

# Wedding and Funeral Policy Summary

The fees charged and honoraria paid for weddings and funerals are set by the Board annually in conjunction with the preparation of a new budget.

## Weddings

The full fee is charged to non-members wishing to marry at Deer Lake. This covers the cost of staffing, administration and the use of the building during the service. Members of Deer Lake are charged staffing costs only (minister, organist, coordinator). A deposit of \$200 is due at the time of booking. The balance is due one month in advance of the wedding, or by June 15<sup>th</sup> for all weddings scheduled for July and August. If payment is not received, the wedding does not proceed. Fees are usually quoted by the minister or the secretary. The secretary is responsible for invoicing and follow-up.

## Funerals

The full fee is charged to non-members. This covers the cost of staffing, administration and the use of the building during the service. Members of Deer Lake are charged staffing costs only (minister, organist, coordinator). Fees are quoted by the coordinator or the secretary, not the minister. Families are usually invoiced after the funeral has taken place and the secretary is responsible for invoicing. The secretary is responsible for follow-up.

## Weddings and Funerals

Use of the building for a wedding reception or memorial tea is not included in the wedding or funeral fees. Normal rental fees and conditions apply for receptions. Please see policy STW003 and schedule STW001 for details.

If the family wishes to have a tea in the Fellowship Hall, catered by DLUC, the cost is \$2 per person and is charged to members and non-members alike. This includes cookies or baked goods, coffee, tea, cream, napkins etc. This fee is not charged if the tea is catered by an outside firm. DLUC is not obligated to cater a tea.

Gifts to staff are sometimes offered. These are acceptable, and arrangements are a personal matter between the staff member and the family. Cheques for personal gifts above and beyond the standard fees should be made payable to the staff member, not to Deer Lake United Church.

“Members” includes full members, adherents who support the church either financially or with time or talent, and members of their families.

## 2009 Fees and Honoraria

Wedding and Funeral Fee (non-members): \$750

Offsite Wedding and Funeral Fee (members and non-members): \$325

Cost of Tea catered by DLUC: \$2 per person

Wedding and Funeral Staffing Costs (fee for members): \$455 (includes wedding rehearsal)

- Minister \$225, Organist \$150, Coordinator \$80

Please refer to policies FIN008, STW003, WOR003 and WOR004 and schedule STW001 for further information.