

PREAMBLE: The Congregation of St. Paul's United Church and its minister offer a ministry of comfort and encouragement to those who have lost loved ones. Occasionally circumstances dictate that we must call on pulpit funeral supply. These guidelines are intended to assist when such needs arise.

POLICY: The Leadership Team has incorporated the Twin Valleys Funeral Pulpit Supply guidelines into our policy. We have also included the suggested honoraria printed in our pamphlet entitled "Grieving Your Loss"

APPROVED: Leadership Team

DATE: October 8, 2008, revision December 9, 2015; revised November 8, 2017

GUIDELINES:

A. Funeral Pulpit Supply:

This portion of the policy relates solely to a pastoral charge engaging and covering the cost of a minister to officiate at their funerals. It is independent of any honorarium that might be paid.

1. It is generally expected that our incumbent or appointed ministry personnel will officiate at funerals held in St. Paul's. They will cover funerals related to St. Paul's even if the funeral must be held at a different venue for convenience, accessibility or to accommodate the expected congregation.
2. If St. Paul's calls to officiate at a funeral:
 - a) Someone not currently employed by the United Church (e.g. Retired personnel, personnel without appointment, or a lay person) or
 - b) A part-time minister outside of their pastoral duties, we will pay the current pulpit supply fee set by General council plus any mileage and expenses directly to the person officiating at the funeral.
3. When St. Paul's ministry personnel is unable to officiate at a funeral and we call on ministry personnel from within Twin Valleys Presbytery that takes them away from their pastoral duties to officiate for us, we the "receiving" pastoral charge will pay to the "sending" pastoral charge:
 - a) Mileage for preparatory meetings with the family as well as for the funeral itself at the current general council minimum rate and
 - b) Any incidental funeral related expenses (e.g. bulletins)
4. If St. Paul's is without paid ministry personnel and we call on a minister from a neighbouring pastoral charge to officiate at a funeral, we are expected to "compensate" the neighbouring pastoral charge. We must pay directly to that pastoral charge the current pulpit supply fee along with any mileage and incidental expenses related to the funeral. The "borrowed" minister would claim mileage and incidental

expenses on his/her regular claim to the pastoral charge where he/she is settled or appointed.

5. When St. Paul's has a part-time minister we must come to an agreement with that minister on how funerals will be managed.
6. When a family wishes to call a friend or family member to officiate at a funeral:
 - a) They must consult with St. Paul's ministry personnel and/or the executive council to determine the appropriate approach at a funeral and
 - b) If it is determined appropriate that the friend or family member will officiate, there is no expense to St. Paul's.
7. When ministry personnel is asked to officiate at a funeral outside the boundaries of the area they are serving, they are required to consult with the incumbent ministry personnel before proceeding.

B. Honoraria

Often people ask how they can express their thanks to those who bring their time and talents to assist with preparation of the funeral service. We are therefore suggesting the following Honoraria:

1. Minister: \$150
2. Organist: \$100 or Rehearsal with a soloist: \$125
3. Custodian: \$60

Luncheon Fees are set by the UCW. Current rates are \$4.50 per person

EFFECTIVE DATE: November 8, 2017