

A tall, thin plant with small white and yellow flowers is silhouetted against a dark background. A warm, glowing light source, possibly the sun, is visible in the upper right, creating a soft, golden glow. The text is overlaid on the top and bottom of the image.

Funeral Services
Memorial Services
Celebrations of Life

Scarboro United Church

#unitedindiversity

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 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. Please contact the Office as soon as possible to reserve dates and confirm availability of staff.

Funeral services at Scarboro are officiated by our Minister: Rev. Erin Klassen. After contacting the office, an appointment will be set for you to meet with the minister to plan a service for your loved one.

Music:

We will provide a capable musician for all memorial services. If you would like to have additional musicians or soloists, they will need to be approved by our Music Director, and coordinate with them in advance. Aside from music included as part of the *PowerPoint* slideshow accompanying a photo montage, no recorded music is permitted.

Audio Visual:

Our Sanctuary features two projection screens. If you choose to use them, we will provide a simple *PowerPoint* slideshow for the service, including the words to the hymns. If you would like to add additional content, such as a photo slideshow, please provide those additional *PowerPoint* slides to the office at least 3 business days before the funeral service so that we can ensure that they will play smoothly on our system. If you opt for this service, there will be a fee to format the additional content. A technician will be provided to run the slideshow at the service. Please see the price list below for a breakdown of the fees.

Food & Beverages:

You are welcome to provide food for the reception. We ask that you provide coffee, tea, cream and sugar for your guests.

If you are using a funeral home, they may provide serving staff, alternatively, most caterers can provide servers. If you are having food at the reception but have not arranged for serving staff, a paid server will be provided. Use of the church's dishes is not included, please provide compostable / recyclable dishes, cutlery, & napkins.

Price List:

Funeral Service with Reception

5 hours, beginning 2 hours before the service – **\$1,175**

What is included?

- Building (Sanctuary & Memorial Hall) ----- \$50/hour = \$250
- Minister ----- \$325
- Musician ----- \$200
- Hostess ----- \$30/hour = \$150
- Audio Visual Equipment ----- \$100
- Simple PowerPoint slideshow ----- included
- Fee to add & format additional content* ----- \$50
- Audio Visual Technician ----- \$50
- Server ----- \$50

** Subject to increase, depending on the number of hours required.*

Funeral Service – Ceremony Only

3 hours, beginning 1 hour before the service – **\$965**

What is included?

- Building (Sanctuary)** ----- \$50/hour = \$150
- Minister ----- \$325
- Musician ----- \$200
- Hostess ----- \$30/hour = \$90
- Audio Visual Equipment ----- \$100
- Simple PowerPoint slideshow ----- included
- Fee to add & format additional content* ----- \$50
- Audio Visual Technician ----- \$50

** Subject to increase, depending on the number of hours required.*

*** There is a fee of \$50/hour for additional time, subject to availability.*

The Manager will provide you with an invoice after your meeting with the Minister. Payment of fees is due by the day of the service and may be paid in advance. Please prepare separate payments, as specified in the invoice, payable by cash or cheque.

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

Flowers:

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. Limited street parking directly in front of the church will be reserved for immediate family members. There are loading zones on 15th Ave and at the corner of Scarboro Ave for people with reduced mobility to be dropped off.

Accessibility:

Our washrooms are gender neutral and barrier free; there are change tables available on the upper and middle levels. The front entrance to the church on Scarboro Ave is wheelchair accessible, and we have an elevator to provide access to the middle level. There is barrier free access to the middle level via the ramp at the West Entrance on 15th Ave. We also have assisted listening devices.

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 and an inclusive community, inviting, welcoming and affirming all people regardless of sexual orientation and gender identity into full participation in, and leadership of, the congregation of Scarboro United Church.

We are located on Treaty 7 lands, traditional territory of the Blackfoot Confederacy, Tsuut'ina and Stoney Nakoda First Nations, and Metis Region III.

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 contacted 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)

