

ST. ANDREW'S BY-THE-SEA

Funeral Guidelines

1. **The Rector**

The Rector schedules the event with family. All funerals at St. Andrew's must be conducted by the Rector unless special arrangements are made with his/her permission. The service shall conform to the Book of Common Prayer, the canons of the Episcopal Church, and the Diocese of Rhode Island. The Rector notifies the Altar Guild members who are assigned for the coming Sunday and the Flower Committee Chair and together they make the arrangements for the service.

2. **Music**

The Rector will schedule the hymns and service music with the family. The parish's organist will play at all funerals. Use of a different organist or other instrumentalist or vocalist must be approved by the Rector.

3. **Decorating the Sanctuary**

One flower arrangement is used in the sanctuary on the stand provided. Planning for flowers will be done with the florist and Altar Guild. Arrangements used in the sanctuary area is to be given to St. Andrew's as an offering for use in the Sunday services, and, following that, for distribution to the sick and shut-ins. No flowers or vases are permitted on the organ console or on the altar at any time. Other flowers may be placed in the narthex.

4. **Day of the Funeral**

If desired, the Parish Hall may be used for a reception following the ceremony. These arrangements should be made with the Rector.

5. **Fees**

The following fees are due before the funeral:

Honorarium: An honorarium, which is placed in the Rector's Discretionary Fund, is appropriate. Checks should be made payable to *St. Andrew's by-the-Sea Rector's Discretionary account*.

Organist's fee: \$200.00 (payable to the organist)

Use of the church: There is no charge for use of the church by parishioners. The fee is \$200.00 if the person to be buried is not a member, or child, or grandchild of a member. If there is a reception in the church, there is an additional fee of \$75.00. These fees may be waived at the discretion of the Rector. Parties using the church are responsible for any damage occurring during such use. Check should be made payable to *St. Andrew's by-the-Sea*.