



ST. MICHAEL AND ALL ANGELS' PARISH FUNERAL AND INTERMENT POLICY AND REGULATIONS

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Approved by Council June 13th, 2023

Parish Cemetery Regulations

The Parish Cemetery has been in existence since 1912. As such it is considered a historical cemetery. It was originally developed for full body burials. As burials continued, space became limited and there are no more available full body burial plots. However, the interment of ashes continues in the cemetery in grave sites and the scattering of ashes in the Memorial Garden.

As space for interment is limited, the priority of cremation plots sales is to Parish Members. Scattering of ashes and remembrance in the Memorial Garden is open to all.

Any questions concerning the use of the cemetery should be directed to Parish Wardens. The Rector and Wardens have the responsibility for the cemetery.

Definition of Terms:

- Parish Member: Current registered parishioners of St. Michael and All Angels' Parish.
- Parish Representative: Representatives of the parish assigned by the parish wardens to coordinate and support funeral memorial reception arrangements. One parish representative will be assigned to a funeral as the single point of contact for the family and arrangements.
- Cemetery Committee: Wardens and Incumbent together with not more than four additional Parish Members who are responsible for overall management of the cemetery and ensuring the appropriateness of any monuments, gravestones, plaques, or any other additions to the cemetery.
- Cemetery Register: The record of occupied and vacant burial plots.
- Grave Marker: The marker used for the identification of the remains interred in the grave or cremation.
- Memorial Wall: The wall defining the scattering of ashes in the Memorial Garden and location for mounting memorial plaques.

Canon 6.5

The following is the relevant section from the Canon:

"The Cemetery Committee shall have the right to regulate the placement of monuments, memorials, gravestones and displays. In the absence of such regulation, no monument, gravestones or erection of any kind, shall be placed in any cemetery without the consent, in writing of the incumbent, nor shall any inscription on any work, monument, gravestones or railing be made without the consent, in writing, of the incumbent, subject to an appeal to the bishop. The incumbent and the churchwardens may remove, at their discretion, any memorial decoration."

Cremation Plots

Cremation plots are 18 inches by 24 inches in size and are intended for two interments. The Cemetery Committee is responsible for delineating all burial plots to ensure compliance with the cemetery plan. These plots are available for sale for immediate or future use Parish Members and to those with reasonable connections to the Parish, at the discretion of the Rector.

Purchase of Plots

At the time of purchase, the plot will be registered in the Cemetery Register and the purchaser will be given a receipt which will have the plot number recorded on it, along with a copy of these regulations.

An application to Purchase a Cremation Plot is attached as Appendix A.

The cost of a cremation plot is outlined in Cemetery and Funeral Fees in Appendix B.

Return of Plots

Plots not required by the owner may be returned to the Cemetery Committee for refund at the original purchase price.

Opening and Closing Cremation Plots

The cost of opening and closing of cremation plots is set within the contract that the parish has with Mortimer's Monumental Works and is in addition to the amount paid for the plot. Current charges should be obtained from Mortimer's Monumental Works. Opening and closing a plot includes digging the grave, placing of liner and re-covering the plot.

Markers on Cremation Plots

Markers on cremation plots must be confined within the size of the plot and must be horizontal or inclined to a maximum of 4 inches above an in-ground concrete slab which is flush with the ground level. A popular size of a marker is usually 14 x 20 and four inches high.

Receptacles to hold plants or cut flowers may be included in the construction of the concrete slab provided they do not protrude more than four inches above the ground surface.

The cost of slabs, markers and receptacles will be borne by the estate or relatives of the deceased.

Cremation Committals

Each interment or scattering must have a Christian Graveside service performed by the Rector of St. Michael and All Angels' Parish, or by a person authorized by the Rector. Each interment or scattering must be recorded in the Cemetery register.

The fee for burial of ashes is outlined in Appendix B. This payment covers the cost of maintaining the Cemetery, Memorial Garden and the Cemetery Records.

Memorial Garden

St. Michael's has a Memorial Garden for the scattering of ashes. This is in the southeast section of the existing cemetery identified by the Memorial Wall.

Containers may not be buried in the Memorial Garden.

Ashes must be placed at a depth of at least six inches beneath the surface of the ground. This is usually accomplished by digging a trench (or a cross) to accommodate the ashes using a trowel or a small shovel.

Markers on the Memorial Wall

A bronze plaque, of a standard size of 2 and 5/8 inches by 8 inches, suitably inscribed with the name, year of birth and death of the deceased may be affixed to the granite slab already erected in the Garden for that purpose. Plaques will be uniform in shape and size. Suitable plaques may be obtained from Mortimer's Monumental Works. The cost of preparing and affixing the plaques will be borne by the estate or relatives of the deceased. Plaques should be ordered and paid for directly with Mortimer's Monumental Works.

Permission of the Rector must be obtained before burying ashes in the Memorial Garden.

Interment of Ashes in Existing Full Body Burial Plots

The ashes of a close relative may be included in a full burial plot with the permission of the rector and the family concerned.

Interment

Mortimer's Monumental Works is used exclusively by St. Michael and All Angels' Church to provide suitable markers to maintain the solemnity of the graveyard.

The task of opening and closing cremation plots must be contracted through Mortimer's Monumental Works except by permission of the Rector.

The plot owner has the responsibility of contacting Mortimer's Monumental Works (250-383-6421) to request and schedule the opening and closing of a cremation plot. The plot owner must provide Mortimer's Monumental Works with the plot number. A member of the Cemetery Committee will place a marker at the location of the burial plot.

Mortimer's Monumental Works also provides the following products and services:

- Create headstones to order and install them on cremation plots.
- Make and mount memorial plaques on the marble slab in the Memorial Garden.

The cost of any products or services from Mortimer's Monumental Works shall be borne by the estate of the deceased. Please contact Mortimer's Monumental Works directly for costs of services and memorial stones and plaques.

Flowers or Mementos at Gravesites or the Memorial Wall.

As St Michael and All Angels strives for a green footprint in the Church graveyard, plastic ornamentation is discouraged. Flowers and plants may be placed upon graves or in ceramic or metal pots adjacent to the grave or at the Memorial Wall.

Placing and procurement of flowers are the responsibility of friends and relatives of the deceased.

Flowers will be removed by cemetery staff as necessary to maintain the aesthetics of the cemetery.

Mementos such as memory stones or Remembrance poppies may be placed at graves or the Memorial Wall.

Mementos will be cleared as they deteriorate as necessary to maintain the aesthetics of the cemetery.

Funeral Arrangements

Flowers and Photos

Flowers for the funeral may be arranged with the assistance of the Altar Guild or provided by the family. The cost of flowers arranged through the Altar Guild will be billed to the family. The family may also wish to provide photographs and displays in the church for the funeral. Displays in the church must be approved by the Rector.

Audio-visual Support

Audio-visual equipment in the church for the funeral will be set up by the Parish Representative. Filming of the funeral may be arranged with the support of the parish representative if staff are available on the date of the funeral. Refer to pricing in Appendix B

Funeral Assistance

Assistants help with arranging personal displays before and after the event. Assistants also serve as greeters to escort guests to seats and ensure that the funeral runs smoothly for the family and guests.

The Parish Representative may be able to arrange some assistants; however, funerals may also require support from the family.

Tidying the church after the funeral is the responsibility of the Parish as part of the funeral expense.

Funeral Music

An organist for a funeral will be arranged by the Rector if requested. The choir may be available if coordinated with the Rector. Music arrangements are the responsibility of the family in consultation with the organist.

Memorial Receptions

Introduction

A memorial reception may be hosted in the Parish Hall. Arrangements and any specific requests should be submitted to the church office and rates will be set based on requirements. Estimates of the number of attendees at the memorial reception should be provided when arrangements are made. A Parish Representative will contact the family to discuss detailed requirements.

St. Michael & All Angels supports two models for memorial Receptions:

Parish Hosted Receptions

A memorial reception may be hosted by the Parish only if the scope, schedule, and requirements of the reception align with available parish resources.

The parish may be able to provide memorial teas including tea/coffee, juice, home-baked desserts, and small aperitifs. These teas may be supplemented with platters from local suppliers (e.g., Country Grocer). All food related costs will be the responsibility of the family.

If a parish hosted reception is desired, the family should meet with the Parish Representative to discuss their wishes, determine if it is possible to have a parish hosted reception, and to ensure that there is a clear understanding of expectations and cost estimates.

Catered Receptions

A memorial reception may be hosted by the family and catered by a service selected by the family. If a parish hosted reception is not possible, the Parish Representative can provide references to caterers who have existing relationships with the parish and are familiar with the facilities.

All caterers must have food safe certification and appropriate insurance.

Caterers may use the equipment and supplies in the kitchen including the dishwasher, microwave, stove, plates, cutlery, coffee urns etc. The Parish Representative will meet with caterers in advance of the reception to ensure that they are familiar with the equipment use. The cost of any breakages will be the responsibility of the family. Caterers are expected to clean and return any equipment used to how it was found.

Alcohol

Alcohol is permitted at the discretion of the Rector. A Liquor License must be obtained by the party providing the alcohol.

Presentations and Hall Configuration

The family is encouraged to set up memorial presentations as part of the memorial reception. The Parish Representative will make the hall available the day before the reception and will assist the family in setting up any presentations including display tables.

The Parish Representative will also discuss the desired layout of tables and chairs to suit the family's preferences. The Parish Representative must approve any displays, table arrangements and presentations to ensure that safety requirements are met. Assistance from the family in arranging hall furniture is gratefully accepted.

Audio-visual equipment is available in the Parish Hall and will be set up by the Parish Representative if requested.

Reception Cleanup

Tidying the hall after the reception is the responsibility of the Parish as part of the funeral expense.

If caterers are used, cleaning and putting away equipment used in the Kitchen is the responsibility of the caterers. Removal of any recycling or waste is also the responsibility of the of the caterer.

APPENDIX A: Application to Purchase a Cremation Plot or Internment in Memorial Garden

Full name(s): _____

Date(s) of Birth: _____

Address: _____

Telephone: _____ Email: _____

The Parish of St. Michael & All Angels'
4733 West Saanich Road
Victoria, B.C. V8Z 3G9
Phone: 250-479-0540
E-Mail: admin@stmikevictoria.ca

Received this _____ day of _____ the sum of \$ _____

From: _____

Address: _____

☐ For Interment of Ashes in Memorial Garden in the cemetery of St. Michael and All Angels' Anglican Church, 4733 West Saanich Road (Royal Oak), in the custody of the Incumbent and Church Wardens of St. Michael's Church.

☐ For purchase of cremation plot in the cemetery of St. Michael and All Angels' Anglican Church, 4733 West Saanich Road (Royal Oak), in the custody of the Incumbent and Church Wardens of St. Michael's Church.

Plot # _____

Incumbent: _____ Church Warden: _____

APPENDIX B: Cemetery and Funeral Fees

Cemetery and Internment Costs

The fees to reserve cremation plots and internment at the Memorial Garden are used to care for the cemetery in perpetuity.

- Purchase of cremation plot for Parish members: \$1,000.00
- Memorial Wall scattering of ashes: \$400.00

Opening and closing of Plots and Provision of Headstones and or Marker

Any additional fees to Mortimer's Monumental Works for opening and closing plot and provision of the appropriate marker, are the responsibility of the family.

Funeral Fees

The fee schedule is listed to ease the planning of the burial or memorial service during the time of bereavement.

- The Clergy fee for an indoor funeral or memorial service and internment is \$400.00.
- The Clergy fee for a graveside service is \$200.
- The Church fee for an indoor funeral or memorial service and internment is \$500.00
- The Church fee for an outdoors memorial service and internment is \$250.00
- The fee for an organist is \$300.00
- The fee for use of the Parish Hall for a reception is \$600.00. (2-day hold)
- The fee for video-recording the funeral service starting at \$600.00.

Arrangement and costs for catering services are coordinated with the Parish Representative.

Payment

Please make cheques payable to St. Michael and All Angels' Church or e-transfer to treasurer@stmikevictoria.ca.

An invoice for fees and additional services will be submitted to the family within 2-weeks of the funeral. An estimate may be provided in advance reflecting agreed upon services and reception arrangements if desired.

The invoice only reflects the costs incurred by the parish to support the provision of the services requested. Additional donations towards the support of our church are gratefully accepted and a tax-receipt can be issued for any additional donations.

APPENDIX C: Funeral Arrangements Information Sheet

Deceased Full Name: _____

Date of Birth: _____ Date of Death: _____

Last Place of residence: _____

Place of Death: _____

Primary Contact / Next of Kin Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Name of primary contact at Mortimers: _____ Date Mortimer contacted: _____

Burial Plot # _____

Date of funeral/
Memorial/interment _____ Type of service
Requested _____

Organist Request Y/N _____ Funeral Video Request Y/N _____

Parish Reception Requested Y/N _____ Catered Reception Requested Y/N _____

Other Comments: _____
