

## Georgetown CRC Funeral Checklist

This checklist is primarily intended for GCRC staff use. However, it may also be useful for families who would like to use our building for a service for a loved one.

- Church availability: Pat Woudstra [info@gcrc.on.ca](mailto:info@gcrc.on.ca)  
Pre-scheduled church ministry events always get priority for use of church building.  
(GEMS: Thurs. 6:45- 8:30 p.m., Cadets: Thurs. 7:00-8:30 p.m., Youth on Fire: Fri. 6:45 – 9:00 p.m.)
  - Complete a Facility Usage Agreement. The rental fee for funerals/memorial services is waived for both members and non-members, however, there is a set custodian fee of \$100 for funeral viewings as well as funeral and memorial services.  
In addition, technicians such as audio-visual technicians, projection, video and elevator lift operators are entitled to receive payment, however, they may opt to volunteer their services. Typical payment is \$40/hr – minimum \$80. When using the sound, projection or video equipment, only GCRC technician(s) will be retained, arranged by GCRC office, subject to availability. Technicians are expected to arrive ½ hour before the event.
    - Sound: Mike Barrera [michael1barrera@gmail.com](mailto:michael1barrera@gmail.com) or Jay Postma [japo1616@gmail.com](mailto:japo1616@gmail.com)
    - Projection for songs or video: Randy Ligterink [randysandra@hotmail.com](mailto:randysandra@hotmail.com)
    - Video, Livestream, and link: Neil Van Andel [nvanandel@hotmail.com](mailto:nvanandel@hotmail.com)
    - If the Elevator Lift is required, a GCRC operator will be retained, subject to availability.
    - Custodian: Jade Hoekstra [jade\\_hoekstra@yahoo.com](mailto:jade_hoekstra@yahoo.com), Ben Hoekstra [benjaminlevihoekstra1@gmail.com](mailto:benjaminlevihoekstra1@gmail.com)
- NOTE:** If the services of Jones Funeral Home are retained for the funeral/memorial service, a Facility Usage Agreement is completed and Jones Funeral Home rents the church, provides the Certificate of Insurance and arranges to pay for the AV technicians, projection, elevator lift operator, and custodian directly at the rate outlined in the Facility Usage Agreement. The GCRC office arranges to have these people in place, as needed, and provides information for payment (names and addresses) to Jones Funeral Home.
- Organist/Pianist - GCRC approved organists and/or pianists only. Arrangements to be made directly with the accompanist. Typically, our church accompanists volunteer their services for funerals and memorial services. An honorarium may be given (typically \$125 - \$150).  
Chris Dawes [chris.dawes@orgalt.com](mailto:chris.dawes@orgalt.com) or Allison Roffel [daroffel@cogeco.ca](mailto:daroffel@cogeco.ca)
  - Officiating Minister If the services of a Minister are required, arrangements and an honorarium (typically \$300) to be made directly with the Minister.
  - Contact Chair of Pastoral Elder and District Elder
  - Contact congregation re: visitation and funeral service arrangement details. Send email and make phone calls.
  - Clarify if Order of Worship programs are needed and, if so, how many. Discuss content of program.
  - Church opening/closing of church and heating/air conditioning: Tim Scheepstra [tscheepstra@outlook.com](mailto:tscheepstra@outlook.com)
  - Luncheon and refreshments after funeral/memorial service: Alice & Tim Scheepstra [tscheepstra@outlook.com](mailto:tscheepstra@outlook.com), [ascheepstra@outlook.com](mailto:ascheepstra@outlook.com) (availability to be confirmed)  
**NOTE:** The Hospitality Team volunteers will prepare and host the luncheon, however, the family is responsible for the cost of the food plus a nominal food preparation fee. Since our church is a registered charity with Canada Revenue Agency, we cannot use our income to personally benefit our members. Providing the luncheon without charge could be seen as an “advantage” to GCRC members.  
If the services of Jones Funeral Home are retained, the cost (food and prep fee) will be communicated to them by the date of the funeral and a reimbursement cheque issued to the Hospitality Team from Jones Funeral Home. Jones Funeral Home will pass on the expense to the family along with other expenses which may be associated with the funeral service (custodian, sound, video, etc.)  
If the services of Jones Funeral Home are not retained, the food expense amount is the responsibility of the family. The church office will inform the family of the total, along with other fees due for service operators (cheque payable to GCRC).  
If there is special need, the deacons will consider a benevolent contribution to defray the cost.
  - Nursery – not available on weekdays during school hours, beginning in Sept. Nursery attendants supplied by the family.
  - Check to see if it is okay with the family to have name taken off the church mail slot. The mailbox should only be altered at the direction of the grieving.