

**POLICY NAME: Wedding & Funeral Costs and Payments**

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**1. Purpose**

- 1.1. This policy exists to ensure fair and equitable treatment to all wishing to marry or have a funeral at Deer Lake United Church. It also ensures that the church and its staff are fairly compensated for providing this outreach and service.

**2. Scope**

- 2.1. The policy applies to all couples wishing to marry, and all those wishing to hold a funeral at DLUC.

**3. Policy Statement**

- 3.1. The fees charged and honoraria paid for weddings and funerals are set by the Board each year in conjunction with the preparation of a new budget.
- 3.2. Fees and honoraria may be varied during the year with the approval of the Board.
- 3.3. For both weddings and funerals, the full fee is charged to non-members. This covers the cost of staffing, administration and use of the building during the service. Members are charged staffing costs only.
- 3.4. For weddings, a deposit is due at the time of booking, with payment in full due one month prior to the wedding. In case of a summer wedding, full payment is due by June 15<sup>th</sup>. The wedding will not proceed if fees are not paid in full by the due date.
- 3.5. For funerals, families are invoiced after the funeral has occurred. Late payments are acceptable due to difficulties in settling the estate.
- 3.6. A wedding reception or memorial tea may be held in the Fellowship Hall, and hall rental fees will be charged according to Schedule STW001 Fees for Facility Rentals. Normal rental conditions will apply per Policy STW003 Rentals – Short Term.
- 3.7. If a tea catered by DLUC is to be held in the Fellowship Hall following a wedding or funeral, a catering fee is charged to members and non-members alike. This fee covers the cost of baked goods, tea, coffee, cream, napkins, and is based on estimated attendance. No adjustments to the invoice are made if attendance is greater or less than that estimated.
- 3.8. Gifts are sometimes offered to staff in excess of the honoraria paid by the church. These are acceptable, but are a private matter between the family and the staff member. Cheques for gifts in excess of standard honoraria must be made payable to the staff member, and not to DLUC.

**4. Definitions**

- 4.1. **DLUC:** Deer Lake United Church

**Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.**

Authorized by: DLUC Board

*Staff position or organization responsible for authorising the policy*

Maintained by: Treasurer

*Staff position responsible for keeping the policy up to date and error free*

Approval Date: [2009/02/17]

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- 4.2. **Member:** For the purposes of weddings and funerals, “member” refers to full members on the roll of DLUC, adherents who support the church financially or with time or talent, and members of their families
- 4.3. **Staffing Costs:** refers to honoraria paid to minister, organist and hostess for a wedding or funeral

**5. Responsibility / Owner**

- 5.1. The minister or the secretary may quote the fees for weddings. The secretary or the hostess may quote the fees for funerals.
- 5.2. For both weddings and funerals, the church secretary is responsible for invoicing and follow-up.
- 5.3. For both weddings and funerals, the treasurer will track all revenues received and honoraria paid.
- 5.4. The minister, organist and hostess are each responsible for submitting their own requisitions for payment.
- 5.5. The treasurer is responsible for ensuring compliance with this policy.

**6. Legislative Context / External References**

- 6.1. none

**7. Associated Documents / Internal References**

- 7.1. Policy STW003 Rentals – Short Term
- 7.2. Policy WOR003 Funeral & Memorial Services
- 7.3. Policy WOR004 Wedding Services
- 7.4. Schedule FIN001 Fees and Payments Excluding Rentals
- 7.5. Schedule STW001 Fees for Facility Rentals

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