

Required by:	Date: January 31, 2022
	Financial Expense Line:

St. Michael's Church Family Funeral Information

The Family

- Contacts the priest to arrange date & time of service.
- Consults the priest for readings and readers
- If the service is live streamed, a picture with date of birth and death to be provided to Ron Burek at least 24 hours before the funeral.
- If there is a video tribute, the completed tribute is to be forwarded to Ron Burek at least 48 hours prior to the funeral.
- Determines and make arrangements for:
 - Music – St. M choir or other
 - Hall rental if needed
 - Arranges luncheon – to contact CWL rep or other

The Priest

- The priest will confirm with the family, the date and time for the funeral after consulting the parish activity calendar.
- Contacts funeral coordinator as soon as possible with service information

The Parish Funeral Coordinator will:

- The Coordinator is Sonia Sanclemente
- Contact family and provide information and assistance as required for:
 - Contact information
 - Live streaming information and obtaining persons to do live stream
 - Contact sacristan
 - Hall rentals
 - Contacts for CWL Funeral Lunch

Contact numbers/email:

- Fr. Sylvanus – 204-444-2248 or sylvaomali@yahoo.com
- Funeral Coordinator
 - Sonia Sanclemente – 204-444-2360 or funerals@stmichaelsrc.com
- Cemetery – Dave Verrier – 204-444-5446 or cemetery@stmichaelsrc.com
- Music Ministry
 - Ken Sitarz – kssitarz@mymts.net or 204-444-2576
 - Wayne Wazney – 204-757-2080
- Live Stream – Pictures/Video Tributes
 - Ron Burek – 204-444-6065 or ronburek@gmail.com

- Hall Rental
 - Mike Dobell – 204-444-4014 or hallbookings@stmichaelsrc.com
- CWL Luncheon
 - Carmen Dudek – 204-268-1173 or lcdudek@live.com
 - Fern Kotello – 204-444-3719 or fandfkotello@gmail.com

Fees:

- Priest - \$100 (payable to Fr. Sylvanus)
- Church - \$200 (payable to St. Michael's RC Church)
- Live Streaming (an honorarium if desired)
 - Live Streamer/Sound Board - please refer to person doing the live stream/sound board
 - Respondent - please refer to person doing the responses
 - Flash drive – minimum \$25
- Hall – please refer to hall rental contact (payable to St. Michael's RC Church)
- CWL Luncheon - please refer to CWL contact (payable to St. Michael's CWL)
- Cemetery Charges – please refer to cemetery contact (payable to St. Michael's RC Church)
- Music Ministry – please refer to choir director or individual providing music
- Altar Server, communion minister (an honorarium if desired)
- Funeral Coordinator (an honorarium if desired)