

## **Funerals/Memorial Services At Riverside United Church**

### **Our Thoughts and Prayers are with You**

We offer you our deepest sympathies on the occasion of your loss and sorrow, and we would like to do whatever we can to assist you at this difficult time. Our minister, Paul Dillman would be happy to meet with you in order to prepare a meaningful service of worship in which we can celebrate the life of your loved one, while also seeking the comfort and peace of God's presence.



### **Planning a Funeral or Memorial Service**

Paul Dillman is available to conduct a funeral or memorial service either at a local funeral home, or at Riverside United. On the rare occasion when our minister is unavailable, we have other ministers who would be able to conduct the service. If you would like the service to be held at the church, please let us know as soon as possible so that we can notify our church staff, and ensure that there are no conflicts with other events that may have been previously scheduled.

### **Our Church Staff is here to help**

Our organist, Wayne Irschick is also usually available for funeral or memorial services held here at the church. If our organist is unavailable, we can usually find a suitable replacement. Our custodian, Marc Godin, is also involved in order to ensure that the church is properly cleaned and prepared before and after the service.

### **Flowers**

The church is normally open at least one hour before the service is to begin. Flowers can be delivered at that time, or arrangements can be made if you would like them to be delivered at a more convenient time. The office is open from 8:30 am to 12:30 pm, Monday – Thursday.

### **Receptions and Refreshments**

If you would like a reception to be held at the church following the service, please let us know in advance so that the arrangements can be made. If you would like refreshments to be served at the reception, you are welcome to bring your own or make catering arrangements. If Riverside United only provides people for set-up, serving tea and coffee and clean-up, the fee is \$150.

If you would like us to arrange the catering, the following charges apply:

Cookies, squares etc. served with tea, coffee, punch and a cheese and fruit tray with crackers: \$5.00 per person, up to a maximum of \$500 (100 people). If you wish sandwiches and /or vegetable platters, the cost will be as billed by the supplier.

Our volunteer team would need the approximate number of attendees and a minimum of 48 hours preparation time.

**Fees:      Administrative**

We request the following remuneration when a funeral or memorial service is held at the church. You can remunerate us directly through the minister or church office, or you can make arrangements with your funeral home for them to remunerate us on your behalf.

**Organist:** \$150.00 payable to Wayne Irschick.

**Minister:** There is no set fee for the minister's services, but normally the minister receives an honorarium of between \$150.00 – \$200.00.

**Custodian:** \$65.00 (funeral or memorial service only); \$100.00 (funeral or memorial service, and reception); payable to Marc Godin.