

Christ First Policy on Fees for Weddings and Funerals

General Intent

Weddings and funerals involve work for the staff beyond the normal work week. Additional compensation is appropriate. Charges for facilities and miscellaneous costs may also need to be recovered.

Specific Policies

1. Fees for facility charges, staff and miscellaneous charges as shown on Schedule of Fees found in Appendix A of this Policy.
2. For weddings, the church office will create a contract at the time of booking. An invoice will be sent to the family at least thirty days prior to the wedding (or as soon as possible if 30 days is impractical). Full payment by cheque or e-transfer is to be submitted ten days prior to the event.
3. For funerals, an invoice will be sent to the family. Full payment by cheque or e-transfer is to be submitted to the office administrator.
4. Staff payment will be added to the next ADP pay period. Custodial staff will be paid by cheque through the office.
5. A staff member may choose to waive their fee in special circumstances.
6. Rooms in the church, including the sanctuary, may be made available for funerals to other religious or non-religious groups. The requestor will meet with the Administrator. After consulting with the Minister, the Minister will be the judge of acceptability.

References

1. United Church of Canada Financial Handbook 2017
 - a. 4.20 Weddings and Funerals - For events such as weddings and funerals, the Canada Revenue Agency suggests that all fees be paid directly to the ministry unit. The ministry unit is then responsible for paying the musicians, minister, custodians, and other staff as per the ministry unit's policies. Income from weddings and funerals to staff who are on the regular payroll should be processed through ADP as taxable income (ADP Earning Code 15— Adjustment).

- b. 8.5 Public Benefit - A “charitable organization” is an organization that may or may not be incorporated and devotes all of its resources to charitable activities. There is to be no benefit to any of its members, directors, or trustees. All individuals, whether members or non-members, must be treated the same with respect to renting or using church facilities. There cannot be one fee for non-members and a reduced fee for members. That is conferring a benefit to the members and could put the charitable status of the organization in jeopardy. In a church setting, this means there should not be different fees for weddings or room rentals for different people. The message is to treat everyone the same, whether they are members or non-members. The CRA does allow for there to be a “non-profit” rate as well as a “for-profit” rate. Congregations will also sometimes waive a fee for outreach or compassionate reasons.

<https://united->

[church.ca/sites/default/files/financial_handbook_for_congregations_2017.pdf](https://united-church.ca/sites/default/files/financial_handbook_for_congregations_2017.pdf)

2. Christ First Policy on Weddings
3. Christ First Policy on Funerals

Responsibility

The Worship Committee is responsible for keeping this policy up to date and for recommending changes for the approval of the Church Council. The Schedule of fees, below, may be evaluated and adjusted periodically to keep the information current following a meeting of a sub-committee made up of the Chair or rep from the following committees: Worship, Welcoming and Fellowship, Property, Finance, the Reception Co-ordinator(s) and the Church Office Administrator.

Appendix A

Christ First Schedule of Fees for Weddings and Funerals

Funerals

Item	Service Charge	Reception Charge
Minister (Interment only)	\$350 (\$250)	
Organist	\$250	
Choir Director (as required)	\$250	
Custodian – building	\$ 30	\$30
Coordinator (inc. soundboard)	\$170	
AV Technician (slide prep, record, livestream)	\$200	
Reception (food)		\$250 (cost may vary based on anticipated number of attendees)

Weddings

Item	Ceremony Charge	Reception Charge
Sanctuary cost (rehearsal & service)	\$350	
Gathering Room	\$115	
Auditorium / PJ Hall w. Kitchen (4-6 hrs)		\$500
Minister	\$350	
Organist	\$250	
Custodian – building	\$ 60	\$150
Coordinator (inc. soundboard)	\$170	\$350 inc. host
AV Technician (slide prep, record, livestream)	\$200	
TOTAL	Ceremony \$1,495	Reception \$1,000