

Required by:	Date: January 31, 2022 March 23, 2023
	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:
 - o Music – St. Michael's choir or other
 - o Hall rental if needed
 - o 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 Dorene Rosmus
- Contact family and provide information and assistance as required for:
 - o Contact information
 - o Live streaming information and obtaining persons to do live stream
 - o Contact sacristan
 - o Hall rentals
 - o Contacts for CWL Funeral Lunch

Contact numbers/email:

- Fr. Sylvanus – 204-444-2248 or sylvaomali@yahoo.com
- Funeral Coordinator
 - o Dorene Rosmus – 204-444-3193 or 204-391-4449 or funerals@stmichaelsrc.com
- Cemetery – Dave Verrier – 204-444-5446 or cemetery@stmichaelsrc.com
- Music Ministry
 - o Ken Sitarz – kssitarz@mymts.net or 204-444-2576
 - o Wayne Wazney – 204-757-2080
- Live Stream – Pictures/Video Tributes
 - o Ron Burek – 204-444-6065 or 431-815-9060 or ronburek@gmail.com
- Hall Rental
 - o Mike Dobell – 204-444-4014 or hallbookings@stmichaelsrc.com
- CWL Luncheon
 - o Carmen Dudek – 204-268-1173 or lcdudek@live.com
 - o 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)
 - o Live Streamer/Sound Board - please refer to person doing the live stream/sound board
 - o Respondent - please refer to person doing the responses
 - o 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)