



Policy Name:  <p style="text-align: center;"><b>REMEMBRANCE SERVICE (BI-MONTHLY)</b></p>	Policy Number:  <p style="text-align: center;"><b>0703</b></p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date:  <p style="text-align: center;"><b>July 20, 1995</b></p>
Reason for Revision: <span style="float: right; color: gray;">Click on item below and select item from list.</span>  <p style="text-align: center;"><b>CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</b></p> <p style="text-align: center;">Reviewed. No changes made.</p>	Date Revised:  <p style="text-align: center;"><b>August 5, 2022</b></p>  Next Date for Review:  <p style="text-align: center;"><b>August 5, 2025</b></p>
Section: <p style="text-align: center;">Section 07 - Pastoral Care - Administration</p>	Page No:  <p style="text-align: center;"><b>Page 1 of 1</b></p>

## Policy

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Generally, a bi-monthly Remembrance Service will be held in the chapel to remember residents who have died. These will be planned, coordinated and led by the Spiritual Care Coordinator for the benefit of family members and staff.

## Procedure

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1. The Remembrance Service will be held on a bi-monthly basis, on the last Thursday of the month.
2. Family members will be invited to the service not earlier than 3 months following the death of their loved one.
  - A list of names of the bereaved families since the last Remembrance Service will be compiled by Reception (the cut off time being three months prior to the service).
  - Invitations will be sent out three weeks prior to the service.
  - Invitees will be asked to RSVP to the Spiritual Care Coordinator four days before the service.
3. The Spiritual Care Coordinator will notify Agapé Hospice Leadership of the Remembrance Service.
4. An order of service, including an insert with the names of the residents to be remembered, will be printed and available for the service. This will be done in consultation with the Spiritual Care Coordinator. A family's desire for confidentiality will be respected, if requested.
5. The coordination for chapel set up and cleanup is the responsibility of the Spiritual Care Coordinator.