

## Grosvenor Park United Church Policies and Procedures

Title:

**13. Funeral Policy and Rental Costs**

Date of Last Review:

June, 2022

### 1. Policies

(a) Grosvenor Park United Church (GPUC) is open to all people who wish to have a funeral/memorial service in the Church. GPUC facilities are available for rent at the same rates to approved applicants, whether they are GPUC members or not.<sup>1</sup>

(b) The Minister covenanted with GPUC will conduct all funeral/memorial services held in the Church sanctuary<sup>2</sup>. If he/she is away, the Worship Committee (WC), in collaboration with the Minister, will arrange for an alternate. The GPUC Minister may agree to have visiting clergy assist with the service. The decision is ultimately at the discretion of GPUC's Minister and the family.

(c) The Director of Music (DM) is responsible for providing music for all funerals in consultation with the Minister and the family. Alternative plans must be discussed with the DM. A competent substitute will be found if the DM is unavailable. The use (or movement) of the Church's musical instruments requires the DM's permission.

(d) Permission for the movement or removal of any worship related furniture and accoutrements (paraments, candles, communion table and baptismal font) must be obtained from the WC.

(e) Any use of the GPUC sanctuary sound system requires a GPUC trained and approved individual to operate.

(f) Arrangements for taking pictures during the service must be made with the Minister prior to the service.

(g) No smoking or drinking is permitted on GPUC premises.

### 2. Rental Costs and Professional Fees

In cases where the costs listed below present a hardship, other arrangements can be made.

(a) The cost for holding a funeral at GPUC is \$1090.00 (without Live streaming and recording which is extra). This covers use of the sanctuary for four hours, plus other fees as listed below.

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<sup>1</sup> Renting facilities to members at a lower rate than to non-members is considered a benefit to members and should not be done. It could jeopardize charitable status. Charge or don't charge, but do treat members and non-members the same way. (The Financial Handbook for Congregations, United Church of Canada, 2010, page 111)

<sup>2</sup> If there is an Order of Ministry person on the pastoral charge, it is intended this Minister will preside at the funeral (according to long standing United Church precedent).

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There is an extra charge if the family wishes to hold a funeral reception at the Church (see catering below).

(b) A damage fee of \$100.00 is required at the time of booking, regardless of whether the booking is done by the family or the funeral home. If the space is left in an 'as found' condition, the fee will be returned.

(c) If funeral arrangements are made through a funeral home, fees for using the Church and its staff (Minister, DM, etc.) are to be included in the total amount charged. In this case, the funeral home will remit all the fees to the Church on the family's behalf. Final payment is due no later than one week after the service (unless special arrangements have been negotiated).

Sanctuary	\$400.00
Minister	\$250.00
Music Director (or alternate)	\$200.00
Media Producer	\$150.00
Custodian	\$75.00
Administration Fee	<u>\$15.00</u>

**Total: \$1090.00**

Additional charges for Video recording	\$200.00
Live streaming	\$50.00

### **3. Catering**

(a) The cost of renting Schnell Hall and the kitchen for a funeral reception is \$200.00 (4 hours).

(b) There are two catering options:

Option 1: A funeral reception may be arranged privately by the family (e.g. funeral home, private caterer, self-catered). The family rents Schnell Hall and the kitchen but provides all food and beverages, sets up before the event and cleans up after. The dishwasher is available for use, and must be used on any Church dishes, but GPUC personnel will be assigned at no additional charge to assist with its operation.

Option 2: A funeral reception may be arranged privately by the family (e.g. funeral home, private caterer, self-catered). The family rents Schnell Hall and the kitchen and provides food. If requested, GPUC will provide and serve coffee, tea, juice, set-up and cleanup for a fee of \$2.00 per person in addition to the rental cost.