



Policy Name: <p style="text-align: center;">PRIVATE MEMORIAL SERVICES AT AGAPÉ</p>	Policy Number: <p style="text-align: center;">0704</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">July 20, 1995</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">Reviewed. No changes made.</p>	Date Revised: <p style="text-align: center;">August 5, 2022</p> Next Date for Review: <p style="text-align: center;">August 5, 2025</p>
Section: <p style="text-align: center;">Section 07 - Pastoral Care - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

The chapel may be available for private memorial services in special circumstances, at the discretion of the Spiritual Care Coordinator. Within its resources, Agapé Hospice will provide some post memorial service refreshments.

CROSS REFERENCES

Policy 0702 - Memorial, Funeral Service Reimbursement

Procedure

1. A memorial service must be held within the following parameters:
 - a casket is not present;
 - the group must be small (under 50 people can be accommodated in the chapel);
 - memorial services will be conducted for families without church connections/support;
 - Agapé Chaplain availability;
 - Agapé Chaplain will preside over the service.
2. There will be no charge for services held in the chapel; however, a cheque from the family to Agapé Hospice, to cover costs, will be accepted (see Policy 0702).
3. Families wishing to host a reception following a private memorial service at Agapé Hospice may reserve this service through the officiating Chaplain, who will work with the Food Services Coordinator. A minimum of 72 hours' notice is required by the Food Services department. Agapé will provide tea and coffee service for a small group. Families will be responsible for the catering of any extra food. In keeping with the beliefs and values of The Salvation Army, no alcoholic beverages will be allowed.
4. Volunteers will be arranged by the Chaplain through the Volunteer Resources Manager, to assist with the reception.
5. There will be no charge for the reception, but donations will be accepted.



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6. Dietary employees will be responsible for preparing the tea and coffee service; volunteers will assist with dining room set up and clean up following the memorial service reception.
7. The Chaplain will ensure that the chapel and dining room will be returned to their normal state, with the assistance of maintenance and the volunteers.