



## Funerals Bridgewater Uniting Church - Procedure

### Before Funeral

The funeral director will generally contact the minister direct, however if there is a family that wants a funeral then the day and time will need to be decided.

Check availability of the Church and The Oak if this venue is needed as well. This is available on the BUC website <http://bridgewateruc.org.au/bookings-the-oak/>

Check if Minister is available. Rev Christa Megaw, Rev John Watt,.

Call the Funeral Director back to confirm.

Do they need a pianist? Cathy P, Zonya G, Nicole H, Steve W.

If required, organise and contact morning/afternoon tea providers. Bev W, Diana M, Sharon S, Elizabeth M, Heather E, Cathy P and many others who are willing to contribute. Establish a team of helpers for the day to help serve and clean up afterwards. Tea, coffee, milk, sugar, and juice to be bought.

Flowers may need to be organised if required. Bev W, Diana M, Heather E

Power point presentation support: John M, David L or the Funeral Director may have someone they use. This will need to be checked and rehearsed the day before to ensure compatibility with our system.

**The day before:** Make sure the Church, foyer, Oak, and toilets are clean. Elizabeth M to check with the cleaner.

Tidy garden and sweep up any leaves or dust near the front door of Church and Oak.

Arrange and straighten chairs, making sure there is easy access to extra chairs if needed.

**The Day of the Funeral:** Block off carpark. Open church 1 hour beforehand and switch on lights, microphones, computer, data projector, air-conditioning.

### After Funeral

Arrange payment for Minister if not organised by Funeral Director.

Follow up family with pastoral visits and practical support if needed.