

ST. ANDREW'S BY-THE-SEA, Little Compton, RI

Funeral Guidelines

1. The Priest

The Priest will schedule funerals with the families of the deceased. All funerals at St. Andrew's must be conducted by the Priest unless special arrangements are made with the Priest's permission. The service shall conform to the Book of Common Prayer and the canons of the Episcopal Church and the Diocese of Rhode Island. The Priest will notify the Altar Guild and Flower Guild members who are assigned for the coming Sunday and together they will make arrangements for the service.

2. Music

The Priest will select the hymns and service music with the family. The parish's musician will play at funerals. Use of additional other instrumentalists or vocalists must be approved by the Priest in collaboration with the church's musician. All musical selections are subject to the approval of the Priest.

3. Flowers

Planning for flowers will be done with the florist, the Altar Guild, and the Priest. Arrangements used in the sanctuary may be given to St. Andrew's as an offering for use at the subsequent Sunday service. No flowers or vases are permitted on the piano or on the altar. A floral arrangement maybe be placed on the floor in front of the altar, and/or on stands behind the altar on either or both sides. Flowers may also 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 Priest.

5. Fees

The following fees are due before the funeral:

Honorarium: The Priest is paid an honorarium for officiating at funerals. The suggested amount is \$500. Checks should be made payable to the Priest.

Musician's fee: There is a \$300 fee for performing at funerals. Checks should be made payable to the musician.

6. Use of the Church

There is no charge for use of the Church, including the Parish Hall, by parishioners. If the deceased was not a member of St. Andrew's or a relative of a member, there is a fee of \$250. There is an additional nonmember fee of \$100 for use of the Parish Hall for a reception. These fees may be waived at the discretion of the Priest. Checks should be made payable to St. Andrew's by-the-Sea.

(Membership is defined as being a communicant at least 6 times a year and known to the Treasurer.)

Other Conditions

Families using the Church for funerals and/or receptions are responsible for any damage occurring during such use and for cleanup of the Parish Hall after any reception. They are also responsible for removing any refreshments or food served at a reception in the Parish Hall, as well as any trash generated by the event. Special permission and insurance must be procured if alcohol will be served.