



*MEMORIAL SERVICES*  
*Birks Heritage Chapel*  
*McGill University*



*The William and Henry Birks Building*  
*3520 University Street*  
*Montreal, Quebec H3A 2A7*  
*Telephone: (514) 398-4121*  
*Fax: (514) 398-6665*  
*Chapel Coordinator office hours: Wednesday, 9:00-5:00*



Birks Heritage Chapel – 2<sup>nd</sup> floor, William and Henry Birks Building, McGill University



The **Birks Heritage Chapel** is located in the William and Henry Birks Building, 3520 University Street, 2<sup>nd</sup> floor. The Birks Heritage Chapel is available for rental for religious services, weddings, baptisms/naming ceremonies and memorial services to members of the University community. It should be noted that the Chapel is dedicated for Christian worship, **but** it may also be used by people of other faiths within the McGill community.

You may visit the Chapel Monday through Friday, between 9:00 a.m. and 5:00 p.m.; details of the service should be discussed with the officiating minister. **Please note that the Birks building is closed on Fridays during the months of June, July and August.**

The contact for the Chapel is [chapel.rel@mcgill.ca](mailto:chapel.rel@mcgill.ca).

## MEMORIAL SERVICE IN THE CHAPEL

The Birks Heritage Chapel is **available for rental to members of the McGill University community only**; that is, faculty, students, alumni, staff members, and members of the McGill teaching hospitals. Where the deceased is a member of a local church, its minister/priest should be consulted; he/she may be prepared to conduct the service in the Chapel. For persons who do not have a community of worship in Montreal, the McGill University Chaplains may be asked to perform the memorial service. A suggested list of Christian and Non-Christian ministers can be found on page 14.

### 1. ARRANGEMENTS

Bookings should be made with the Chapel Coordinator at [chapel.rel@mcgill.ca](mailto:chapel.rel@mcgill.ca). Office hours are on Wednesday, 9:00 a.m.–5:00 p.m.

### 2. MEMORIAL SERVICE FEE(S) (updated)

If the service is held during working hours, such as during the lunch hour, the *current* cost is \$65.23 + taxes = \$75.00 for the chapel assistant (approximately 2 hrs.). Donation to the chapel is also a possibility, but is not a necessity.

If the service is held on weekends or after hours, the *current* cost is \$365.23 + taxes = \$419.93 (to a maximum of 3 hours), which includes the custodian and chapel assistant fees.

Other Fees are detailed in **Appendix A**.

Please make *cheques payable to*: ‘**McGILL UNIVERSITY – Religious Studies**’

### 3. CHAPEL RENTAL

Memorial services can be observed in the *Chapel only* when the building is not in use for academic purposes. During the academic session (September to April inclusive (Fall and Winter classes); and May to July inclusive (Summer classes) this normally restricts the *use of the Chapel to Saturdays and Sundays after 3 p.m.*, although **throughout the week during lunch hour is also a possibility**.

#### 4. AMENITIES

Flowers may be placed on the table, altar, or wooden flower stands that are available, but *Chapel furnishings* **may not be moved or removed.**

We usually prepare a small flyer on the day of the memorial, commemorating the date, location, and time of the event.

**It is forbidden to nail, tack or tape anything to the wood or the floors. Sticky tack (easy to apply and remove) may be used. If anything in the Chapel or the building is damaged you will be charged a 'Damage Fee' of \$200.**

#### 5. ROMAN CATHOLIC SERVICES

Memorial services should take place through the deceased's parish, although the Archdiocese of Montreal permits Roman Catholic memorials in the Birks Heritage Chapel for regular worshipping members of the MCGILL NEWMAN CENTRE, the Roman Catholic Chaplaincy for McGill University. **Roman Catholics wishing to use the Chapel must contact their parish priest and the Newman Centre chaplain. There is a fee payable to the centre for the preparation of Catholic services.** For further information, contact the Administrative Coordinator (Ms. Linda Diez), Newman Centre, 3484 Peel Street, telephone (514) 398-4106 / (514) 398-4107 or email [newmancentre@mail.mcgill.ca](mailto:newmancentre@mail.mcgill.ca).

#### 6. MINISTER, NOTARY or DESIGNATED PERSON

For your information, the Birks Heritage Chapel is not attached to any denomination. *Enclosed is a suggested list of ministers, etc. (see page 14).*

#### 7. MUSIC

##### Organ

Should you decide to have organ music at the memorial service, the Birks Heritage Chapel Organist, Mr. Scott Bradford (B.Mus. (Toronto), M.Mus. (McGill)), **must be contacted first**, (he has the 'right to first refusal'). Mr. Bradford can be reached at his new phone #: (514) 951-2947 or via e-mail [scott.bradford1@sympatico.ca](mailto:scott.bradford1@sympatico.ca). His fee is **\$150.00**, which is payable to him directly.

##### Piano

A piano which is tuned on a regular basis is also available for use without an additional fee. If you wish to have the piano tuned specifically for the memorial service this can be arranged for an additional fee of \$150.00 (including taxes).

(For readers and speakers, there is a wireless microphones provided as well as a fixed microphone which is usually affixed to the lower lectern.)

**Alternate musicians** (as a suggestion) can be hired through McGill's Faculty of Music, Gig Office (514) 398-8157.

## 8. CHAPEL and BUILDING OPENING HOURS

You may view the Chapel Monday through Friday, between 9:00 a.m. and 5:00 p.m.

## 9. DETAILS OF SERVICE

Details of the memorial service should be discussed with the officiating minister or notary, etc.

### Suggestions:

It could be possible to bring in an urn and it could be placed on the altar table or a small wooden table in front of the altar table, perhaps with another smaller candlestick holder and candle (which we also have on hand) and/or a vase of flowers (which you would need to provide, if interested).

If you were thinking of putting together a collage of pictures, you may borrow the two (2) bulletin boards that are situated in the foyer of our building (after the service, these boards would need to be brought back downstairs to their original place).

A guest book could be brought and placed at the back of the chapel (on the moveable lectern) for everyone to sign, if interested.

A framed picture could be brought and placed on the altar table or on a small wooden table that we have (that could be placed in front of the altar).

## 10. SERVICE TIMES (UPDATED)

The Building and Chapel will be open approximately **a half hour (½ hr.) before** the start of the ceremony *and* approximately **one hour and a half (1 ½ hrs) after the start of** the ceremony (for example, if you wished to have a 2 p.m. service, then the use of the chapel would be between 1:30 p.m. – 3:30 p.m.)

## 11. FAMILY ROOM

The Senior Common Room (Room 100) is set aside for the Family to use before/after the memorial services. The room is open at the same time that the building is available for the memorial. If desired, a *small reception* may be held. For your information, the Senior Common room holds about 40–45 people. For more than 45 people, the foyer may also be used, if possible. *It would be necessary to make these arrangements with the Chapel Coordinator ([chapel.relg@mcgill.ca](mailto:chapel.relg@mcgill.ca)).*

**Please note that alcoholic beverages are not allowed in the building, but you may bring non-alcoholic beverages (juice/water) and light snacks.**

## 12. PARKING

**We are unable to provide parking.** Please contact the McGill University Parking Services at (514) 398–4559 for information about fees and arrangements for parking on campus, if necessary.

### **13. CAPACITY OF THE CHAPEL**

The Chapel holds approximately **150–175 people** comfortably for a memorial service. There are eleven (11) pews on both sides of the Chapel, 2<sup>nd</sup> floor, which seat about 6 to 8 people each. There is also a balcony on the 3<sup>rd</sup> floor which seats approximately 30 people.

### **14. POSSIBLE RECEPTION LOCATIONS ON MCGILL UNIVERSITY CAMPUS:**

- Thomson House – 3650 McTavish Street, (514) 398–3756
- Faculty Club - 3450 McTavish Street (514) 398–6660
- McCord Museum - 690 Sherbrooke Street West (514) 398–7100

## APPENDIX A

### SUMMARY OF FEES – (updated)

The Birks Heritage Chapel Fees are to be paid in full to confirm your booking. Donation to the chapel (if the office or family wishes) is also a possibility, but is not necessary.

- **\*On weekends or after normal working hours (max. 3 hours):** **\$365.23 + taxes**
- **\*During normal business hours (approximately 2 hours):** **\$ 65.23 + taxes**
- **Damages to the Chapel (or building), *if necessary*:** **\$200.00 + taxes**

---

### Payment of Chapel Rental fees:

Please make cheques payable to – ‘**McGill University - Religious Studies**’.

## APPENDIX B

### ORGAN MUSIC FOR MEMORIAL CEREMONIES

*'I can play samples of recommended music on my piano over the phone. I am also open to your suggestions of other music. I work with many professional singers and trumpeters who can also enhance the memorial ceremony.'*

**Scott Bradford:** Birks Heritage Chapel Organist, B.Mus. (Toronto), M.Mus. (McGill), A.R.C.T. (Piano Performance)

New Telephone # (as of October 14<sup>th</sup>, 2015): (514) 951-2947

E-mail: [scott.bradford1@sympatico.ca](mailto:scott.bradford1@sympatico.ca)



**BIRKS HERITAGE CHAPEL**  
William & Henry Birks Building  
3520 University Street, H3A 2A7  
McGill University / School of Religious Studies

**Internal Memorial service form.**

*(Please print in block letters)*

**DATE and TIME of SERVICE:**

\_\_\_\_\_

**FULL NAME of Deceased:**

\_\_\_\_\_

**FAMILY (Parents, etc.) of the Deceased:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

E-mail: \_\_\_\_\_

---

---

**McGILL UNIVERSITY CONNECTION:**

(Please include a copy of McGill student ID card, diploma, or employee card, *if possible*.)

\_\_\_\_\_

**OFFICIATING MINISTER (if applicable):**

Name: \_\_\_\_\_

Telephone (during the day): \_\_\_\_\_ E-mail: \_\_\_\_\_

**BIRKS HERITAGE CHAPEL ORGANIST:** Yes  No   
(It would be necessary to contact him.)

**USE OF PIANO:** Yes  No

Request for tuning (additional charge of \$150.00) Yes  No

**OTHER MUSICIANS** Yes  No   
(If yes, please indicate if small chairs and music stands are needed and how many)

**FEES** (see Appendix A: to be paid at time of application) **Amount:** \_\_\_\_\_ **Paid** \_\_\_\_\_

**\*\*THE FOLLOWING IS AVAILABLE FOR USE: (*no additional cost*)**

The chapel assistant would be able to help out with any or all of the requests before and after the service, if necessary.

a) Microphone for readers in the Chapel, if needed:  
Yes  No

b) Wireless microphone for officiant in the Chapel, if needed:  
Yes  No

c) Wheelchair access and elevator are available (South side of the building near the driveway), if needed (for example, strollers, etc.):  
Yes  No

**\*\*THE FOLLOWING IS AVAILABLE FOR USE: (*no additional cost*) (cont'd)**

The chapel assistant would be able to help out with any or all of the requests before and after the service, if necessary.

- d) Sterling silver candlestick holders (approximately 18" high) and white candles (approximately 12" high) can be provided, if needed:



Yes  No

- e) Sterling silver cross (approximately 18" high) can be provided, if needed:



Yes  No

- f) Two wooden flower stands (approximately 2' high and 8" in diameter on top), if needed:



Yes  No

**Other Special Instructions:**

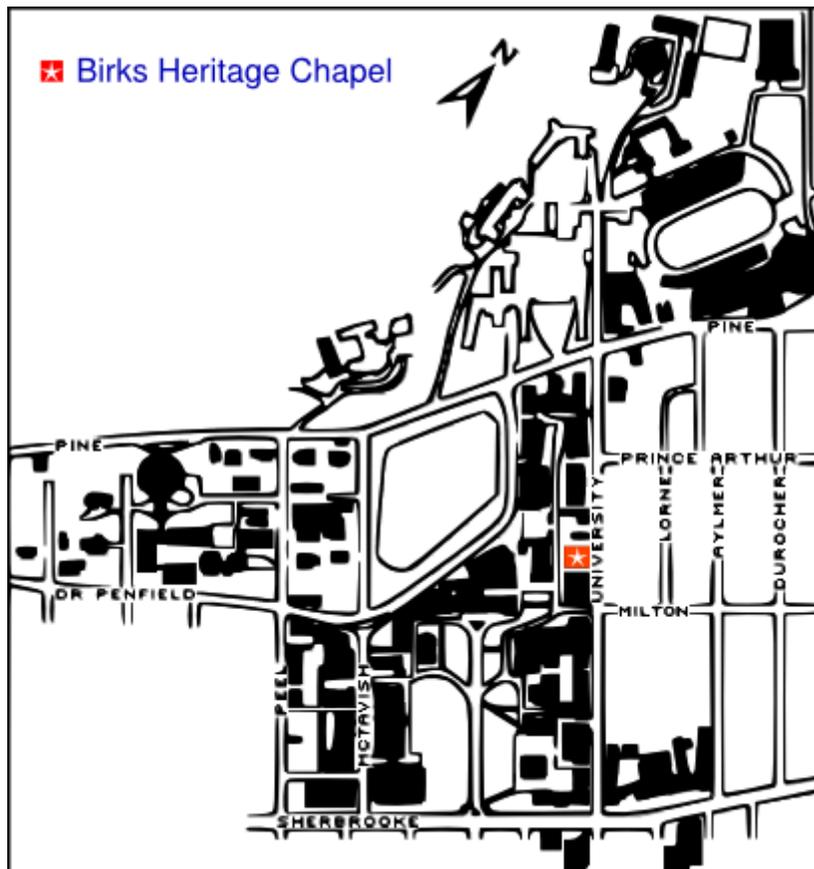
---

---

---

## **Birks Building (Campus Map)**

3520 University Street  
Montreal, Quebec H3A 2A7





*William and Henry Birks Building (McGill Archives)*

The building was constructed in 1931 of many high quality materials. Stadacona limestone covers the exterior and lends the facade, with its elegant fenestration, a feeling of mass and stability. The interior contains oak panelling, plaster mouldings, wrought iron, stained glass windows, and carved wood and stone biblical imagery such as the lamb, the true vine, the rose of the passion, the dove, and the pelican. Although there is much ornamentation throughout, it is not superfluous; it accents the function of the building which currently houses the School of Religious Studies.

Two of the most interesting areas of the Birks' Building are the library, which is oak panelled and features pilasters on the walls, and the **Chapel**, which **seats approximately 150 and spans two storeys**. Both rooms are well suited to their function. Each library window features a small stained glass emblem in its centre, yet still allows plenty of light to enter this working area. The Chapel's height and narrowness give it a Gothic air. A large stained glass window of the Ascension dominates the west end and is accompanied by a series of smaller panels around the top of the nave. Because of these windows, only diffuse light enters this somewhat dim hall creating an aura of calm and serenity quite suitable to a Chapel.

The Birks' Building is one of McGill's finest and has served the University well during its plus 80 years.

## A Suggested List of Officiating Ministers (Religious / Non-Religious): (updated)

\*Rev. Rosemary Lambie  
Bus.: (514) 634-7015, Ext. 24  
E-mail: [rlambieucc@gmail.com](mailto:rlambieucc@gmail.com)

**United Church of Canada (Christian)**

\*Rev. Arlen John Bonnar  
Bus.: (514) 288-9245

**St. James United Church (Christian)**

\*Rev. Ed Carruthers  
Bus.: (514) 695-6248

**Lakeside Heights Baptist Church (Christian)**

\*Rev. Jean-Daniel Williams  
(*McGill University Ecumenical Protestant Chaplain*)  
Bus.: (514) 398-4104  
Cell/Res.: (514) 475-1704

E-mail: [jd@mcgillprotestant.ca](mailto:jd@mcgillprotestant.ca)  
**United Church and Anglican Church of Canada (Christian)**

(*McGill University Priest*)  
Contact Newman Centre  
Bus.: (514) 398-4106 / (514) 398-4107

E-mail: [newmancentre@mail.mcgill.ca](mailto:newmancentre@mail.mcgill.ca)

**Roman Catholic Church (Christian)**

\*Rev. Michel Boulanger  
Tel. # (514) 892-0361  
E-mail: [michel.boulanger@videotron.ca](mailto:michel.boulanger@videotron.ca)  
Website:  
<http://www.mariagesabrasouverts.com/en/>

**(Spiritual and Christian)**

Lucille Marr  
Res: (514) 286-0713  
E-mail: [lucille.marr@gmail.com](mailto:lucille.marr@gmail.com)  
**Mennonite Church Eastern Canada (Christian)**

\*Rev. Heather Fraser-Fawcett  
Res.: (514) 457-2522  
Bus.: (514) 695-3031 / (514) 630-1512  
E-mail: [hfraserfawcett@bell.net](mailto:hfraserfawcett@bell.net)  
**Lakeshore Unitarian Universalist Cong. (Spiritual)**

\***Abbess:** Zengetsū Myōkyō, Osho  
Tel #: (514) 842-3648  
E-mail: [info@enpuku-ji.org](mailto:info@enpuku-ji.org)  
**Enpuku-ji (Zen Centre, Buddhism)**

\*Rev. Scott Hunter  
Res: (514) 697-0651  
E-mail: [scottvalois@live.ca](mailto:scottvalois@live.ca) or  
[scottliz2008@sympatico.ca](mailto:scottliz2008@sympatico.ca)  
**United Church of Canada (Christian)**

\*Rev. Michel Gervais, BA, PhD.  
Res: (450) 471-0321  
E-mail: [fsevmontreal@fsev.net](mailto:fsevmontreal@fsev.net)  
**FSEV (Spiritual) ([www.fsev.net](http://www.fsev.net))**

\*Mr. Frank Catalano – Notary  
Tel. #: (514) 363-4130  
E-mail: [fcatalano.notaire@outlook.com](mailto:fcatalano.notaire@outlook.com)  
**(Civil)**  
(Mention to Mr. Catalano – referred by:  
Birks Heritage Chapel)

\*Normand Gosselin (Lay Chaplain)  
Res.: (514) 823-0672  
Bus.: (514) 485-9933  
E-mail: [ngosselin@ucmtl.ca](mailto:ngosselin@ucmtl.ca)  
**Unitarian Church of Montreal (Spiritual)**

Updated OCTOBER 2017

\* *Bilingual*