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| St Andrew | FUNERAL NOTES |
| **S T A P L E F O R D** |

Thank you for choosing St Andrew’s for your loved one’s funeral. It is a lovely and peaceful place and we hope and pray that you will find the service helpful.

These notes are intended to answer some of the common questions that people may have about a funeral they are organising at St Andrew’s. A really helpful website about Church of England funerals is here: <https://churchofenglandfunerals.org>. Don’t hesitate to ask us if anything is unclear. Your first port of call is likely to be Clare Kerr, our funerals administrator. Or our vicar, Simon Taylor, or the minister conducting the funeral if that is someone else, will be happy to help. All their contact details and some other useful contacts are below.

**Can the deceased have their funeral at St Andrew’s?**

It is not necessary for the deceased to have been a regular churchgoer to have their funeral at St Andrew’s.

We will hold the funeral of anyone who was living in the parish[[1]](#footnote-1) when they died, or lived in the parish until they had to go to residential care or hospital before they died, or if they were on the electoral roll of St Andrew’s when they died. We will also try to hold the funeral of anyone who had some significant connection with the church or parish. If we do not have a minister able to conduct the funeral when you want to hold it we will often be able to make the church available for the service anyway, and your funeral director will liaise with us to help find a minister able to conduct the service.

**What sort of service will it be?**

It will be a Christian service led by a Christian minister, with a bible reading and Christian prayers and hymns. There will be opportunities to personalize the service and to include tributes to the deceased, and other poems, readings or music meaningful to the deceased and the family, but any additions must be consistent with the Christian nature of the service. The minister conducting the service will be glad to discuss all this with you, and we are very flexible about what can be included and do not usually have any problem with making the service just what the family wants.

However, it is important to realize that we cannot conduct any non-Christian service, so if the deceased was not a Christian and would not have wanted a Christian service you need to consider options other than St Andrew’s.

We are not able to include any Masonic prayers, regalia, insignia or rituals in the service.

**Can we choose the minister who will conduct the funeral?**

In broad terms, yes, provided the person is a Christian minister. Please do ask if you want a particular person to conduct the funeral, and we will be very happy to consider your request and are usually able to agree it. We do reserve the right to refuse anyone we consider unsuitable.

**Preparing for the funeral service**

This will be done at meetings with the minister who is going to conduct the service. He or she will need to meet with you once or twice. Among other things you will be able to discuss how the service works, what readings and music you would like and so on. The minister will also help you finalize the order of service.

**Fees**

There are fees to pay for a church funeral service, and additional fees for things like the choir, organist and verger. Our funerals administrator will talk you or your funeral director through all that and provide a clear invoice and information as to how and when to pay. We expect funeral directors to pay online by BACS. We will only accept a cheque by prior arrangement and in exceptional circumstances. We do not accept cash.

**Donations**

We will not ask for any donation in addition to the fees, but very often families want to make a collection for charity at the service or ask mourners to make a donation to a charity. You might have a favourite charity in mind, but if you do not, then please do consider donating to one or both of the two main charities which St Andrew’s supports. One is the Stapleford-Nachingwea Link, supporting development (in health, education, agriculture and the church) in a remote part of Tanzania. The other is the St Andrew’s Church Society Partnership, which supports the work of the Children’s Society in helping disadvantaged children and young people across the UK. They both have pages under the ‘Community’ tab on our website.

**Organist and choir**

We are happy to try and arrange either of these, but it is obviously helpful to discuss what you want as soon as possible. Talk to our funerals administrator, and she will make the arrangements for you.

**Flowers**

There will be some flowers in the church, except during Advent and Lent. You are welcome to arrange more.

**Verger**

Our verger will be present on the day to prepare the church and to help with any last minute queries.

**After the funeral**

We are happy to keep in touch after the funeral if that would be helpful to you.

**Contacts**

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| Funerals Administrator: *Clare Kerr*  H: 01223 842 984  M: 07745 976 611  E: [clarerkerr@aol.com](mailto:clarerkerr@aol.com)  Vicar: *Reverend Dr Simon Taylor*  The Vicarage  43 Mingle Lane  Stapleford  Cambridgeshire  CB22 5SY  H: 01223 840 256  M: 07970 716 163  E: [st@cloisters.com](mailto:st@cloisters.com)  Organist & choirmaster: *John Clenaghan*  H: 01799 520 269  M: 07969 884 326  E: [john.clenaghan@sky.com](mailto:john.clenaghan@sky.com) |  |

1. A map here shows the parish boundary: <http://www.achurchnearyou.com/stapleford-st-andrew/> . Click on the tab ‘Find Us’ and select ‘Parish boundary view’. [↑](#footnote-ref-1)