



Funeral Services
Memorial Services
Celebrations of Life

Scarboro United Church

#unitedindiversity

Funeral Services at Scarboro

Thank you for choosing Scarboro United Church to help you celebrate the life and mourn the passing of your loved one. Please review the following information to make planning the service as simple and straight forward as possible.

We will try to accommodate your requested date and time, however it is not always possible, depending on the availability of both the church building, and our Minister.

Funeral services at Scarboro are booked in 3 or 5 hour parcels, depending on whether or not there will be a reception. Additional time may be available, depending on the date and time, for an additional fee. The time of the booking begins when the hostess arrives to set up, 1-2 hours before the start time of the service.

Ideally funerals are booked during the week, with a start time between 10:00am and 3:00pm. Alternate times may be available by special arrangement.

Officiant

Funeral services at Scarboro are officiated by our Minister, the Reverend Lee Spice. In special circumstances other clergy may be invited to participate, only after consultation with our Minister.

Appointment with the Minister

After contacting the church office to book a funeral service, a meeting will be set up with our Minister. Please bring along the completed information form which our Manager will email to you (it is also available on our website). At this meeting, the date and time of the service will be confirmed, you will have the opportunity to request any special hymns or readings, and the Minister will walk you through the details of the funeral service.

The Spiritual Significance of the Funeral Service

It is an honour to help you pay tribute to your loved one. Funeral services at Scarboro United Church are Christian worship services, complete with the expertise and leadership of our Minister and Music Director. We will help you to plan an appropriate and meaningful service in memory of the deceased that expresses a sense of spiritual awareness and dignity.

We seek comfort in God and in community together and welcome you into this community of faith, regardless of your own spiritual background or church membership. We are an Affirming Congregation, which means we recognize and welcome everyone with open arms, regardless of who you are, who you love, how you identify, or where you are on your journey.

Music

Music is a significant and often moving element of funeral services at Scarboro. It is important that the music selected is suitable to a Christian worship service. All musical arrangements will be made in consultation with our Minister and Music Director, who will ensure that there is a competent musician for the service. If you have additional musicians or soloists that wish to contribute to the service, they will have to coordinate with the Music Director in advance. Aside from music included as part of the *PowerPoint* slideshow accompanying a photo montage, **no recorded music is permitted.**

Media

Our Sanctuary features two screens where we project media during worship services. We will provide a simple *PowerPoint* slideshow to be projected during the funeral service with the words to the hymns.

If you would like to add additional content, such as a photo slideshow, **you will need to provide those additional PowerPoint slides to the office 3 business days before the funeral service** so that we can ensure that they will play smoothly on our system. A technician to run the slideshow will be included.

Flowers

The Hostess will be available to assist you or the funeral home in placing flower arrangements. If there is a reception, flowers are often moved down to the Memorial Hall and are usually removed from the church following the funeral.

If you wish to leave flowers in the church to be used during the Sunday service, please let us know so that we can acknowledge your gift in the Sunday bulletin.

Parking

Street parking is available around the church. Please watch for posted parking restrictions. There is also a gravel parking lot located down the hill at the back of the church. If you are using a Limousine or Car Service for family members, please let us know in advance so that we can block off street parking in front of the church. Traffic in Calgary can be unpredictable, with emotions running high, please make sure to leave yourself sufficient time for unforeseen delays.

Accessibility

All of the washrooms on our upper and middle floors are gender neutral and barrier free. The front entrance to the church on Scarboro Avenue is wheelchair accessible, and we have a small elevator to provide access to the middle floor, where the Memorial Hall is located.

Food & Beverages

If you would like to serve food at the reception, you will have to provide it yourself, as well as coffee, tea, cream & sugar. If you are using a funeral home, they may provide serving staff to take care of kitchen duties. Alternatively, you could hire a caterer who provides servers. If you are having food at the reception but have not arranged for serving staff, a paid server will be provided. This person will set out food, make coffee and tea, refill trays, collect dirty dishes, and wash up. Use of the church's dishes is not included, **please provide compostable / recyclable dishes & napkins.**

Examples of Average Funeral Packages

Funeral Service with Reception

5 hours, beginning 2 hours before the service – **\$1,125**

What is included?

- You will have the use of our historic Sanctuary for the funeral service, as well as the newly renovated Marilyn Perkins – Memorial Hall for the reception, for a total of 5 hours.
- Our Minister will meet with you in advance to plan a worship service that is an appropriate and meaningful tribute to your loved one.
- Our Music Director will provide a musician to play the service, consult on music choices, and coordinate with any soloists to ensure a cohesive, suitable funeral service that is consistent with our reputation for excellence in music.
- Our Hostess is responsible for the extra cleaning and set up needed for funeral services. She will also greet the family, liaison with the funeral home, and manage a number of details to ensure a smooth running service.
- We will provide a simple *PowerPoint* slideshow to be projected during the service and a technician to run it. If you would like to add photographs, please see the 'Media' heading above.
- A paid server will be provided if you have not hired serving staff.

Funeral Service – Ceremony Only

3 hours, beginning 1 hour before the service – **\$915**

What is included?

- You will have the use of our historic Sanctuary for the funeral service, for a total of 3 hours.
- Our Minister will meet with you in advance to plan a worship service that is an appropriate and meaningful tribute to your loved one.
- Our Music Director will provide a musician to play the service, consult on music choices, and coordinate with any soloists to ensure a cohesive, suitable funeral service that is consistent with our reputation for excellence in music.
- Our Hostess is responsible for the extra cleaning and set up needed for funeral services. She will also greet the family, liaison with the funeral home, and manage a number of details to ensure a smooth running service.
- We will provide a simple *PowerPoint* slideshow to be projected during the service and a technician to run it. If you would like to add photographs, please see the 'Media' heading above.

Fees and Contact Info

If you require additional time for the reception, please be sure to confirm availability with the church Manager when you book the service. There will be an additional fee of **\$50/hour**.

The Manager will provide you with an invoice after your meeting with the Minister. Payment of fees is due one day prior to the funeral service, as specified in the invoice.

If you have any questions of concerns, please contact the office at 403-244-1161 or office@scarborounited.ab.ca Monday-Friday, 9:30am to 4:30pm.

Checklist / Do you have...

- An appointment to meet with the Minister
- A Funeral Home
- Ushers/Greeters
- Guest book
- Programs/Order of Service
- Additional musicians
- Have musicians made contact with the Music Director
- Photo slideshow/additional slides – is there audio? Y / N
- Additional content has been sent to the church 3 business days before the service
- Tablecloths (in addition to, or instead of, the ones provided by the church)
- Food/Caterer – will you use our Server? Y / N
- Coffee & tea, milk/cream, sugar
- Cups/dishes & napkins (rented or compostable / recyclable)

Notes:



Scarboro United Church
Sunday Services @ 10:30am
[scarborounited.org](https://www.scarborounited.org)
#unitedindiversity