

The Parish of St. James, Badsey with Aldington

Funeral Collections Policy

This policy sets out guidelines for ministers and sidespeople for the proper collection and recording of donations during a church funeral. **The key principle is that a proper record must be kept of all money collected and transferred between the church and Funeral Directors/charities.**

1. The collection of donations:

- Under normal circumstances, the Funeral Director will bring a special box or plate for collections that are being donated to the designated charity. This box is to be placed in the church porch.
- Any money collected on the plate **inside** the church is for the up-keep of the church. A notice to this effect should be placed on or near the donations plate.
- The minister should announce at an appropriate time in the service that all donations left on the plate inside the church will be kept by the church, and that donations to the charity should be placed in the box in the porch or sent directly to the Funeral Director.
- If possible, these instructions should be repeated discreetly on the Order of Service.

2. The recording of donated money:

- Money placed in the box in the porch is the sole responsibility of the Funeral Director.
- Money placed on the plate inside the church is to be counted immediately following the service and placed in the church safe ready for banking.
- Ideally there should be two people counting the church money. The amount should be noted on a piece of paper (docket) which should be placed with the cash in a cash bag in the safe. **The amount should also be noted in the Register of Services for the funeral.**
- Under no circumstances is the Funeral Director, Next of Kin or any visiting minister to remove any money placed on the plate inside the church. All cash donated in church must

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