

### PURPOSE

Belonging is essential in our lives and the feeling of having a place within our church family is no exception. Policies can intentionally or unintentionally exclude people of a pastoral charge, impacting this sense of belonging. Those who have the authority to create policies need to make informed decisions – understanding the appropriateness and possible outcomes of their actions. The following framework is to help Session or its equivalent develop an understanding and awareness around issues related to the creation of inclusive policies.

### RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

- Session or its equivalent is responsible and has the authority to create policies on behalf of their pastoral charges.
- After ratification, congregations or pastoral charges are responsible and accountable for all policies that have been adopted.
- These policies must conform to Canadian laws (*including the Canadian Charter of Rights and Freedom, and charitable status requirements*).
- Pastoral charges are accountable to the United Church of Canada and these policies must conform to the most recent publication of The Manual.
- Presbyteries are responsible and have the authority to review all actions taken by their pastoral charges. To assure that the pastoral charge remains a healthy part of the U.C.C., Presbyteries offer Oversight visitations which help the pastoral charge identify what is required and what constitutes appropriate policies as well as helping correct actions that may be revealed as inappropriate.

### GUIDANCE AROUND POLICIES AND INCLUSIVENESS

In response to the Saskatchewan Conference Statement of Appeal, April 2008, the following paragraph was submitted to the Judicial Committee by Counsel for the General Secretary and shared with her permission:

*The General Secretary agrees that there must be a fair and thoughtful process used by Sessions in establishing Marriage Policies. Specifically, when called upon to exercise its powers of oversight, Presbytery should give consideration to such criteria as set out in the following list:*

- i) It was made using broad principles of inclusivity;*
- ii) It was made through prayerful and careful discernment within a context of informed decision-making, as required by section 004 of the Manual;*
- iii) It is respectful of individual's pastoral care needs; and*
- iv) Any other criteria that is consistent with the polity of the Church*

The Position set at the 2009 Annual Meeting for Saskatchewan Conference is that the session (or Church Board or Church Council) in exercising its duty of oversight of the order of public worship under 5.10.1 of the Basis, should not discriminate against any group of persons on the basis of race, ancestry, place of origin, gender identity, sexual orientation, socioeconomic status, age, disability or status as divorced persons subject only to laws of Canada and the province of Saskatchewan as may exist from time to time, especially those which protect the vulnerable;

### DEFINITIONS OF FACTORS OF ELIGIBILITY AND OF PERSONAL IDENTITY

**Factors of Eligibility** are criteria that anyone can choose to fulfill. For example, a Session or its equivalent may require marriage preparation classes as part of its marriage policy. On the other hand, **Issues of Personal Identity** refer to personal characteristics one can not change such as race, sexual orientation, ancestry, gender identity, etc.

**INTENTIONAL REQUIREMENTS BASED ON FACTORS OF ELIGIBILITY**

Setting policies for the local congregation provides an opportunity to define the identity of a local congregation. Policies help prevent misunderstandings and provide a structure for dealing with exceptions.

It is important to create policies that name factors of eligibility that are important to your local context.

Examples to consider:

When creating a baptism policy, factors of eligibility may include:

- Baptism occur at public services of worship
- The person being baptized is connected to the congregation.
- You have to come to the pot luck supper previous to the baptism service
- Adult baptism – the person has to take part in a faith exploration course

Marriage policies may have factors of eligibility that include:

- The couple must have completed marriage preparation study
- The couple must meet with the Minister
- The minister of the pastoral charge must officiate (others may be invited to cooperate with the minister)
- One of the couple professes belief in the Christian Faith.

Rental policies for the use of church may include:

- Only non-profit organizations
- If rented for an event that involves children there must be a minimum ratio of adults to children?

**EXCLUSION RELATED TO ISSUES OF PERSONAL IDENTITY**

Many dimensions of a policy can lead to feelings of disvalue and exclusion. Presbytery Oversight can help identify even unintentional exclusion which may simply come from a lack of awareness.

Examples to consider:

Exclusion through cultural domination

- Writing policies through the lens of the “dominant culture” can lead to alienation and feelings of exclusion of certain groups based on personal identity The United Church of Canada has recognized the impact of sexist language in various material used by the Church (e.g. *Hymn books*) and has strongly encouraged the use of inclusive language. Some have looked at their *Baptism formula and included a variety of imagery in addition to the “Father, Son, Holy Spirit” requirement*. The intentional use of inclusive language and imagery needs to be extended to avoid other areas of discrimination such as...
  - *Racism;*
  - *Heterosexism;*
  - *Ageism;*
  - *Classism*

Exclusion through accessibility

Policies can also generate issues of accessibility which can create barriers for some members. While physical location and accessibility (*e.g. wheelchair accessible*) may be obvious, policies may also need to be sensitive to other kinds of accessibility factors. While sometime impossible to be totally avoided, careful reflection is important and should be encouraged.

*Examples:*

- *Scheduling of meetings;*
- *Lack of childcare;*
- *Use of Technology (e.g. use of e-mail);*
- *Costs charged without any provision for exceptions and the mechanics of how we pay so as not to make it obvious that there are differences in how much people pay;*
- *Not providing for varieties of dietary need (e.g. vegetarian, gluten free, diabetic, etc.)*
- *Lack of non Gender specific washrooms*

Please note that while a Session or its equivalent may feel entitled to charge higher fees for the wedding of “*non members*”, the Charge needs to be aware that this practice could lead to the loss of their charitable status.

### **CONCLUSION**

The work of policy development is very important to the well being of pastoral charges within The United Church of Canada. It is hoped that the following policy examples and questions will assist in this work. Presbytery Pastoral Oversight can assist in ensuring that informed accountable decisions have been made by pastoral charges. Do not hesitate to contact your Presbytery Pastoral Oversight committee as questions arise.

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We hope this package of sample policies will be helpful. They are not “perfect” policies, but samples to gain ideas and insights as you reflect on policies that your congregation needs to create and/or review and update.

This package includes:

- 4 marriage policy samples
- 4 funeral policy samples
- 3 facilities rental policy samples
- 2 baptism policy samples
- 1 overall policy sample

Before each set of policies are:

- A list of questions for your board/session/council when creating a policy
- Notes about various sample policies pointing out something they’ve done to create inclusion and/or parts of their policy that may need to be reviewed in light of these questions.

The work of inclusion is an ongoing journey that we are all on. As we learn more about each other, our understanding and language changes, develops, and expands. Our policies should reflect this growth.

The Saskatchewan Conference Affirming Ministries Committee.

## Marriage Policies:

Questions for your board/session/council

What do you require of all couples to demonstrate their intentions?

- Attend marriage prep courses?
- Be connected to the congregation through attendance – past present or future?
- Interviews with the minister?

What do you want the couple to understand about the ceremony?

- That the ceremony is a worship service (and the implications for this with photography, music choices, liturgy)?
- How facilities (and which facilities) are used? Any costs involved in using your facilities?
- Arranging for a rehearsal
- Other staff involvement (musician, caretaker etc.)? Can outside musicians be involved? How is this arranged? Any costs involved?

What supports are in place for your ministry personnel?

- Are names brought forward to the worship committee or to council? How is this recorded?
- What happens if a minister deems a couple not ready for marriage (such as signs of abuse in the relationship or where legally the couple can not be married)?
- What if the couple want to involve another minister within the service?

Have you looked at your policy through the Lens of inclusiveness?

- Are there any accessibility issues that a couple needs to be aware for themselves or guests?
- Are there any allowances when a couple cannot afford the full fees expected?
- Are there any references to the couple that defines gender?
- Is your policy in a form that is easy to distribute to enquiring couples?
- How are decisions made if there are other exceptions being inquired about (such as an interfaith couple that want to honour both faiths)?

## Sample Notes:

### Sample A:

- This policy was updated four years ago. Some fees such as mileage would probably need to be updated.
- This policy shows the all the changes this congregation made when they reviewed their policy to change any references to the gender of the couple (Only one change was made) and updating the costs of marriage certificate.
- This policy is printed in a bulletin format (with a picture of two rings on the cover) to be handed out to couples.
- Does the one line at the end cover all exceptions?

### Sample B:

- This policy is created in letter format and is sent to a couple after they have made a request for a date of the service
- Our committee noted that they didn't talk about access to the basement (some churches have lifts on sets of stairs that not all of the congregation is aware of – or an elevator that is key operated and pre arrangements for its use need to be made)
- The policy also refers to weddings ceremonies outside of the church building.
- This sample refers to "Wedding guidelines" which are sample outlines of a service with notes about liturgy choices, vows, music choices etc.
- What could be added to this policy to deal with exceptions?

### Sample C

- This policy is handed out to all enquiring couples along with a request form that needs to be returned to the church office when booking.
- This policy outlines well the total costs and what they cover. Could something be added to deal with exceptions (i.e. use of another building or different musician than the music director)?
- Note that this fee structure for non- member and church member or adherent puts the church's charitable status at risk. (This implies that all members of this charitable organization are receiving a benefit. To not appear as a profit making organization fees should be the same for members and non members - including exceptions.)
- Would you see any circumstances where the \$50.00 non-refundable deposit would be refunded?
- Note at the top of this policy they name an expectation for marriage prep and yet later in the policy talk about "encouraging" all couples – does this open it to discussion?
- What could be added to this policy to deal with exceptions?

### Sample D

- This sample outlines many things for the actual service
- This sample does not explain any expectations for honourariums/fees, marriage prep, or who makes decisions around the couple's suitability for marriage.
- This sample also refers to "bride" and "groom" denoting gender in the final line under Legal Requirements.

**What parts of these examples did you like? What similarities do you see between your present policy and these? What questions would you have if you were part of a couple looking at these policies? Any questions when you imagine yourself as someone else in your family and community that has a different context in their life (same-gender couple, a couple of different race or faith background, senior couple?)**

**Weddings**

This pamphlet is to help you arrange a church wedding. It is important to remember that a wedding in a church is a religious ceremony. The service is designed to focus on God and the Christian understanding of marriage. It emphasizes that love and marriage are gifts of God. During this service of worship we give thanks to God for these gifts, we listen to God's Word through the scriptures and you respond to this Word by making your vows – vows which reflect a deep and lifelong commitment to one another, and the community responds through their prayers for God's help and guidance.

Planning your wedding with these things in mind will help make it a truly significant occasion for you.

**Interviews**

In order to make arrangements and discuss your plans, 2 meetings should be scheduled with the minister conducting the wedding service one early in your planning and one a week before the wedding. Please contact the minister directly.

In addition to this meeting, we suggest that you participate in a program of marriage preparation. Such courses are offered in most Saskatchewan cities. The minister can also provide a marriage preparation program.

**Documents**

In the province of Saskatchewan, two documents are required:

1. A valid marriage license. (Currently a license is \$50.00 plus G.S.T.) This may be obtained from a jewellery store. The license becomes valid the day following issue and is valid for 3 months. Both parties must go together to the jewellers.
2. A marriage registration which the church will supply. Information about the place of birth of ~~the bride and groom~~ both parties and their parents is required.

The church will provide a certificate of marriage on your wedding day. This is accepted most places as sufficient, it is available from the Department of Vital Statistics ~~for a fee of \$20.00.~~

**The Wedding Service**

Copies of the basic Service will be provided. You are invited to make your own selections from it. Services can be varied somewhat in consultation with the minister, but the basic elements of the service and the unconditional nature of the vows must be retained. If you wish to use bulletins you will need to arrange for the purchase and printing.

**Guest Ministers and Organists**

Before plans are made for another minister or organist to take part in the service, you need to discuss this with the resident minister and organist.

**The Rehearsal**

A time for the rehearsal should set with the minister. It is helpful if all those directly involved in the service, such as the wedding party, ushers, readers, soloists and parents are present.

**Music**

Please check the words with the minister beforehand and get the music to the organist well in advance. Since a church wedding is a service of worship, all music should express a Christian view of love and marriage. Other favourite songs might be more appropriate at the reception or dance.

**Ushers**

The ushers should be on duty 45 minutes before the appointed time; the wedding party should gather at the prearranged place in the church about ten minutes in advance.

**Confetti**

The use of confetti or substitutes in the church building or on the grounds is not permitted. Bubble may be used in consultation with the minister.

**Photographs**

No picture may be taken during the actual ceremony as this is a service of worship. However, they are permitted as the wedding party enters; as the register is being signed; and as the wedding party goes out. Location and use of video cameras needs to be confirmed by the wedding party and the minister beforehand.

**Fees as Follows**

Since the wedding involves the organist in extra work outside normal duties, if supplied by the church the fee is \$50.00; if organist is rural the fee is \$100.00 A fee of \$75 is requested for the minister for conducting the service, with an additional fee of \$75.00 if the minister conducts the marriage preparation program. The fee for the use of the church is \$75.00. If service not held in the church \$50.00 administration fee and 36¢/km

**The above is the normal policy and special situations will be dealt with by the church council and Minister on an individual basis.**

Greetings and welcome to (*Name of Church*) United Church. We are pleased that you have requested to celebrate your wedding in our church. Your request for marriage on (*Date – D/M/Y*) has been approved by the Worship Committee. We have booked the church for you for the day of your wedding and the evening before for the rehearsal. We hope and pray that you find love and joy in your life together.

The information provided in this letter concerns the policy and the expectations of the church and we ask you to read it carefully so that this important occasion in your life can be approached without misunderstanding.

The Official Board has set the cost for a marriage held at (*Name of Church*) at \$275.00. There is a \$100.00 non-refundable deposit on booking to guarantee the date which you have chosen. This fee will be applied against the \$275.00 at the time of the wedding. The remainder of the fees should be paid before the wedding. The fee includes the use of the facilities and personnel.

It is the policy of the United Church and an expectation of (*Name of Church*) that marriage preparation must be taken before the wedding. You will need to discuss this with us. The cost of such preparation will be the responsibility of the couple.

The marriage service is first of all a Service of Christian Worship and this should be kept in mind when choosing music, readings and when planning the service. Please refer to the “Wedding Guidelines” for further direction.

Because this is a Service of Worship, picture taking during the service is not permitted. Pictures may **ONLY** be taken as you enter and leave the church and during the signing of the register. Videotaping of the entire service may be done by your photographer, if a tripod is used and filming is done in a discreet manner. You will need to discuss this with the minister.

Our organist is (*Name & Ph: Number*) .Please contact her directly to make arrangements and choose music.

Wedding bulletins may be ordered through the church or you may wish to provide your own. The cost of photocopying is 10¢ per copy. The basement is available for receptions and showers at a cost of \$50.00 which includes the kitchen facility.

We as the congregation, want to offer you all the support we can. If there is anything that we can do to help you in your marriage preparation, or in your life as a married couple, please do not hesitate to ask us. If you have any questions, please contact us immediately. We want to ensure that you feel a welcome part of our community. We look forward to sharing in this celebration with you. May God bless you always.

*(Name of Church)* United Church Marriage and Covenanting Policy

1. Since you are asking for a marriage or covenanting service in a church context, we assume some faith commitment. We encourage participation in worship and the life of *(Name of Church)* United Church or a congregation of your choice.
2. It is the expectation there will be participation in some form of marriage/covenanting preparation.
3. Marriage ceremonies should include a covenant component(promises made before God). Suggestions for orders of service, vows, prayers, music, and scripture readings shall be determined in consultation with the Order of Ministry person.

Names of couples requesting marriage or covenanting services will be approved by Council.

Fees: Non-member - \$350.00

Church member or adherent - \$150.00.

Thank you for contacting us about your plans to be married.

We have enclosed a Request Form for you. When you complete the Form and return it to us with a fifty dollar (\$50.00) non-refundable deposit we will book your wedding on our calendar. If you have not returned the completed form and deposit within 30 days it will be understood that you do not wish to hold your wedding at *(Name of Church)* United Church.

We have enclosed a copy of our “Guidelines for Wedding Services.” Our minister will meet you to help with your planning and to answer any questions. Our Music Director, *(Name & Ph: Number)*, will meet with you to review the musical possibilities for the service.

We encourage all couples to consider a marriage preparation workshop as a way to get your marriage established on a good foundation. These will be offered from time to time by the congregation and are also available from outside providers. We look forward to assisting you with the arrangements for this.

The congregation’s fee for a wedding is three hundred fifty dollars (\$350.00) including your initial deposit. This fee includes: the music director, the caretaker, sanctuary rental and the clergy’s time. The fee for persons from families who contribute regularly to the life and work of the congregation is \$150.00 and does not include the cost of the clergy and the sanctuary rental. If you wish to have our music director with a soloist you may negotiate this fee directly with her. The remaining balance should be brought to the church office along with your Marriage License at least one week before the rehearsal.

You can get your Marriage License at just about any jewelry store and fee for it is fifty dollars (\$50.00)

*(Name of Church)* United Church celebrates the opportunity to be involved with couples wanting to be married in the context of Christian worship.

The marriage ceremony is an act of Christian worship and therefore we assume that couples wanting to be married in the church have a significant commitment to the Christian faith. Marriage commissioners are available for those who only desire a legal ceremony.

1. The minister will determine the order of worship, in consultation with the couple. Options for vows, rings, and Scripture lessons will be provided.
2. Music used at a wedding should be appropriate for worship. The Music Director will be able to offer various options.
3. The couple may choose persons to read scripture or to participate in other ways, if they desire.
4. A rehearsal will be held, normally the night before the wedding. All persons involved in the wedding should attend the rehearsal, including bridal party, musicians, ushers, parents, and photographers. There is no need for other persons to attend (except for parents of children who are involved)
5. Photographs will only be allowed during the procession, signing of the register and recession. The video camera operator is to remain in one spot through the remainder of the service and is not to use extra lighting.
6. If couples want to have a bulletin, it is the responsibility of the couple to purchase and print them.
7. If you wish to involve another minister in the service, this needs to be discussed with the resident minister of the church.
8. The service will not include “the giving away of the bride”. If desired a question of blessing can be asked of the parents/families of the bride and groom.
9. Weddings will not be held on Easter weekend.
10. Confetti is not permitted on the church property.

**Legal Requirements:**

1. A marriage license is required.
2. Two witnesses (18 years of age or older) are required.
3. If either the bride or groom is under the age of 18, a “Consent to Marriage of a Minor” form must be completed by a parent or guardian.

Funeral Policies:

Questions for your board/session/council

What do you require of those making funeral arrangements?

- Visits with family members?
- Be connected to the congregation through attendance – past present or future?
- Interviews with the minister?

What do you want understood about the ceremony?

- That the ceremony is a worship service (and the implications for this with photography, music choices, liturgy)?
- How facilities (and which facilities) are used? Any costs involved in using your facilities?
- Other staff involvement (musician, caretaker etc.)? Can outside musicians be involved? How is this arranged? Any costs involved?
- Volunteer involvement/availability

What supports are in place for your ministry personnel?

- What if the desire is expressed to involve another minister within the service?
- Are there others that can conduct funerals in a minister's absence? How does this get approved by the church? Are these individuals connected to pastoral care teams?

Have you looked at your policy through the Lens of inclusiveness?

- Are there any accessibility issues that participants need to be aware for themselves or guests?
- Are there any allowances when someone cannot afford the full fees expected?
- Is your policy in a form that is easy to distribute to those making funeral arrangements?
- How are decisions made if there are other exceptions being inquired about (such as an interfaith couple that want to honour both faiths)?

Sample Notes:

Sample A:

- This policy contains a very clear statement: *Our Church celebrates the lives of members, adherents or people otherwise connected to this congregation, regardless of race, gender, sexual orientation, ability, family status or economic status. Our Church strives to be sensitive to other faith traditions when friends and family members are from outside the church. We are a Christian congregation, and this will be reflected in the services offered.*
- This policy refers to memorial receptions and how arrangements are made. Would there be options to use other groups if different foods are desired?

### Sample B:

- This policy includes a welcoming statement to all members of the community.
- This policy includes several points when planning on the funeral to take place in a Funeral Home Chapel rather than the congregation's sanctuary.
- This policy also includes information about accessibility with the knowledge that someone will be available to operate the elevator.

### Sample C

- This policy lays out an easy to follow process.
- This policy implies an accessibility issue (*long flight of stairs*) but does not clearly define it.
- This policy outlines many differences in fee structures between members/adherents and non members - putting their charitable status at risk. How would you change this?

### Sample D

- This sample is not from a United Church. It expresses several theological views within its policy. Would you want to include your church's theological views in your policy?
- This sample has both a Logistical Outline and a Frequently Asked Questions sections that lay out various policies in a easy to use format. This policy outlines many differences in fee structures between members/adherents and non members - putting their charitable status at risk.

**What parts of these examples did you like? What similarities do you see between your present policy and these? What questions would you have if you were planning a funeral and looking at these policies? Any questions when you imagine yourself as someone else in your family and community that has a different context in their life (same-gender couple, a couple (or child of parents) of different race or faith background, . . . )**

### **In Times of Bereavement**

Our **(Name of Church)** is here to support you and work with you in honoring your loved one and in celebrating the love of God. This page provides some practical information to assist you.

Our Church celebrates the lives of members, adherents or people otherwise connected to this congregation, regardless of race, gender, sexual orientation, ability, family status or economic status. Our Church strives to be sensitive to other faith traditions when friends and family members are from outside the church. We are a Christian congregation, and this will be reflected in the services offered.

### **The Worship Service**

Arrangements for a funeral or memorial service can be made by contacting the ministers at **(Name of Church & Ph Number)**. A service of worship, either a funeral or memorial service may be held in the Sanctuary (capacity 250) or in the Family Room (capacity of 30). One of the ministers will develop the service with you. It is preferable that funerals or memorial services be held in the afternoons, -Monday to Saturday-. It is Our Church's policy that funerals and memorial services are to be conducted by Our Church ministerial staff and that the inclusion of other religious personnel requires discussion with the presiding minister and approval by the Church Council Executive.

Our Church's Music Director **(Name & Ph Number)** (or designate if the Music Director is not available) will work with you to choose and provide the music at a funeral or memorial service. Soloists and other musicians can be discussed with and/or arranged by the Music Director.

In support of the family, Our Church will ensure that ushers are available for the service, that a funeral bulletin is prepared and printed and that arrangements are made for a reception at the church if the family so wishes.

### **Memorial Receptions**

Memorial Receptions are held following the worship service either in the Fellowship Hall or the Family Room. The capacity of the Family Room is 30 and the Hall can accommodate up to 300. The Church Women's Funeral Reception Coordinator **(Name & Ph Number)** will discuss luncheon wishes with the family but arrangements can include: coffee, tea, juice, and a buffet of sandwiches, fruit and veggie trays, cheese and crackers and dessert squares. All food provided will be nut free. Any rentals will be paid for by the family. Volunteers will provide setup and cleanup as well as serve the coffee, tea and juice.

### Funeral Costs

Helping you in this stressful time is the primary concern of the congregation, but there are financial aspects that need to be considered also. For funerals held at Our Church the cost for the organist/pianist is \$150 and should be paid directly to the organist after the funeral. If the resident Music Director is unavailable to play the organ/piano for the funeral, then Our Church will assist you in finding a suitable organist/pianist who will in turn be paid the organist fee.

If you would like the Church Women to provide food and refreshments after the funeral, you will be contacted by the Church Women's Funeral Reception Coordinator to discuss the details. A suggested amount of \$4.00 per person-would be appreciated and can be paid with a cheque made out to Our Church Women's Fund.

### Helping you with your grief

The ministers and/or lay visitors are available to you at any time. Please call the **(Name of Church)** United Church office at **(Phone Number)** and leave a message for one of our Ministerial Staff on their voicemail. The Minister on call will respond to your call promptly.

Our Church is committed to offering faith celebrations that remember and honor those who have died and to providing spiritual support to those who are grieving. These pastoral services are an important part of Our Church's ministry and they are freely available to all members of the community. There is no fee attached to the pastoral services provided by **(Name of Church)**. An individual need not be a member of Our Church, be affiliated with the Our Church or have any other particular church connection for a funeral service (with the body present) or memorial service (for those who have been cremated) to be held at Our Church or officiated by Our Church's minister.

Because Our Church understands a Christian funeral/memorial service as the natural extension and completion of a life of faith, we encourage individuals and families to hold these faith celebrations within the Sanctuary or Chapel of Our Church. Our Church's ministers, however, will also consider requests to officiate at, or otherwise participate in, funeral and memorial services held in Funeral Home Chapels and other appropriate locations. If the deceased or his/her family would like other clergy (i.e. ministers, priests, rabbis, imams, etc.) to be invited to participate in a funeral or memorial service such requests should be discussed with the officiating Minister from Our Church who can then extend an invitation to participate to the relevant clergy him/herself.

Music for funeral and memorial services held at Our Church, including requests for the participation of an organist, pianist and/or soloist, should be arranged in consultation with the Director of Music Ministries. Our Church's Director of Music Ministries **(Name & Ph Number)** can be asked to play the organ or piano for funeral and memorial services for a fee of \$125. The fee for a soloist's participation in a funeral or memorial service is \$75. Please note that Our Church's Choir is not normally involved in funeral or memorial services. If there is a special relationship between the Choir and the deceased or between the Choir and the deceased's family, however, the participation of the Choir may be requested through consultation with the Director of Music Ministries.

When a funeral/memorial service is held in a Funeral Home Chapel, the officiating Minister will help the family to select music and communicate with the Funeral Home's organist/pianist on the family's behalf.

Our Church Office will prepare a service bulletin for all funeral and memorial services officiated by a Our Church's Minister, whether such services be held at Our Church or elsewhere. By request, the deceased's obituary and/or curriculum vita can be included on the back page of the service bulletin.

When a funeral/memorial service is held at **(Name of Church)** United Church, the Custodian will post the name of the deceased on the sign board in front of the Church on the day of the funeral/memorial service along with directions to nearby public parking facilities. Directions for parking can also be provided to guests in advance of the funeral/memorial service by publishing them in the newspaper along with the deceased's obituary.

If the funeral/memorial service is held at Our Church, members of Our Church's congregation will also extend a ministry of welcoming to family and friends of the deceased by greeting guests, operating the elevator, distributing bulletins (if Funeral Home staff is not involved), and guiding family members from the Reception Room to the Sanctuary or Chapel for the start of the service.

During the funeral or memorial service, arrangements can be made to invite family and/or friends to offer Personal Remembrances of the deceased. Speakers are asked to focus on the deceased's positive qualities and/or his/her contributions to family, church, community and society.

In celebration of the life of the deceased, family and/or friends may place flowers, a photo of the deceased, a candle, and/or the urn (in the case of a cremation) in the Sanctuary, Chapel, Front Access and/or Fellowship Hall of the Church, but not on the Communion Table. Following the service, some or all of the flowers (if used) may be left at the Church for future use and/or for delivery to persons living in nursing/retirement homes.

When the funeral/memorial service is held at **(Name of Church)** United Church, family and friends of the deceased are invited to share a time of fellowship following the service. During this time of fellowship, members of Our Church's congregation are pleased to offer a ministry of service to family and friends of the deceased by preparing and/or serving a tea or luncheon. This service can be arranged through the Church Office with Our Church able to supply and serve coffee, tea, finger sandwiches and/or sweets. A catered lunch, arranged and paid for by the family, can also be served at Our Church if desired. We recommend that this time of fellowship follow immediately after the funeral/memorial service with the interment arranged for a later time.

A tax receipt will be issued for voluntary donations made to the Church.

Our **(Name of Church)** approved this Funeral Policy to aid you in making difficult decisions and to offer our membership and facility to provide comfort in your grief. We encourage holding the Funeral or Memorial Service in the church as a reminder of God's never ending presence and our adoption as members of His eternal family.

**Definitions:**

Funeral-a ceremony of farewell with the body of the deceased present

Memorial Service-a ceremony done in remembrance without the body of the deceased being present

**Process:**

1. Contact the minister for his availability and to schedule a time for the funeral in the building.
2. You are welcome to schedule a viewing before the Funeral Service. Due to the long flight of steps to the sanctuary, families are encouraged to view the body on the first level of the church building.
3. Most often committal at the gravesite will follow the service. In case of inclement weather, the committal service may be held in the Church and the body taken to the cemetery by the funeral director.
4. Bulletins will be printed for the worship service if the family desires. There is a \$25.00 fee for non-members who wish to have bulletins for their worship service.
5. Non-members are asked to pay \$100 for use of the building and cleaning following the worship service.
6. If the family desires a luncheon following the service, members of Our Church will prepare a light meal. Non-members are asked to pay a fee of \$3.00 per meal served and \$100.00 for use of the kitchen and Fellowship Hall. Church members are asked to make a donation to cover the cost of the meal.
7. Musical instruments and other equipment may be used with prior approval.

Please check with the minister.

Our Church wants to be as supportive and caring as we possibly can to those dealing with the death of a loved one. To lose someone we love is never easy, but hopefully we can find comfort in the community of faith and in the assurance of the life beyond death that our Lord made possible.

In your hour of loss, Our Church would like to express our deep and heartfelt sympathy in your hour of bereavement and would like for you to know our prayers are with you at this hour.

In our efforts to assist you in properly planning the eulogistic services for your loved one, our minister has prepared this information for your perusal and consideration.

### **I. The Christian Funeral**

The Christian funeral is a worship service in which God's people witness to their faith in the hope of the Gospel, the communion of saints, the resurrection of the body and the life everlasting and in which also assurance of God's love and salvation in Christ is ministered, especially to the Christian bereaved. The Gospel is also presented to any present who are unsaved after which an invitation is given to accept Christ as personal Lord and Savior.

### **II. Towards an Understanding of the Christian Funeral**

A funeral service at Our Church is *worship* of the true and living God. The funeral is God's way of bringing comfort to the hearts of those who mourn as Scripture is read and preached, prayer is offered, praises are sung, grief is expressed, remembrance is cherished; and it is an occasion in which we, by the grace of God, bless the name of the One who gives and takes away, our Lord and Savior Jesus Christ. The presence of family and friends at this time serves to support and strengthen those who sorrow. The funeral gives thanks for life lived and lifts meaningful memories of lost loved ones helping us learn vital lessons from it.

Thus, in the funeral service, *we gather primarily to worship God and confess our faith in a living Savior*. Though we mourn our loss and remember our loved one, *our focus is fixed on Jesus Christ*, the Author and Finisher of our faith.

### **III. Funeral Matters/Logistically Speaking**

1. While many choose the chapel at a funeral home for the memorial service, others prefer the church building where the Gospel is preached, believers are baptized, faith is nourished, marriage vows are made, communion is received, and prayers are offered by the people of God.
2. The practice of "viewing the remains" is customary; however, it is totally a family decision. Accordingly, the church will abide by the family's wishes. In some instances the family may wish to have the casket kept closed.
3. Because fraternal or civil rights are not part of the worship service, these organizations should pay tribute to the deceased at another hour and place, i.e. the graveside service.
4. Many people choose to have the memorial service before the burial; others have the burial before the service. Either approach is appropriate and the church makes no recommendation in this regard. Over the years Christians have generally shunned the practice of cremation.
5. When funerals are conducted at Our Church, the minister shall ordinarily conduct the services in their entirety. The Minister has sole responsibility and discretion in carrying out the church guidelines for funeral services. Only those special requests (regarding things pertaining to the service itself, whether music or guest minister) that meet the approval of the Minister are acceptable.

6. *The Word of God is central*, and everything that takes place must be consistent with biblical principles of worship.

7. Prayer in funerals normally includes thanksgiving for the memory of the dead, one's triumph in the resurrection of Christ, and intercession for the family and friends who remain.

8. Worshipers are participants in the service; therefore, the singing of hymns, confession of faith, prayer, and hearing God's word are appropriate means of worship.

9. Since God is the object of worship, the eulogizing of a person in the worship service is discouraged.

#### **IV. Frequently Asked Questions**

##### **1. Is there any day right for a funeral?**

No. Generally, it is customary to avoid the Lord's Day as to keep it set apart unto the Lord. Any day Monday through Saturday is deemed appropriate. You'll also want to keep in mind the various events already slated for the auditorium use and do your best to work around these.

##### **2. Is there a cost for the use of the church?**

Only for nonmembers and in cases where the member has become inactive will there be a cost to use the church for funeral purposes.

##### **3. What is the best place for a funeral?**

No one can answer that question for you. This suggestion is offered only to assist you in making a proper determination. Customarily, Christians prefer the church. The church is the center for worship and the most familiar setting in which to contemplate God and sacred events such as communion and baptism. Through the ages the church has been the gathering place of the saints for the preached word, where the Songs of Zion and the prayers of believers are lifted to God. These memories comfort those who mourn. The church is open for you at any time that you wish to plan your service Monday through Saturday. It is your church and a Christian burial will not be denied anyone.

##### **4. Do you eulogize unbelievers?**

No. Unbelievers are asked to make funeral arrangements with the funeral chapel.

##### **5. Does the minister perform graveside services?**

Yes. Graveside services are often for simplicity and convenience and are sometimes the expressed wish of the deceased. The following are some issues you may want to consider in making graveside plans:

- a. You may wish to consider the forecast for wind, rain, snow or harsh summer temperatures.
- b. The time must be brief as to prevent prolonged standing.
- c. The ministry of comfort may be lost to physical stress and inclement weather.

**6. What do I say when friends come to call?**

Thank them sincerely for their kindness. Usually they don't know just what to say. But receive their comfort as from the Lord, and listen to it for God's voice speaking to you through them in terms of strengthening. Don't be afraid to talk with them about your loved one who has passed away. Put them at ease and they will be able to strengthen you even more.

**7. What passages of Scripture will help me most?**

The word of God is the only source of true comfort and strength to you, especially the Psalms. Psalm 1; Psalm 23; Psalm 24; Psalm 27 (particularly in the death of a parent); Psalm 34; John 14:1-6; Romans 8:35-39; II Corinthians 5; I Peter 1; Revelation 22.

**V. Funeral Arrangements**

1. Call a funeral home of your choice. Later, they will ask you to come to the funeral home to make arrangements for the service.
2. Upon the death of a loved one it is customary that family members contact the minister directly rather than the funeral home.
3. Please do not plan a funeral without first consulting the church. The schedule of the minister and the church should be considered as well as the schedule of the funeral director.
4. Select a resting place, if you have not done so already. Keep in mind the coming generations who will be interested in the life and character of your beloved one.
5. Put your trust in God. Do not ask, "Why?" - but ask rather - "How can I find comfort and strength from the Lord that I need now?"

A Christian's funeral should be a testimony to Our Lord Jesus Christ, drawing attention to Him, that the family may be comforted and non-Christian friends may come to Him through His grace. A Christian funeral can be a great climax to an earthly life that has been lived in trust and service to Jesus Christ

## Facilities Rental Policy:

## Questions for your board/session/council

What do you require of all renters to demonstrate their intentions?

- Do renters need to fill out forms, make a deposit, and/or sign an agreement?
- Do they need proof of insurance for their group?
- What information do you need about purpose, and number of people involved?

What do you want the renters to understand about the use of the facilities?

- Are the maximum capacity for different facilities clearly outlined?
- Are there certain spaces or equipment that are off limits?
- When using space do they need to be aware of what other renters or church members are using the property for and be respectful of the other uses (appropriate noise level, use of different entrances)?
- Additional costs if certain equipment is used?
- Arranging for a different time to set up the space (day/night before)?
- Other staff involvement (musician, caretaker etc.)? Can outside musicians be involved? How is this arranged? Any costs involved?
- Are there any limitations on type activities or groups which are allowed?

What supports are in place for the person(s) in charge of bookings.?

- Is there one person that makes decisions about booking or does this go to a committee?
- How are decisions made when two requests for same facilities come in at the same time?
- How do church members ensure they have booked facilities for church functions?
- Are there waiting lists for cancellations?
- Have you checked with your insurance agency about any advice when renting?

Have you looked at your policy through the Lens of inclusiveness?

- Are there any accessibility issues that a renter needs to be aware for themselves or guests?
- Are there any allowances when a renting group cannot afford the full fees?
- Is your policy in a form that is easy to distribute to enquiring renters?
- How are decisions made if there are other exceptions being inquired about (such as a different faith group that wants to use incense that may set off set fire alarms)?

## Sample Notes:

## Sample A:

- This policy has hourly rates as well as a percentage for income from concerts.
- This policy has an example of a liability waver form. We suggest that you contact your insurance company to decide what you would need.
- This policy outlines the responsibilities for tuning a piano when used by an outside group.

Sample B:

- This policy talks about free use by church members or adherents for such events as “showers.” – is it clear that this is part of their ministry as church and therefore considered a church function?
- Our committee noted that this policy didn’t talk about access to the basement (some churches have lifts on sets of stairs that not all of the congregation is aware of – or an elevator that is key operated and pre arrangements for its use need to be made)

Sample C

- This policy was updated recently
- This policy outlines well the total costs and what they cover.
- Note that this fee structure has a statement for non-profit or underemployed groups and who is responsible for negotiations. It is also clear that this does not differentiate between church members and non church members.

**What parts of these examples did you like? What similarities do you see between your present policy and these? What questions would you have if you were a renter looking at these policies? Any questions when you imagine yourself as someone else in your family and community that has a different context in their life?**

Requests for the use of Church' facilities, including the Sanctuary, meeting rooms will be governed by the following conditions:

1. Use of Church Facilities and equipment must be approved by the Rental Committee.

2.The following rates will apply:

Meeting Rooms in Church or House.....\$15.00 per hour

Facilities without kitchen .....\$25.00 per hour minimum 3 hours

Facilities with kitchen .....\$35.00 per hour minimum 3 hours

Sanctuary ..... \$350.00 Plus 7% of Ticket revenue over \$350

Charge for Custodian for use of sanctuary or Hall.....\$100.00

Charge for use of the sanctuary sound system.....\$50.00

Sound technician: Time of any technician will bill at an hourly rate of \$20,.....(minimum 3 hours )

Refundable Key deposit.....\$50

University Student Recitals (Includes one practice ).....\$125.00

Piano tuning is the responsibility of the student(s)

3 Rates for rental of the Sanctuary are based on a minimum 4 hour rental. No food or drink is allowed in the Sanctuary

4. Applications must be accompanied by a cheque for the rental and custodian and/or sound fees, together with a completed Insurance Waiver (attached). The cheque will be returned if the request is not approved. If the event is cancelled more than 72 hours prior to the event an administrative fee of \$25 will be charged. Any cancellation within 72 hours of the event will result in a 50% charge.

5. Any adjustment to any of these fees must be approved by the Rental Committee, in consultation.

- 6. a. Smoking and gambling are prohibited in any area.
- b. The serving of alcoholic beverages under license is negotiable.

7. All reservations and charges will be managed by **(Name & Ph: Number)**

**Facilities Rental Request**

Name of Organization: \_\_\_\_\_

Name of Authorized Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Event or Function Planned: \_\_\_\_\_

Date(s): \_\_\_\_\_

Times (**From beginning of access to lockup**): \_\_\_\_\_

Facility Requested – Church Sanctuary \_\_\_\_\_ Hall \_\_\_\_\_ / Other \_\_\_\_\_

Set-up requirements (Stage, chairs etc): \_\_\_\_\_

Audio-visual Requirements (Microphones etc): \_\_\_\_\_

Musical Instruments to be used (Piano, Organ, other): \_\_\_\_\_

(Tuning will be the responsibility of the renter)

Anticipated attendance \_\_\_\_\_

(Maximum Capacities of Facilities – Church Sanctuary 550 seated persons,

Hall 150 persons seated, 125 seated at tables)

Cheque in the amount of \$ \_\_\_\_\_ attached

**WAIVER OF LIABILITY**

In consideration of (**Name of Church**) United Church permitting me/us and others to use:

\_\_\_\_\_  
I/We release (**Name of Church**), from any claim or action of any kind whatsoever for damages, loss or injury which may occur as a result of my/our use of the above premises.

I/We also release (**Name of Church**), from any such claim or action by my/our heirs or personal representatives.

Dated at \_\_\_\_\_, \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

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

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Signature of Authorized Contact Person: \_\_\_\_\_ Date \_\_\_\_\_

**(NAME OF CHURCH) UNITED CHURCH****SANCTUARY RENTAL POLICY**

- The Total fee for rental of the Church Sanctuary is \$250.00, broken down \$225.00 for the Church, and \$25.00 for the Janitor, with the exception of Church sponsored or non-profit association events which can be negotiated. Either Church Council or the Finance & Property Committee can approve any reduction in rates.
- Practice sessions in the Sanctuary, booked in advance of the event, have a fee of \$50.00, providing the Sanctuary was left in the same condition upon their exit as their entrance.
- The organ must not be moved.
- Any moving of other stage items must be moved by the renter under official Church supervision.
- Third party groups (i.e. non Church related groups and Non Church members or adherents) requiring use of the Church building and its facilities must provide, in advance, a document of insurance outlining their liability coverage (minimum \$2 million) with specific reference to *(name of church)* United Church as additional named insured.
- Event insurance can also be purchased from our insurer (Bookings Person has contact information. Alternately and as might apply to the most infrequent of users, a Waiver of Liability Form must be submitted bearing two signatures of the responsible persons (Copy attached).
- Bookings for rental of the Sanctuary are to be made through the Church Office Secretary, and the attached "Agreement for the Rental of *(name of church)* United Church" form completed by the renter.
- The attached check-list for Sanctuary and Basement Rentals" will be followed by the Church Secretary to ensure the rental runs smoothly.

**BASEMENT RENTAL POLICY**

- The Kitchen is not to be rented to outside groups. The UCW will have full control of the kitchen use, however the use of an electric kettle by a group would not be an issue. Any catering services provided by the UCW will be arranged with the UCW, and payment made directly to the UCW.
- The Total fee for rental of the Church Basement is \$40.00 for a Non-Profit Group, and \$100.00 for full day and \$75.00 for ½ day for a Commercial Group. Use of the Basement for such events as “showers” held by Church Members and Adherents and church sponsored events are free.
- Set up of the basement will be done by the renter, unless otherwise agreed.
- The Church Basement must be left in the same condition upon renters’ exit as their entrance.
- Third party groups (i.e. non Church related groups and non Church members or adherents) requiring use of the Church building and its facilities must provide, in advance, a document of insurance outlining their liability coverage (minimum \$2 million) with specific reference to **(Name of Church)** United Church as additional named insured. Event insurance can also be purchased from our insurer (Bookings Person has contact information). Alternately and as might apply to the most infrequent of users, a Waiver of Liability Form must be submitted bearing two signatures of the responsible persons (copy attached).
- Bookings for the Church Basement are to be made through the Church Office Secretary, and the attached “Agreement for the Rental of **(Name of Church)** United Church” form completed by the renter.

The attached check-list for Sanctuary and Basement Rentals will be followed by the Church Secretary to ensure the rental runs smoothly.

Agreement for the rental of **(Name of Church)** United Church:

\_\_\_ Sanctuary

\_\_\_ Basement

Booking Date \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Contact Name & Phone Number \_\_\_\_\_

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_ **Event**

Extra time (date) Required for Set up \_\_\_\_\_

Special Equipment Required . .

Rental Cost . .

Event Insurance Company \_\_\_\_\_ Policy Number

(Minimum \$2,000,000 Liability Insurance to be confirmed; with the church recorded as an additional insured.)

Rental and Caretaking Charges and information can be obtained by calling **(Name & Ph Number: \_\_\_\_\_)**

**Please make payment to – (Name of Church) United Church.**

For Catering Services please contact the U.C.W.

**(Name & Phone Number)**

**I have been shown, been informed of, and understand emergency procedures.**

**Applicant Signature:** \_\_\_\_\_

SIGNATURE

For Applicant \_\_\_\_\_

For **(Name of Church)** United Church \_\_\_\_\_

Payment Received –

## *(Name of Church)* United Church Facilities Rental Policy

### Purpose

As an inclusive and welcoming church (*Name of Church*) United Church strives to make its physical facilities accessible to congregation members as well as a variety of community groups and agencies.

### Rental Eligibility

- Any individual or group from within the congregation or any community group or agency is eligible to apply for use of church facilities. Groups are welcome whether they are non profit or profit making.
- In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match the ethos of the United Church of Canada. The office administrator will consult with other staff members when questions arise related to the scheduling or suitability of a rental application.
- The Sanctuary will not be available on Saturday nights during Advent or Christmas or during Holy Week (Palm Sunday – Easter Sunday)

### Rental Application Process

Rental applications are begun by contacting (*Name of Church*) United Church Office administrator during regular business hours at (*Church office email*) or at (*Church office phone number*). The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental including a determination of fees being charged. Access to and return of keys for the building is arranged by the renter with the office administrator.

\*Priority will be given to church functions including funerals, funeral lunches, weddings, choir rehearsals and to long term permanent users such as the Preschool, Sparks, Guides and Alcoholics Anonymous. The renter will be required to sign the rental document and a refundable damage deposit will be required. The deposit will be refundable when the church is left in good condition following the event. This deposit is nonrefundable if the event is cancelled within 24 hours of the event.

### Insurance

Major renters may need to add (*Name of Church*) as an additional insured under their own liability policy at their own expense. Renters requiring further coverage or special coverage would be required to purchase that coverage at their own expense.

### Set Up/Cleanup

- Basic set up and cleanup, stacking of chairs and tables, shutting off of lights, garbage removal, equipment and furniture placement, window closures and lockup is the responsibility of the renter and is required.
- The church's caretaker can be hired to do major cleanup on a fee for service basis.

### Damage

Renters are responsible for the supervision and actions of the individuals involved in their group's event. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the expressed responsibility of the renter. Damage, repair or replacement will be conducted by the renter in a timely and appropriate fashion in consultation with the church caretaker and Property Committee.

- Smoking is not allowed on the premises nor within the City of Saskatoon bylaw restrictions regarding entrance clearance.
- Pets are not allowed on the premises unless seeing eye assistance is required.

### Sound System

Sound equipment and LCD projector can be rented by group requesting rental of the sanctuary. As these are sensitive pieces of equipment it is our desire to ensure good and appropriate use of them. Groups renting this equipment must provide a trained sound technician or pay a fee to the church sound technicians to either run the equipment or train the renter for use. This is subject to the church sound technician's availability.

### Catering

The renter reserves the right to choose catering privately or through the UCW catering service.

- Kitchen rental fees would be applied in the event the renter chooses a private caterer or does food preparation independently.
  1. All food preparation supplies are the expressed responsibility of the renter.
  2. Kitchen and equipment is included in the rental fee however rental of linen and laundering of linen will be done by the church and will be on fee for service basis subject to availability. Cleaning of any kitchen equipment used it the expressed responsibility of the renter.
  3. Cleanup of the kitchen is the expressed responsibility of the renter or private caterer.
  4. For events where meals are being prepared and dishwasher operation is required, attendance of a UCW member in the kitchen is required. This will be on a fee for service basis and should occur on the day of the event.
  5. Alcohol cannot be served on (*Name of Church*) United church premises.
- Kitchen rental fees will not be charged if the UCW is catering the event.
  1. The UCW reserves the right to refuse a catering event.
  2. The UCW reserves the right to set fees for catering, dependant on market availability of specifically requested food items. Fees will be paid directly to the UCW.
  3. The UCW will provide a written catering estimate if requested.

### Fees

Rental fees will be charged as per the attached schedule for the use of room, spaces and equipment.

- Damage deposit will be required at upon signing of the rental agreement.
- Fee payment will be due prior too or on the day of the event.
- Any special requirements or upgrades (e.g. electrical) will require appropriate notice and additional fees will charged to the renter.
- The office administrator reserves that right to adjust fee payment for non profit or underemployed groups based on the ability to pay.
- Congregation members are required to pay fees for private functions such as anniversaries and personal interest groups.
- The Ministry staff reserve the right to adjust or withdraw personal fees for weddings and funerals. Rental fees for space or equipment may be reduced or waived by the ministry staff in circumstances where inability to pay is demonstrated.

Approved by (*Name of Church*) United Church Board (*Date*)  
Effective Date (*Date*)

*(name of church)* United Church Rental Rates

Non profit or underemployed groups will be charged 50% of this fee structure.

Rental Charges				
Sanctuary	Full Day 125.00	Half Day 75.00	2 Days 225.00	3 Days 325.00
Large Downstairs Hall	Full Day 75.00	Half Day 50.00	2 days 140.00	3 days 205.00
Lounge	Full Day 90.00	Half Day 60.00	2 days 150.00	3 days 210.00
Kitchen with use of Stove, Fridge & Coffee Maker	Full Day 75.00	Half Day 50.00	2 days 140.00	3 days 205.00
Kitchen& Equipment Includes all equipment, dishes and dishwasher	Full Day 100.00	Half Day 65.00	2 days 180.00	3 days 280.00
Linen	25.00 a day			
Classroom	Full Day 30.00	Half Day 20.00	2 days 50.00	3 days 70.00
Chapel	Full Day 90.00	Half Day 60.00	2 days 150.00	3 days 210.00
Piano/Organ	25.00 each			
Sound Equip	30.00			
LCD Projector Screen , DVD or CD Sound Equipment	100.00			
Portable DVD or VCR/TV	10.00			
Sound Technician Fee	50.00			
UCW Kitchen Fee	50.00			
Electrician Fee	35.00 per hour minimum 2 hours plus materials			
Caretakers Fee	50.00			

Wedding Fees

Sanctuary	125.00
Chapel (worship)	90.00
Minister	150.00
Caretaker	50.00
Pianist/Organist	75.00
Soloist	50.00
Choir	50.00
Office Service	30.00

Suggested Funeral Donation (some funeral homes have their own fee schedules..others rely on recommendations from the church..the figures below are what the our church would suggest as fees.

Sanctuary	125.00
Chapel (worship)	90.00
Minister	150.00
Caretaker	50.00
Pianist/Organist	75.00
Soloist	50.00
Choir	50.00
Office Service	30.00

Approved by *(name of church)* United Church Board *(Date)*  
 Effective Date *(Date)*

## Baptism Policies:

## Questions for your board/session/council

Some faith backgrounds have other beliefs about baptism (i.e. what could happen to a child if they die before baptism, or only believe in adult baptism). Does your board/session/council and minister agree about what baptism is in the United Church of Canada? What vows are made by both individuals (parents for child baptism) and the congregation?

What do you require of parent(s) (for child baptism) or the individual (for older baptism) to demonstrate their intentions?

- Attend baptism information nights?
- Be connected to the congregation through attendance – past present or future?
- Interviews with the minister?

What do you want the parent(s) or individual to understand about the service?

- That this is a worship service (and the implications for this with photography, music choices, liturgy)?
- How facilities (and which facilities) are used?
- Do you require participant(s) to come early or on a previous day to walk through the baptism part of the service?

What supports are in place for your ministry personnel?

- Are names brought forward to the worship committee or to council? How is this recorded?
- What if another minister is requested to be involved within the service?
- What if the parent(s) or individual at one time were connected with your community but now live in a different place?

Have you looked at your policy through the Lens of inclusiveness?

- Any accessibility issues that needs to be aware for themselves or guests?
- Is your policy in a form that is easy to distribute to inquiring individuals?
- How are decisions made if there are other exceptions being inquired about (such as an interfaith couple that want to baptize their child)?

## Sample Notes:

## Sample A:

- This sample informs inquirers who and when decisions are made by the Council.
- This sample includes “when parents . . . live away from the immediate area wish to return . . .”
- This policy states how they deal with a baptism that can not take place in a normal order of service.

## Sample B:

- This policy clearly lists what is required of parents when a child is being baptized
- This policy also gives openness to baptize one child when parents are not connected to the church. Notice that their policy of “member in good standing” is not excluding any one from making that choice to become a “member in good standing” and the exception clause (#3) could deal with someone who has less than 5 years involvement.

**What parts of these examples did you like? What similarities do you see between your present policy and these? What questions would you have if you looking at these policies? Any questions when you imagine yourself as someone else in our church family and community that has a different context in their life (same-gender parents, a person of different race or faith background)?**

**Pastoral Charge Policy Concerning the Sacrament of Baptism**

Parents desiring Baptism for their children, or adults desiring Baptism for themselves, should contact the minister at the earliest opportunity. This will allow for decisions to be made by the Council of This **(Name of Church)** United Church, which meets bi-monthly.

When services of Baptism are arranged, every effort will be made to choose a location within this Pastoral charge appropriate for the occasion.

Ordinarily, at least **one** of the parents, in situations of infant and/or child Baptism, *will be a member in good standing* of one of the This United Church congregations of the United Church of Canada, and *who regularly attends public worship*.

*When parents from This United Church who live away from the immediate area wish to return to the congregation of This United Church for the Baptism of their child/ren, every effort will be made to establish a relationship with a congregation in the area where the family currently lives. In such cases, This United Church would prefer to Baptize on behalf of the family's "resident" congregation.*

When such Baptisms occur, This United Church will be informed in advance, and will know which congregation of the United Church of Canada they are supporting in this. A letter will be sent, informing the Board/Council of the "resident" congregation of our action, enclosing a copy of the Sunday bulletin evidencing the Baptism.

*When a request for infant/child Baptism comes from a family not connected to/with the United Church of Canada, or any other church, every effort will be made to connect that family to the This United Church congregation. This will be done by visit from the minister, and another visit by members of the Council/congregation most near to the family concerned. A "sponsor" for the infant/child will also be appointed by Council, or chosen by the family if there is a family member or friend who is a member in good standing and who regularly attends Public Worship in the congregation where the infant/child will be Baptized.*

Adult Candidates will be instructed by the minister, or any others the Council may determine, in the nature of Baptism and the obligations and/or responsibilities that accompany the Sacrament. Members of the Council of the appropriate congregation will be involved in the preparation of the Candidate.

The minister will offer orientation/preparation sessions where parents of the infant(s)/child(ren) will be able to learn and explore the theology of Baptism with its responsibilities and application to their particular situation. At such an event, the minister will be assisted by representatives from the Charge/Congregation who will share in the information-giving, as well as in the subsequent service of Baptism.

Dates for the celebration of Baptism *will be determined by the minister and Council/Worship Committee in consultation with the family/ies and/or individual/s concerned.*

Persons Baptized in This United Church, whether adults or children, *will become the responsibility of the Pastoral Charge*, and will receive pastoral care, and encouragement to remain connected to one of the congregations of This United Church. The people of This United Church will support the parents of Baptized children, including those Baptized elsewhere,

through Christian Education programs, including Sunday School and Public Worship, and through regular prayer, both public and private.

*Persons age 15 and over* will be invited, and encouraged, to consider the claim of the Christian Church on their lives, to the end that they might seek Baptism for themselves, or choose to carry out their Renewal of Baptismal Faith (formerly known as Confirmation).

In every *usual* situation, *the Council of (Name of Church) United Church will have agreed to the Baptism, and in the case of the Baptism of a person in danger of death, the Council will be notified by the minister* at the earliest opportunity, in accordance with The Manual.

Baptismal identity is *both individual and communal*, honouring the diversity of individuals, as well as challenging us to be a community of equals. *Baptism will be ordinarily celebrated within a Service of Public Worship* in This United Church. This provides opportunity for the congregation – the gathered community in, through, and by which Baptism is approved and administered – to be available to both those baptized, as well as their families. If there are circumstances, such as the serious illness of a parent, which make a regular Worship time inadvisable or not possible, members of the Pastoral Charge and Council will accompany the minister to the home or hospital for the Service of Baptism.

The Council of the This United Church Pastoral Charge will review this policy *at least every two years*.

At *(Name of Church)* we hold three Baptism Sundays a year. They are usually held: one in the winter (January or February), one in the spring (May or June) and one in the fall (October or November). If you are interested in having your child Baptized at *(Name of Church)*, please contact the church office at (phone number) , we would be very happy to review our Baptism Policy with you.

***Subject: (Name of Church) United Church Baptismal Policy and Procedures***

*For a child to be baptized by a minister of (Name of Church) United Church the following policy will be used as a basis for that baptism.*

1 .*One of the parents or guardians should:*

*a) be a member in good standing\* of the United Church of Canada.*

*b) attend a baptismal class or classes as determined by the minister.*

*c) agree to be responsible for the Christian upbringing of the child.*

*d) attend (Name of Church) United Church services at least three (3) times prior to the baptismal date or be an ongoing/active member of (Name of Church) United Church.*

*2. When neither of the parents or guardians are members of the United Church of Canada, one child may be baptised. Should they wish to baptize other children, they will be asked to observe the policy as outlined in #1*

*3. Any exception to the baptism policy of (Name of Church) United Church requires the approval of the Worship Committee and the minister.*

***(Reference: Manual (1998)***

***Exceptions policy - Church membership. 010(b) p.47)***

***\*A member in good standing, as defined by the Worship Committee of (Name of Church) United Church, is a person who has been accepted into the United Church either through baptism and confirmation, reaffirmation or by transfer, who adheres to the teachings of the Christian faith and has been in attendance in the United Church within the last five (5) years.***

*This policy was created by a congregation in Saskatchewan after reviewing the Position set at the 2009 Annual Meeting for Saskatchewan Conference (Proposal 10). This proposal is quoted on the first page of this package, as well as in the second paragraph of the policy below. Would your congregation consider action such as this? What steps do you think this congregation would consider to evaluate how well they are following their policy?*

Having reviewed Proposal 10, 2009 from Saskatchewan Conference, the Session of **(Name of Church)** United Church wishes to uphold the principles named in that proposal.

We will seek in exercising our duty of oversight of the order of public worship under 5.10.1 of the Basis of Union, not to discriminate against any group of persons on the basis of race, ancestry, place of origin, gender identity, sexual orientation, socio-economic status, age, disability or status as divorced persons subject only to the laws of Canada and the province of Saskatchewan as may exist from time to time, especially those which protect the vulnerable.

In our oversight of public worship, we will continue to work at enhancing the accessibility of our building for worship and study. We will continue to be aware of areas of concern such as: placement of wheel-chairs in the sanctuary and accessibility for children attending Sunday School programs, maintaining effective sound systems, providing printed materials in a suitable format, or any other issues that could block individuals from being able to participate fully in the worship and study at **(Name of Church)** United Church.

In our oversight and approval of requests for baptism, confirmation of faith and transfer of membership at **(Name of Church)** we will not exclude anyone on the basis of race, ancestry, place of origin, gender identity, sexual orientation, socio-economic status, age, disability or status as divorced persons. We will ensure that suitable education is provided for those involved in baptism, confirmation of faith or transfer of membership.

In our oversight and approval of requests by couples to be married at **(Name of Church)** we will not exclude anyone on the basis of race, ancestry, place of origin, gender identity, sexual orientation, socio-economic status, age, disability or status as divorced persons. In talking with the couple, the minister(s) will determine (to the best of their ability) whether the couple meets the legal requirements set by the Province and will recommend whether the wedding should take place. The Session of **(Name of Church)** United Church, in **(Name of Community)**, Saskatchewan continues to require that every couple being married at **(Name of Church)** participate in a program of marriage preparation, determined by the minister(s) to be suitable.

Policy approved by Session, October 28, 2009