

Funerals

On being informed of the funeral

If burial or interment, select position and mark for the gravedigger / Funeral Director.

Discuss arrangements with funeral director ensure they

- have a copy of the Burial Policy page from the manual
- are aware of the following:

The funeral director must, in advance

- Tell us date and time and any special arrangements
- Tell us the Hymns
- Arrange delivery of service sheets or alternative
- Tell us who the collection is for if not for the church
- Pay our fees

On the church's part we provide that the church will:-

- be heated
- provide an organist
- the altar laid out with lit candles
- cones on the road for the hearse and vicar
- be opened one hour beforehand

Beforehand

Put out parking signs if necessary

Close sanctuary gates, open both lych gates, open outer doors fully.

Check inner doors open easily but leave closed for now. Oil hinges?

Check organist and vicar has order of service

Put out order of service in family pews and rope off pews if necessary

Ready collection plates by door. These need to be put out on a stool just before end of service.

Afterwards

Clear up in church

Keep one copy of the order of service to put in record book

Count money and make sure the Treasurer knows where it's to be sent

Record keeping – use indelible ink pen, not biro

Update service and burial register

Update alphabetical burial index and map if there's been a burial

Annually

Every 31 March the information of the recent burials recorded in the alphabetic book and the burial register needs to be included in the digital spreadsheet 'alphabetic grave list' which is kept by the data manager.

Immediately it is updated, it should be backed up onto the church backup disk system.