

Living Word Reformed Episcopal Church

4778 Island Highway North
Courtenay, BC V9N 4B6
(250) 334-9673



FUNERAL POLICY AND GUIDELINES

The Rector, staff and membership at Living Word Church are very mindful of the distressful circumstances that often exist at the time of loss of a family member or friend. We accept our calling to be as understanding and compassionate as possible. Be assured we are ready to assist you in every way we can and to minimize any complications that arise.

Funeral services are available to any active communicant of the Parish and, at the discretion of the Rector and Vestry, their parents or children. Be aware that the Rector and/or the Vestry reserve the right to decline any request to perform such a service, without explanation. The church may not be rented for “outside” funeral services.

Initial Contact and Schedule

It will be greatly appreciated if a call to the Church is made immediately after a decision is made by the family to request the use of the Church, because of potential schedule conflicts.

Please contact the Rector at the Church office. He will meet with the family of the deceased at the earliest possible moment.

Once a time and date for the service has been agreed upon an individual should be designated to represent the family in working

out the details with the Rector. In addition, a contact at the Funeral Home should be provided. Every attempt will be made to accommodate the desire of the family as to dates and times, but it must be recognized that other services or programs may be impossible to reschedule.

The Service

The service will be conducted in accordance with the Book of Common Prayer of the Reformed Episcopal Church or the similar modern-language rite approved for use in the Diocese, without additions or substitutions. Eulogies, poems and other supplemental material may not be included in the service without the prior agreement of the Rector. Clergy, other than the Rector, may be permitted to assist in the service, at the sole discretion of the Rector, recognizing that the Rector retains the chief pastoral role.

Music

One of the church’s organists will serve as organist at all funerals and memorial services. A substitute may be employed only if none of the Church’s organists are available and only with the Rector’s agreement. A repertoire of religious and classical music suitable for funeral services has been prepared from which the family may make selections. Note that contemporary popular music is not permitted in the Church. Solos or instrumental music may be played prior to the beginning of the service, but must not intrude on the flow and solemnity of the liturgy to follow. Such additions must be coordinated with the organist in advance, and be approved by the Rector.

Floral or Other Decorations

The use of floral or other ornamentation or any other type of décor must be arranged with the Rector, who will involve the Altar Guild as necessary. Artificial flowers are not permitted. Altar flowers are customarily retained for use the following Sunday, if that is acceptable to the family. No décor that will alter or obscure any part of the sanctuary may be utilized. No floral arrangements are allowed in the nave of the Church. The charm of the interior of the church is its simplicity, and should be respected.

Photographs

Photography, recording and videotaping is permitted, with the following limitations. Photographers/Videographers should be counseled to remain as inconspicuous as possible and flash photos should cease as the service begins. No more than one photographer and one videographer shall be permitted. The Church must be cleared of all photographic equipment within twenty minutes following the end of the service.

Fees & Honoraria

There is no charge for the use of the building.

An honorarium is customarily given to the officiating minister and participating musicians in an amount determined by the family.

Records

For the permanent records of the Church, it would be greatly appreciated if a photocopy of the Death Certificate could be provided to the Rector.

LIVING WORD CHURCH

FUNERAL POLICY

