

# City View United Church

6 EPWORTH AVENUE, NEPEAN, ONTARIO K2G 2L5

Tel: (613) 224-1021

E-mail: [cvuc@bellnet.ca](mailto:cvuc@bellnet.ca)

Website: <http://www.cityviewunited.org>

Minister: Rev. Laura Springate

## Policy for Weddings and Funerals

11 September 2024

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### Foreword

As part of our ministry, City View United Church (CVUC hereafter) helps individuals and families to mark life passages with special services such as weddings and funerals. To provide weddings and funerals in a faithful and orderly fashion, and to cover the cost of making our staff, volunteers, and facilities available, this document summarizes our policies, practices and associated honoraria and fees.

The Handout in Section A and Appendix A.1 are intended for distribution to a wedding couple. The Policy and Guidelines section and Appendix A.2 are for internal use by the office administrator and minister.

The Handout in Section B and Appendix B.1 are intended for distribution to a grieving family. The Policy and Guidelines section and Appendix B.2 are for internal use by the office administrator and the minister.

This policy does not apply to weddings and funerals conducted by the Seventh Day Adventists and Cornerstone churches that rent the sanctuary.

## A. Policy & Guidelines for Weddings

**Wedding Policy:** City View United Church minister(s) are permitted to conduct weddings in the church and off-site for all couples in spirit-filled, loving relationships. (Approved by CVUC Council 16 May 2016)

### General Process Flow:

1. A call to the Church Office requesting a wedding is forwarded to the minister.
2. If the Minister agrees to perform the wedding, a date is established in consultation with the office administrator.
3. The couple is referred to the office administrator who completes the checklist (Appendix A.2) regarding contacts and requirements for the wedding. This checklist is shared with the minister for information and coordination purposes.
4. The office administrator confirms the wedding date (in person or by e-mail) and provides the couple with the Wedding Handout and the honorarium and fee schedule (Appendix A.1). She informs the couple that a non-refundable deposit of \$100 should be received as soon as possible to reserve the date.
5. The office administrator determines the music and audio/visual requirements for the wedding and contacts the organist and arranges for audio operators if required. She also coordinates the provision of reception room setup and a kitchen coordinator if required.
6. The couple attends a marriage interview with the minister during which the minister gathers the names etc. required to complete the CVUC wedding register.
7. The church office follows up if necessary to ensure the honoraria and fees for the various parties and the wedding license are received 2 weeks in advance of the wedding.
8. A rehearsal is held the evening before or as close as possible to the wedding.
9. After the wedding, the minister updates the CVUC wedding register and mails the marriage license to the province.

### Policies:

1. The Manual (I.2.5.4) states:

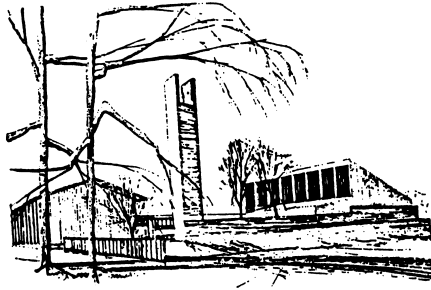
If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously served to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

- (a) must refer the request to a member of the order of ministry who is currently serving under call or appointment to that community of faith; and
- (b) may preside only with the approval of the community of faith's governing body.

2. Weddings in the church will be performed by its incumbent minister. Any exceptions must be approved by her/him. If so approved, the incumbent minister can, if she/he wishes, still assist with the wedding.
3. Music for weddings in the church will normally be played by its incumbent organist. If a couple wants another organist, the CVUC organist must meet this individual to verify that he/she is qualified and knowledgeable enough to play the organ with care. (e.g., not damaging the pedals, not deleting instrument settings). If a couple wants a pianist to play the music for the service, approval by the CVUC organist is not required.
4. The audio/visual needs may require two operators. One A/V operator can manage the microphones and run PowerPoint slide presentations on the overhead screens in the sanctuary. If there is a need to play recorded videos or music from a USB stick or the internet, or a need to livestream the service, then a second Audio/Visual operator is required. The volunteers who act as audio/visual coordinators will each receive a \$75 honorarium from the church.
5. Providing livestreaming is subject to the availability of a second A/V operator. We will make our best effort to capture this recording but cannot guarantee the result if technical issues arise. The resulting video is the property of CVUC but will be made available on an unlisted link for viewing. Attending rehearsals or dry-runs in advance of the wedding will incur an additional charge at the rate of \$75 per hour.
6. The payment of honoraria and rental fees (below) applies to everyone including CVUC members. (CRA guidelines prohibit exemptions). These payments are not eligible for charitable donation receipts.
7. Once the date has been set with the minister, a non-refundable deposit of \$100 is required to make the reservation. All other fees are payable two weeks prior to the wedding date.
8. The honoraria and fee schedule are described in Appendix A.1.
9. The Sanctuary & Preparation Rooms Fee includes:

Deposit (non-refundable)	\$100	
Room Rental	\$100	
Audio/visual operator(s)	\$ 75 (+\$75)	
Administrative/ Volunteer Support	\$ 50	
Rental Manager (Open/Lockup)	\$ 75	
	—————	
	\$400	(\$475)
Damage and cleaning deposit	\$100	to City View United Church (separate cheque - refundable)
10. A wedding rehearsal is required and if possible, should be in the evening before the wedding in the location in which it will be held. As much as possible all individuals participating in the service should be present including the entire wedding party, readers, parents of the marrying couple, ushers and musicians.

11. It is the responsibility of the wedding couple to obtain the marriage license and bring it to the church office at least two weeks before the scheduled wedding. It is the minister's responsibility to ensure it is signed and completed at the ceremony, and to mail it to the Ontario Government.
12. For the marriage ceremony to proceed there can be no evidence that the judgement of the marrying couple or their witnesses is impaired by alcohol or drugs.
13. An official photographer can take pictures throughout the service. However, once the marrying couple are standing before the minister there is to be no flash photography and photographers are to remain out of the congregation's line of sight, either at the side or back of the sanctuary. Guests will be able to take pictures as the bridal party enters and when the marrying couple recess, but once the marrying couple are before the minister and the service of worship begins, only the official photographer is to take pictures.
14. Throwing confetti, rice or bird seed both inside and outside the building is **prohibited**.
15. Blowing bubbles outside the church is permitted; bubbles are prohibited inside the church.
16. City View United Church does not cater weddings but welcomes the use of outside caterers.
17. Alcohol may not be served anywhere in the church.
18. The outside caterer is required to provide the food, coffee, tea and juice and tablecloths. If CVUC tablecloths are required, the damage deposit will be used to cover the cleaning costs.



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Website: <http://www.cityviewunited.org>

Minister: Rev. Laura Springate

## **(HANDOUT) - WEDDING ARRANGEMENTS at CITY VIEW UNITED CHURCH**

Congratulations on your upcoming wedding! We are pleased to be part of your special day. We will do all that we can to make it a memorable one in our lives.

The following outlines our wedding policies and practices.

### Venue

Every wedding performed in CVUC or performed by our minister in other venues becomes part of the legal and historical records of the United Church of Canada. Although weddings in the church sanctuary are strongly encouraged, other venues will be considered.

### The Minister

As per United Church of Canada policy, the weddings of CVUC parishioners are to be officiated by our current minister or the minister designated for the pastoral coverage. Our minister may approve other clergy participating with him/her in the service.

### Meeting with the Minister

After the wedding date has been set, you will meet as a couple with the minister in his/her office. There are several purposes for this meeting. Basic information is collected for the wedding register and about your preliminary wedding service plans. It is also an opportunity for the minister to get to know you better so that the service can be personalized. Also, at this time the minister will discuss the various options available to you for your service. You will then be asked to talk over these options and make your choices, advising the minister of your choices no later than two weeks before your service. With the approval of the minister, other elements of your own choosing may be added to the service of worship if they are consistent with the denominational practices of the United Church of Canada.

### Rehearsal

A rehearsal is required and if possible, should be in the evening before the wedding in the location in which it will be held. As much as possible all individuals participating in the service should be present including the entire wedding party, readers, parents of the marrying couple, ushers and musicians.

### The License

It is your responsibility to obtain the marriage license and bring it to the church office at least two weeks before your scheduled wedding. It is the minister's responsibility to ensure it is signed and completed at the ceremony, and to mail it to the Ontario Government. Please note that the minister cannot proceed with the wedding if one of the marrying couple or one of their witnesses is impaired by alcohol or drugs.

### Pictures

Guests will be able to take pictures as the bridal party enters and when the marrying couple recess, but once the marrying couple are before the minister and the service of worship begins, only the official photographer is to take pictures.

An official photographer can take pictures throughout the service. **However, once the marrying couple are standing before the minister, he/she shall not use any flash photography and shall remain out of the congregation's line of sight, either at the side or back of the sanctuary.**

### Sanctuary Size

The City View's sanctuary seats 350 comfortably.

### Decorations

You may provide floral decorations which you may take with you after the service or may leave them for the use of the Church on Sunday. Pew markers may be used but must not be stuck to the pews.

**Throwing confetti, rice or bird seed both inside and outside the building is prohibited.**

Blowing bubbles outside the church is permitted; bubbles are prohibited inside the church.

### Music

Music should be sacred in nature, contributing to the reverent worship and spirit of joy that the occasion warrants. Complete lyrics of any secular songs to be sung or played must be shown to the minister for approval at least two weeks before the wedding.

For weddings in the sanctuary, CVUC's organist normally provides the service music. Arrangements to have your own organist require our organist's approval. Arrangements to have your own pianist do not require approval. Our organist is willing to incorporate additional musicians or accompany vocalists in the service. These arrangements are to be made in consultation with the Minister and the organist.

### Audio/Visual Operator(s)

Rental of the sanctuary includes the use of the sound system by our Audio/Visual operator to manage the microphones and run PowerPoint slide presentations on the overhead screens. If you require the playing of recorded videos or music from a USB stick or the internet, or wish to livestream the service, you will be charged for a second Audio/Visual operator.

Providing livestreaming is subject to the availability of a second A/V operator. We will make our best effort to capture this recording but cannot guarantee the result if technical issues arise. The resulting video is the property of CVUC but will be made available on an unlisted link for viewing. Attending rehearsals or dry-runs in advance of the wedding will incur an additional charge.

### Receptions

City View United Church does not cater weddings but welcomes the use of outside caterers. **Please note that the serving of alcohol, however, is not permitted.** There are fees associated with holding a reception. Please discuss the fees required for your reception with the office administrator.

It is the responsibility of the caterer to clean up the kitchen including the washing and the putting away of dishes and utensils used as part of its role. Inadequate cleaning up etc. after a reception, will mean the forfeit of the \$100 damage deposit.

### Honoraria & Fees

The payment of honoraria and rental fees apply to all including CVUC members. In all cases, these payments are not eligible for charitable donation receipts. Please make cheques payable to the names shown.

A deposit of \$100 made out to City View United Church and delivered to the Church's office will reserve the booking. All other fees and honoraria are to be paid two weeks before the wedding. Please refer to the wedding honoraria and fee schedule in Appendix A.1 for details.

We wish you a blessed wedding day.

## Appendix A.1 - Wedding Honoraria and Fee Schedule

<b>Minister</b>	\$350	to Rev. Laura Springate..... (343) 987-8357 <a href="mailto:revlaura@bellnet.ca">revlaura@bellnet.ca</a>
<b>Organist</b> (including rehearsal)	\$250	to Svetlana Logigan ..... (613) 618-7174 <a href="mailto:logigansvetlana@gmail.com">logigansvetlana@gmail.com</a>
<b>Sanctuary + Preparation Rooms*</b>	\$400	to City View United Church..(613) 224-021 <a href="mailto:cvuc@bellnet.ca">cvuc@bellnet.ca</a>
<b>Damage and cleaning deposit</b>	\$100	to City View United Church (separate cheque - refundable)
Total	\$ 1,100	(\$100 refundable)

\* *This fee includes the use of the sanctuary, any preparation or waiting rooms, the sound system, one A/V operator, the \$100 non-refundable deposit, and the administrative and volunteer support required to coordinate a standard wedding service. Additional requests may incur other fees. (e.g. \$75 for a second A/V operator.)*

### Reception Hall Fees

City View United Church does not cater to weddings but welcomes the use of outside caterers. Please note that ***the serving of alcohol, however, is not permitted.***

<b>Reception hall</b> (Friendship room & kitchen)	\$375	to City View United Church
<small>(Includes Set up/Take down and Rental manager Open/Lockup if required.)</small>		
<b>Damage and cleaning deposit</b>	\$100	to City View United Church _____ (separate cheque – refundable**)
Total	\$475	(\$100 refundable)

\*\* *Non-refundable if CVUC tablecloths are required*

***Please make cheques payable to the names shown.***

***For other room rentals or additional information required please contact the church office at 613-224-1021.***



## **Appendix A.2 - Wedding Information & Check List for Internal Use**

Names of Wedding Couple .....

Contact Name & Phone .....

Date and Time of Wedding.....

Date and Time of Rehearsal.....

Deposit Received.....

Member /Adherent / Not Associated with CVUC .....

Organist contacted .....

Audio/Visual Operator -1 .....

Microphones + PowerPoint Slide Show

Audio/Visual Operator - 2 (if required) .....

Recorded Music or Video (Y/N) .....

Livestream Required (Y/N) .....

A/V Operator(s) contact info to Couple .....

Head Usher & Ushers (usually the groomsmen)

Elevator Operator .....

Other Contacts .....

Flowers - do flowers remain in Sanctuary or go to family .....

Reception- Caterer Contact Name & Phone # .....

Set-up - who & when .....

Floor plan .....

# of People attending .....

Clean-up .....

Honoraria issued to A/V Operator(s) .....

Honoraria and fee schedule (see Appendix A.1)

## **B. Policy & Guidelines for Funerals**

### **General Process Flow:**

1. A call to the Church Office requesting a funeral is forwarded to the minister.
2. If the Minister is available to perform the funeral, and the funeral is to be held at the funeral home, a date for the service is established by the funeral home in consultation with the minister and the family. The minister or the funeral home contacts the organist if he is requested to play for the service at the funeral home.
3. If the funeral is to be held in the church, the date for the service is established by the minister in consultation with the office administrator and the family.
4. The office administrator contacts the organist for his availability. The family, minister and organist coordinate the choice of music together.
5. The minister and office administrator collaborate on completing and maintaining the checklist (Appendix B.2) regarding contacts and requirements for the funeral.
6. The office administrator provides the family with the Funeral Handout and the schedule of honoraria and fees (Appendix B.1)
7. The office administrator arranges for an Audio/Visual Operator, and other volunteers as required to support the service and reception.
8. After the funeral the office administrator updates the CVUC funeral register for the minister's signature.

### **Policies:**

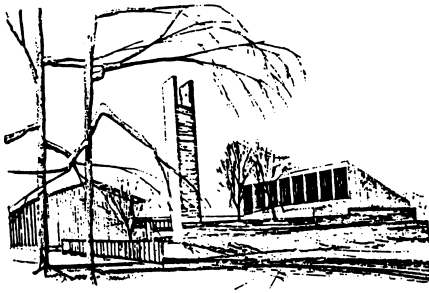
1. The Manual (I.2.5.4) states:

If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously served to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

  - a. must refer the request to a member of the order of ministry who is currently serving under call or appointment to that community of faith; and
  - b. may preside only with the approval of the community of faith's governing body.
2. This policy ensures that the incumbent minister is in a position to support their congregation following the death of a parishioner, and to provide the ongoing pastoral care needed by both the bereaved family and the congregation.
3. CVUC cannot provide many of the services of a funeral home such as transportation to and from the church for family, the deceased, or flowers, or making arrangements with the cemetery.
4. Families are encouraged to make first contact with the minister when hoping to arrange a funeral. The incumbent minister will arrange the funeral in consultation with the family, the funeral home and the office administrator.

5. The minister will ensure that the funeral home asks the family for his/her honorarium and that of City View's organist if required.
6. CVUC has an accessibility policy in place to help everyone to participate in events in our church. There is an elevator, ramps and accessible washrooms. The office should be informed by the family of any other accommodation that may need to be made.
7. The honoraria and fee schedule are described in Appendix B.1.
8. The payment of honoraria and rental fees (below) apply to all including CVUC members. (CRA guidelines prohibit exemptions). These payments are not eligible for charitable donation receipts.
9. The audio/visual needs may require two operators. One A/V operator can manage the microphones and run PowerPoint slide presentations on the overhead screens in the sanctuary. If there is a need to play recorded videos or music from a USB stick or the internet, or a need to livestream the service, then a second Audio/Visual operator is required. The volunteers who act as audio/visual coordinators will each receive a \$75 honorarium from the church.
10. Providing livestreaming is subject to the availability of a second A/V operator. We will make our best effort to capture this recording but cannot guarantee the result if technical issues arise. The resulting video is the property of CVUC but will be made available on an unlisted link for viewing. Attending rehearsals or dry-runs in advance of the funeral will incur an additional charge at the rate of \$75 per hour.
11. The Sanctuary Fee includes:

Audio/visual operator(s)	\$ 75 (+\$75)
Administrative/ Volunteer Support	\$ 75
Rental Manager (Open/Lockup)	\$ 75
	\$225 (\$300)
12. We are not able to provide light refreshment support for receptions. However, families are welcome to arrange for an outside caterer.
13. Families wishing to use an outside caterer must contact the office administrator to make arrangements for the setup of tables. The outside caterer is required to provide the coffee, tea and juice and tablecloths. It will be the responsibility of the caterer to clean up the kitchen including the washing of dishes and countertops and the putting away of dishes and utensils used. If CVUC table cloths are required, the damage deposit will be used to cover the cleaning costs.
14. Alcohol may not be served anywhere in the church.



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Minister: Rev. Laura Springate

## **(HANDOUT) - FUNERAL SERVICES at CITY VIEW UNITED CHURCH**

We are saddened with you and are sorry for your loss. We at CVUC will do all we can to ensure that this memorial service for your loved one will go as smoothly as possible. The following outlines our policies and practices for funerals.

### Policies

CVUC cannot provide many of the services of a funeral home such as transportation to and from the church for family, the deceased, or flowers, or making arrangements with the cemetery. Please make these arrangements with the funeral home.

When funerals of CVUC parishioners are presided over by a United Church minister, that minister shall be our current minister or the minister designated for pastoral coverage. Our minister may approve other clergy participating with him/her in the service.

### Sanctuary Size

The City View's sanctuary seats 350 comfortably.

### Decorations

Floral decorations are welcome in the sanctuary and may be taken with you after the service or left for the use of the Church on Sunday.

### Music

Music should be sacred in nature, contributing to the reverent worship and spirit of remembrance that the occasion warrants. Normally, the CVUC's organist provides the service music. Arrangements to include other musicians can be made in consultation with the Minister and the organist.

### Audio/Visual Operator(s)

Rental of the sanctuary includes the use of the sound system by our Audio/Visual operator to manage the microphones and run PowerPoint slide presentations on the overhead screens. If you require the playing of recorded videos or music from a USB stick or the internet, or wish to livestream the service, you will be charged for a second Audio/Visual operator.

Providing livestreaming is subject to the availability of a second A/V operator. We will make our best effort to capture this recording but cannot guarantee the result if technical issues arise. The resulting video is the property of CVUC but will be made available on an unlisted link for viewing. Attending rehearsals or dry-runs in advance of the funeral will incur an additional charge.

### Receptions

We are not able to provide light refreshment support for receptions. However, you are welcome to arrange for an outside caterer. If using an outside caterer, please contact the office administrator to make arrangements for the setup of tables,

The outside caterer must provide their own coffee, tea and juice and tablecloths. It is also the responsibility of the caterer to clean up the kitchen, including washing the dishes and countertops, and putting away dishes and utensils used. If CVUC tablecloths are required, the damage deposit will be used to cover the cleaning costs.

Please note that alcohol may not be served anywhere in the church.

### Honoraria & Fees

The office administrator will provide and discuss our honoraria and fee schedule with you.

The payment of honoraria and rental fees apply to all, including CVUC members. Note that these payments are not eligible for charitable donation receipts.

Please refer to the honoraria and fee schedule in Appendix B.1.

### More Information

For more information or questions, please contact the office administrator at 613-244-1021.

## Appendix B.1 - Funeral Honoraria and Fee Schedule

<b>Minister</b>	\$350	to Rev. Laura Springate... (343) 987-8357 <a href="mailto:revlaura@bellnet.ca">revlaura@bellnet.ca</a>
<b>Organist</b>	\$200	to Svetlana Logigan ..... (613) 618-7174 <a href="mailto:logigansvetlana@gmail.com">logigansvetlana@gmail.com</a>
<b>Sanctuary *</b>	\$225	to City View United Church..(613) 224-1021 <a href="mailto:cvuc@bellnet.ca">cvuc@bellnet.ca</a>
<b>Total</b>		<b>\$ 775</b>

\* *This fee includes the use of the sanctuary, any preparation or waiting rooms, the sound system, one A/V operator, and the administrative and volunteer support required to coordinate a standard funeral service. Additional requests may incur other fees (e.g. \$75 for a second A/V operator).*

### **Reception Hall Fees**

City View United Church does not provide light refreshment support for receptions but welcomes the use of outside caterers. *Please note that **the serving of alcohol is not permitted.***

<b>Reception hall</b> (Friendship room & kitchen) Includes Set up/Take down and Rental manager Open/Lockup if required.	\$375	to City View United Church
<b>Damage and cleaning deposit</b>	\$100	to City View United Church _____ (separate cheque – refundable**)
Total	\$475	(\$100 refundable)

\*\* *Non-refundable if CVUC tablecloths are required.*

***Please make cheques payable to the names shown.***

**For other room rentals or additional information required please contact the church office at 613-224-1021.**

## Appendix B.2 - Funeral Information & Check List for Internal Use

Name of Deceased .....

Family Contact Name & Phone .....

Date of Death .....

Date of Funeral .....

Casket or Ashes .....

Time of Committal (i.e., burial on the same day.) .....

Place of Committal.....

Are the family going to the cemetery before or after the reception .....

Member /Adherent / Not Associated with CVUC .....

Name of Funeral Home .....

Contact Name & Phone # .....

Organist contacted .....

Audio/Visual Operator -1 .....

Microphones + PowerPoint Slide Show

Audio/Visual Operator - 2 (if required) .....



Recorded Music or Video (Y/N) .....

Livestream Required (Y/N) .....

A/V Operator(s) contact info to Family Contact.....

Head Usher & Ushers .....

Elevator Operator .....

Other Contacts .....

Flowers - do flowers remain in Sanctuary or go to family? .....

Reception- Caterer Contact Name & Phone # .....

Set-up - who & when .....

Floor plan .....

Number of People attending.....

Clean-up.....

Honoraria issued to A/V Operator(s) .....

Honoraria and fee schedule (see Appendix B.1)