

## **St. John's Memorial Garden**

Interment of cremains in St. John's Memorial Garden is available to members of the parish and their families at a cost of \$400 per grave. This fee includes prayers by the Priest-in-Charge at the time of interment, preparation of the burial spot pre-and post- interment, and perpetual care of the grave. A small brass plaque with the name of the deceased and their year of birth and year of death will be added to the larger Memorial Garden marker mounted on the adjacent church wall. Please consult our Memorial Garden policy, located on our church website or available from the parish office.

Please note that only small fresh flower arrangements may be placed at the interment site, and will be removed after 5 days. No items of a permanent or semi-permanent nature including silk flowers, personal mementos or seasonal decorations are to be placed in the Memorial Garden, and will be removed.

Please consult the full Memorial Garden policy, available from the parish office and on the church website, prior to making arrangements with the Priest-in-Charge for interment of your loved ones cremains.

If you have further questions about funeral services at St. John's, please contact the parish office at 716-745-3369.

*Adopted by St. John's Vestry, February 11, 2025.*