



St. Andrew's United Church

Rossland, BC



Beaver Valley United Church

Fruitvale, BC



Trail United Church



Salmo Community Church

Communities in Faith Pastoral Charge

Policy Manual

The structure and organization of Communities in Faith Pastoral Charge is defined in the Communities in Faith Pastoral Charge Constitution.

This policy manual contains the approved policies of Communities in Faith Pastoral Charge. The official record shall be retained in the office of Communities in Faith Pastoral Charge with an electronic version on the CIFPC Website.

The CIFPC church office will notify the respective church offices and members of the CIFPC Church Council of Policy Manual updates as they are put into the official record.

The Ministry and Personnel Committee will maintain the record of specific approved Ministry and Personnel Policies.

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Policy/Procedure #1: Management and Operations Guidelines

Council Initial Approval:
Revised:

06/11/2013
day/month/year

1. Purpose

This Policy establishes guidelines for the management and operations of CIFPC. All actions shall be directed by the principles of legal, ethical and responsible stewardship.

2. Scope

These guidelines provide CIFPC Church Council with advised parameters for consideration in operating the Pastoral Charge.

3. Background

The Pastoral Charge is required to meet the mandate of the Manual of the United Church of Canada, and any constraints mandated by BC Conference and Kootenay Presbytery.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

5. Legislation

As a registered Canadian Charity, the CIFPC must meet the requirements of the Canada Revenue Agency to maintain its charitable status.

6. Policy

The policy of CIFPC is to ensure governance in accordance with the CIFPC Constitution.

6.1 Attendance at CIFPC meetings may be by electronic means (such as by telephone, video or internet connection) provided that the member not physically present at the meeting is able to hear and be heard by all other participants in attendance at the meeting.

6.2 Emergent issues requiring CIFPC Council approval may be addressed by an Executive Committee which shall be appointed annually. The Executive Committee shall normally consist of the minister, the CIFPC Chair, Vice Chair, Secretary and Treasurer but appointment may consider ensuring representation from each Point. Information on issues brought to the Executive will be circulated to Council members by email, and any decision by the Executive Committee will be recorded in the minutes of the next Council meeting.

7. Procedure

7.1 Signing Authority: CIFPC Council will appoint four signing officers for CIFPC financial accounts. The signature of any two of the four signing officers will be required to authorize financial transactions.

7.2 Funding Assessment Allocation to the Points: the assessment shall be based on an average of the revenue for the previous 3 years, excluding: bequests, transfers from reserves, trusts income, funds designated for use outside CIFPC, and payments received for Facilities Use.

7.3 Grant applications on behalf of the Points are permitted using the CIF Charity number. To avoid duplication which might compromise eligibility, CIFPC Church Council must be advised of any proposed applications, prior to their submission.

8. Alerts

Within CIFPC, authority for direction of management and operations remains with the CIFPC Church Council.

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Policy/Procedure #2: Communications Policy

Council Initial Approval:
Revised:

04/12/2013
day/month/year

1. Purpose

The purpose of communication is to inform and to present the public image of the Communities in Faith Pastoral Charge. This policy provides general guidelines for certain communications within and on behalf of the Pastoral Charge.

2. Scope

This policy addresses 2 areas of communication: the website and the newsletters. Other areas of communication may be guided by the requirements of the United Church of Canada, by the Constitution of the Communities in Faith Pastoral Charge and by the Communications Summary Report indicating roles and responsibilities.

3. Background

A committee of the Church Council undertook a complete review of communications in 2008, and identified various means of communication. They include: Website, Newsletters, Calendar of Events, Bulletin boards, Minutes of meetings, Reports, Direct person to person, Telephone and Email.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

M&P: Ministry and Personnel

UCC: United Church of Canada

5. Legislation

The United Church of Canada sets requirements for record-keeping, including details for recording the minutes of church meetings.

6. Policy

It is the policy of CIFPC to provide information regularly through two public instruments: the website and the newsletter. The newsletter will normally be produced three times per year. These procedures provide parameters for these communication vehicles.

7. Procedure

7.1.1 Website: The CIFPC office administrator will act as Chief Editor of the website, with the power to delegate responsibilities. Any decision of the chief editor can be appealed to the CIFPC M&P Committee, but the M&P Committee will only overrule the chief editor where they determine the matter is clearly not in the interest of CIFPC or is unlawful. The Chief

Editor will report to the M&P Committee of CIFPC, and get guidance from same as required or requested.

7.1.2 A complete list of accounts, passwords and publishing locations necessary for publishing the website shall be maintained by the Chief Editor, and kept up to date.

7.1.3 Content on Website

- a) Content should be timely, courteous and respectful, clear and concise.
- b) The website will reflect the life, work, beliefs and policies of CIFPC.
- c) The website shall be governed by the CIFPC Privacy Policy, including the use of photo images. Photographs published shall have the permission (express or implied) of the person(s) depicted. Photographs showing children can be posted only with the express permission of the child and their parent or guardian. Any person appearing in a photograph may request that the chief editor remove that photograph, and the photograph shall be removed as soon as possible.
- d) The website will not accept advertisements.
- e) The website will not post announcements on behalf of an individual, a corporation, a political party, an organization or cause unless that announcement also reflects the life, work, beliefs and policies of CIFPC. Useful links to other sources are permitted.
- f) The website will be kept current and uncluttered. Anything "in-house" would routinely go to the website editor. If the content gets too large, then the website editor would consult with the CIFPC Council. "In-house" material is defined as material that comes from any committee of the church, any official group of the congregation, and any of the staff.
- g) Significant changes to the website would occur with the approval of the CIFPC Council. Examples of a significant change would be a blog, advertising community events, or posting other external and non-UCC material.

7.2.1 Newsletter: A newsletter editor will be appointed by the CIFPC Council. The newsletter reinforces messages distributed at the worship service and is of particular benefit to members of the congregations who do not access to the website, or who cannot attend worship regularly.

7.2.2 Content of the Newsletter

- a) The newsletter will be brief and concise, and will highlight timely points of interest.
- b) The guidelines for content on the website, as shown in 7.1.3 (a) to (e) above, will apply to the newsletter content.

7.2.3 Distribution of the newsletter will be managed by the Points. Copy of the newsletter will be posted on the website.

8. Alerts

Refer to Appendix:

- A. 4 Photo Release

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Policy/Procedure #3: Baptism

Council Initial Approval:
Revised:

06/11/2013
day/month/year

1. Purpose

- 1.1 Baptism is a sacrament within the United Church of Canada and an act of worship that involves the gathered congregation. It will normally occur within a Sunday worship service.
- 1.2 Communities in Faith Pastoral Charge welcomes the opportunity to baptize individuals.
- 1.3 This policy establishes guidelines to help ensure a meaningful experience for all those involved in the baptismal service.

2. Scope

- 2.1 A teen 12 + or an adult candidate who has completed the confirmation or affirmation of faith course and who has been approved by the Church Council, can be baptised through profession of faith.
- 2.2 An infant or child may be baptised in accordance with the United Church Manual which stipulates that at least one of the parents must be a baptised and confirmed member in good standing of the United Church of Canada.
- 2.3 In the case of infant or child baptism where the parents are not members of the United Church but at least one parent has been baptised, the Worship Team and Church Council may give their permission as long as a Congregational Sponsor is arranged.

3. Background

- 3.1 Baptism is one of the two holy sacraments observed by the United Church of Canada. Baptism can be with infants or children, with the parents making the vows on the child's behalf. Teens and adults can be baptised through profession of faith.
- 3.2 Baptism involves the exchange of covenantal promises between God and the person being baptised as well as the congregation where the baptism takes place.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

A Congregational Sponsor is a member in good standing of Communities in Faith Pastoral Charge. The Sponsor agrees to support the family through the baptismal service, will encourage the family to attend church when possible and keep in periodic contact with the family. There will be a vow for this person to respond to during the baptismal service.

5. Legislation

Not applicable.

6. Policy

- 6.1 The name of the candidate for baptism will be presented first to the Worship Team for approval and then to the Council for final approval prior to the date of baptism. For an infant or child baptism, the presentation to the Worship Team and Council will indicate which parent is a member in good standing in the United Church of Canada, or the name of the Congregational Sponsor.
- 6.2 Baptism services are normally offered during a regular worship service on Sunday on dates scheduled by the Worship Team. The Team will try to accommodate requests.
- 6.3 In the case of a life threatening emergency where a person's life is at risk, the minister will perform the baptism wherever the individual is located. For example, the person may be in a hospital or at home. Every effort will be made to have one representative of the church in attendance with the minister, if possible.

7. Procedure

- 7.1 Preparation for baptism: For infant or child baptism, the parent(s) will meet with the minister to discuss baptism, the vows and the service. For teen or adult baptism the candidate for baptism will need to attend preparatory Confirmation or Affirmation of Faith classes with the minister for a period of several weeks.
- 7.2 God-parents. Parents are welcome to choose 1 or 2 individuals to be the God-parents for the children being baptised. These individuals are usually chosen because of their spiritual maturity and their willingness to provide spiritual nurturing to the child being baptised. They are not the legal guardians of the child unless stipulated in the parent's will. There will be a vow for the God-parents to respond to in the service and they are welcome to accompany the parents to the baptismal font during the act of baptism.

8. Alerts

- 8.1 Photography and Video-taping. Baptism is a sacrament and an act of worship so picture taking must be discussed with and approved by the minister prior to the service. Arrangements can be made which will preserve the sanctity of the occasion, as well as the images.

9. Verification/ Authorisation/ Amendment

- 9.1 The CIFPC Joint Worship Committee is responsible for development and oversight of this policy.
- 9.2 Amendments must be approved by the CIFPC Church Council at a duly constituted meeting.

Policy/Procedure #4: Weddings

Council Initial Approval:
Revised:

06/11/2013
day/month/year

1. Purpose

- 1.1 The Communities in Faith Pastoral Charge (CIFPC) offers the rite of Christian marriage to couples seeking to covenant with one another and with God in the presence of a gathered community.
- 1.2 The Pastoral Charge is pleased to offer married couples a similar ceremony for the renewal of their marriage vows.

2. Scope

- 2.1 The CIFPC wedding ceremony is offered to couples who qualify for marriage under applicable laws and wish to be married, and who have demonstrated an understanding of their commitment to each other within the marriage vows.
- 2.2 The couple is expected to meet with the minister for pre-marital counseling, and to participate in conversations designed to further their understanding of the covenant relationship to which they wish to make a commitment.

3. Background

- 3.1 The wedding ceremony is an act of Christian worship and a pledge of the commitment of two people to enter into a covenant relationship.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

Covenant is a solemn and binding agreement either written or verbal between two or more parties.

5. Legislation

- 5.1 Marriages in BC are conducted in compliance with the requirements of the BC Marriage Act.
- 5.2 The Pastoral Charge maintains a Register of marriages conducted under the authority of the church, as required by the BC Marriage Act. This Register is a legal document.

6. Policy

- 6.1 The wedding ceremony will be conducted by a minister of CIFPC, or by another minister appointed or approved by the CIFPC minister or the CIFPC Worship Committee. The officiating minister must be recognized as practising clergy in the province of British Columbia. Only authorized Ministers can use the CIFPC Register.

Marriage Commissioners and Justices of the Peace are not authorized by CIFPC policy to perform marriage in CIFPC worship sites.

- 6.2 The ceremony will usually be conducted in a church setting, but may be conducted in another respectful setting.
- 6.3 The couple is encouraged to assist the minister in designing the wedding ceremony.

7. Procedures

- 7.1 A wedding is a joyous time and a CIFPC minister will assist the couple in planning a Christian marriage service that will be meaningful. CIFPC has four church sites, in Beaver Valley, Rossland, Salmo and Trail. Certain procedures are common to the four sites, but others are specific to a certain site.
- 7.2 The couple contacts the minister. Discuss the date, time, church site and your expectations. The minister will advise on requirements, costs and CIFPC expectations.
- 7.3 Preparation for the marriage ceremony:
 - a) Book the Church with the appropriate Church office.
 - b) Arrange for Music: A list of qualified musicians is available from the worship sites or you may arrange for your own musical accompaniment.
 - c) Obtain a marriage license from the Government of British Columbia and present to the officiating minister one week before the time of the rehearsal. The forms are available from an Access BC Office.
 - d) Obtain a schedule of fees from the minister, and make payment prior to the date of the wedding.
 - e) Schedule a wedding rehearsal with the minister, prior to the wedding day.
 - f) As each church site has its own guidelines, discuss with the church site booking personnel any restrictions regarding decorations such as bows within the church, and the use of confetti, rice, flower petals and bubbles.

8. Alerts

- 8.1 Photography and Video-taping. The marriage ceremony is an act of worship so picture taking must be discussed with and approved by the minister prior to the service. Arrangements can be made which will preserve the sanctity of the occasion, as well as the images.
- 8.2 Refer to Appendix B.1 Schedule of Contacts and Costs for Weddings

9. Verification/ Authorisation/ Amendment

- 9.1 The CIFPC Joint Worship Committee is responsible for development and oversight of this policy.
- 9.2 Amendments must be approved by the CIFPC Church Council at a duly constituted meeting.

Policy/Procedure #5: Funerals

Council Initial Approval:
Revised:

6/11/2013
day/month/year

1. Purpose

- 2.1 A United Church funeral service is a worship service and a celebration of life intended to give support and comfort at a time of loss.

2. Scope

- 2.3 The funeral service or memorial service will be scheduled at a time appropriate for family and friends.
- 2.4 Interment may be arranged with the minister, and may take place before or after the service of remembrance.

3. Background

- 3.1 A funeral or memorial service is offered to provide family and friends an opportunity to celebrate the life of a loved one, and to share the sadness of separation.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

5. Legislation

- 5.1 The Pastoral Charge maintains a Registry of deaths, and will record the name and date of death of a person for whom a funeral is conducted. This Register may be accessed for information, in accord with CIFPC Privacy Policy, but the Register has no legal status.

6. Policy

- 6.4 The funeral service will be conducted by a minister of Communities in Faith Pastoral Charge, or by another minister or trained lay leader appointed or approved by the CIFPC minister or the CIFPC Worship Committee.
- 6.5 The funeral service will usually be conducted in a church setting, but may be conducted at a funeral home, at the grave site or other respectful setting.
- 6.6 The family and friends of the deceased are encouraged to assist the minister in designing the service.

7. Procedure

- 7.1 Our hope as a congregation is to be as accommodating as possible to those who are dealing with the death of a loved one. For this time of need, the following procedure is designed to avoid any confusion that may arise during an already difficult time. CIFPC has four church sites, in Beaver Valley, Rossland, Salmo and Trail. Certain procedures are common to the four sites, but others are specific to a certain site.
- 7.2 The family contacts the minister. Discuss the date, time, church site and your expectations. The minister will advise on requirements, costs and Pastoral Charge expectations.
- 7.2 Preparations which need to be made, with the minister, for the funeral service:
- g) Book the Church with the appropriate Church office.
 - h) Arrange for Music: A list of qualified musicians is available from the worship sites or you may arrange for your own musical accompaniment.
 - i) Obtain schedule of costs from minister, church or funeral home and arrange payment.
 - j) Make arrangements with funeral home, and for interment.

8. Alerts

- 8.1 Photography and Video-taping. The funeral service is an act of worship so the use of video and/or pictures must be discussed with and approved by the minister prior to the service. Arrangements can be made which will preserve the sanctity of the occasion.
- 8.2 Refer to Appendix B.2 Schedule of Contacts and Costs for Funerals

9. Verification/ Authorisation/ Amendment

- 9.1 The Communities in Faith Joint Worship Committee is responsible for development and oversight of this policy.
- 9.2 Amendments must be approved by the Communities in Faith Pastoral Charge Church Council at a duly constituted meeting.

Policy/Procedure #6: Investment Policy

Council Initial Approval:
Revised:

06/11/2013
day/month/year

1. Purpose

The philosophy of investment for Communities in Faith Pastoral Charge is to ensure the prudent investment of the assets of the organization in order to facilitate the viability of the organization well into the future. The prudent investment will require that the portfolio have income as well as growth potential.

2. Scope

The Finance Committee of CIFPC and the Points are delegated by CIFPC and the Trustees with overseeing the congregation's investments and will do so according to the policies as set out

3. Background

It is understood that CIFPC intends to continue to provide guidance, programming and administration to enhance the role of creating:

- Healthy Congregations and Ministries
- Effective Leadership
- Faithful Public Witness

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

5. Legislation

As a registered Canadian Charity, CIFPC must meet the requirements of the Canada Revenue Agency to maintain its charitable status.

6. Policy

6.1 Considerations

The portfolio needs to insure a steady stream of consistent income, to insure against inflation, and to protect against fluctuations in the value of the portfolio being extreme. Members of CIFPC should be aware that there will be some variability in portfolio value, but that this variability will be managed within agreed limits.

The return goal will be to at a minimum meet the rate of inflation over time. An additional goal is to provide income over and above this to allow the congregation to take on

additional programs.

In determining the limits of risk needed to ensure the performance of the plan the following must be taken into consideration:

- based on a '**prudent person portfolio approach**'.
- the potential changes in circumstances in the short term future
- diversification of the investment portfolio, thus avoiding the concentration in any one investment market
 - credit risk (a single entity or group of associated entities)
 - market risk (interest rate, currency and price)
- the quality of assets to be included in each category
- the impact on the investment resulting from changes in equity markets, interest rates and inflation
- liquidity of investments
- cash flow characteristics

6.2 Liquidity Requirements

It will be the responsibility of the Treasurer of CIFPC and the Point administrations to assess the cash requirement of the congregation short term (less than 1 year), medium term (1 to 5 years) and long term (over 5 years) and to anticipate some unexpected demands and to communicate these requirements to the Finance Committee of Communities in Faith Pastoral Charge and the Points annually. The Treasurer and the Points should anticipate CIFPC and Point needs for cash in the coming year and address how these needs are to be provided for so that assets do not have to be liquidated unexpectedly and potentially at unfavourable prices and that the portfolio does not contain excessive amounts of cash or low yielding liquid assets.

7. Procedure

Investments

All Investments will be marketable.

7.1 Investment Parameter Boundaries

Cash & Money Market: 0-30%

Fixed Income & Bonds: 30-80%

Equity: 0-30%

7.2 Income Investments – Cash & Money Market

Sufficient Cash & Money Market securities are to be held to meet the day-to-day and short-term cash requirements of CIFPC as presented by the Treasurer. Eligible securities include: Canadian T-bills, Bankers Acceptance, and Commercial Paper.

Quality:

- Cash/Cash Equivalents must carry an investment grade rating from DBRS credit agency.

- Cash/Cash Equivalents must be R1-Low or better (to include R1-middle and R1-high)

7.3 Income Investments – Bonds

Eligible securities include: Commercial Paper Federal / Provincial / Municipal / Corporate bonds and strip coupons and/or GICs.

Quality:

- Bonds, Coupons and GICs must carry an investment grade rating from DBRS credit agency.
- Federal/Provincial/Municipal/Corporate bonds must carry "A" quality or better to meet investment grade parameters.
- Strip Coupons must carry "A" quality or better
- GICs above CDIC maximums must be from a credible institution

7.4 Equity Investments – Corporate Securities

Investments in corporate securities will be through pooled and mutual funds. Mutual Fund investments will be acceptable at the discretion of the Finance Committee. Direct purchase of stocks in individual corporations will only be permitted with specific approval of the CIFPC Church Council.

7.5 Diversification

The purpose of diversification is to manage risk. Diversification will be across market segments, asset classes and levels of risk. Diversification does not require the use of multiple agents or institutions.

7.6 Delegation

CIFPC will use an Investment Manager to advise on investment strategy. The CIFPC and Point Finance Committees will select, instruct and monitor the Investment Manager. The Investment Manager will advise whenever the investment portfolio falls outside the established Investment Parameters, and advise on what action should be taken to realign the portfolio

7.7 Responsibility

The CIFPC and Point Finance Committees shall:

- Identify the role of those involved in the investment process and what is expected of them.
- Document the investment strategy and present it to the CIFPC Church Council or Point Administration as appropriate annually.
- Communicate the investment philosophy and policy of CIFPC and Points to the appropriate Investment Managers.
- Describe to the Investment Managers the objectives for the investment and lending programs and the overall risk philosophy
- Review the latest investment statements at each of their regular meetings

- Review the performance of the investments with the Investment Managers annually.

8. Alerts

8.1. Policy Review

This policy will be reviewed annually by the CIFPC Trustees to ensure it remains current with political, ethical and financial realities.

8.2 Reporting of Investment Performance

The performance of the investments will be reported annually in the CIFPC and Point Annual Report. The report will include a rate of return over some benchmark portfolio including: inflation, fixed income (bonds), TSE and other Market Indices. At the discretion of the Finance Committee, meetings and/or presentations by the Investment Advisor can be requested at any time along with updates on the managed account.

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Policy/Procedure #7: Privacy Policy

Council Initial Approval:

06/11/2013

Revised:

day/month/year

1. Purpose

This policy outlines the principles we apply when protecting the personal privacy of members, donors and employees. We believe that ensuring the accuracy, confidentiality, and security of the personal information we hold is both a legal and ethical obligation.

2. Scope:

This policy applies to Communities in Faith Pastoral Charge. It outlines the principles and commitments we make to our members, adherents, donors and employees, to protect their personal information.

3. Background

Communities in Faith Pastoral Charge, of the United Church of Canada, are in Kootenay Presbytery within British Columbia Conference. It includes congregations in Trail, Beaver Valley, Salmo and Rossland. These four churches retain certain independent operations and systems.

We in Communities in Faith Pastoral Charge understand that personal privacy is a critical issue for our members, adherents, donors, and employees. This privacy policy outlines our principles and procedures regarding the confidentiality and security of personal information given to us by members, donors and employees.

4. Definitions:

"CIFPC": Communities in Faith Pastoral Charge.

"Collection" is the act of gathering, acquiring, or obtaining personal information from any source, by any means.

"Consent" involves voluntary agreement with what is being done or proposed. Consent may be expressed in writing, or verbally, or tacitly. Implied consent exists when CIFPC can reasonably infer consent based upon the action of the member, adherent, donor or employee.

"Member" and "Adherent" (for the purposes of this policy) mean anyone who makes use of the services, programs and activities of CIFPC.

"Donor" means anyone who contributes financial resources to the work of CIFPC.

“Employee” means anyone who contributes their time and talent to the work of CIFPC, whether on a paid or voluntary basis. This definition includes a volunteer solely for purposes of this policy and the Personal Information Privacy Act (PIPA) and is not applicable to the definition of employee under any other statute or law or common law or for any other purpose.

“Disclosure” is the act of making personal information available to others.

“Use” is the treatment and handling of personal information by and within CIFPC.

“Personal Information” is information about an identifiable individual that is recorded in any form, excluding the person’s name, business title, business address and business phone number.

“Third-Party” is an individual or organization other than CIFPC and its members, adherents, donors and employees.

5. Legislation

This privacy policy is based on the B.C. Personal Information Privacy Act (PIPA) SBC 2003, c.63. Based on this we have prepared our own ten privacy principles to meet the specific needs of CIFPC and the members, donors and employees of this Pastoral Charge.

6. Policy

The policy of protection of privacy shall include requirements related to the use of photographic images.

7. Procedures

7.1 Use of photograph images by CIFPC: Photographs published shall have the permission (express or implied) of the person(s) depicted. Photographs showing children can be used only with the express permission of the child and their parent or guardian. A written consent form is available for use, should it be deemed advisable. Permission may be granted verbally. For example, a photographer may ask: does anyone object to having their picture on the website or newsletter?

Any person appearing in a photograph on the CIFPC website may request that the CIFPC Church Council Chair have that photograph removed, and the photograph shall be removed as soon as possible.

7.2

Section 1: The Accountability of CIFPC of the United Church

1.0 CIFPC is accountable for the protection of the private information of members, adherents, donors and employees.

1.1 The overall responsibility of the protection of personal information, and compliance with this Privacy Policy rests with the CIFPC Privacy Officer.

1.2 CIFPC is committed to ensuring that appropriate security measures are used in the transfer of sensitive private information. When using email or wireless communication, we advise members, adherents, donors and employees that complete confidentiality and security are not assured.

1.3 CIFPC is not accountable for any damages suffered when a member, adherent, donor or employee transmits personal information through email or wireless communication, or when CIFPC transmits such information at the request of the member, adherent, donor or employee.

1.4 CIFPC has developed policies and procedures to: protect personal information; receive and respond to complaints and inquiries; train staff regarding the policies and procedures; communicate the policies and procedures to our members, adherents, donors and employees.

Section 2: Identifying the Purposes of Personal Information

2.0 CIFPC will communicate the purposes for which information is being collected, either orally or in writing.

2.1 CIFPC collects member personal information for the following reasons only:

- To provide information for CIFPC programs and services.
- To maintain donor records and issue charitable tax receipts.
- To maintain adequate stewardship or care for our human and financial resources.
- To provide services that will meet the spiritual, educational and human needs of our members, adherents, donors and employees.
- To adequately promote the mission and outreach services of both CIFPC and the larger United Church.
- To verify the identity of a member, adherent, donor or employee.
- To provide for the transfer of appropriate records to our Conference Archives for archival and research purposes.

Section 3: Consent from Members, Adherents, Donors and Employees

3.0 CIFPC will obtain consent from members, adherents, donors and employees for the collection, use or disclosure of any personal information except where detailed in this Privacy Policy. We will make reasonable efforts to ensure that members, adherents, donors and employees will understand how their personal information will be used and disclosed.

3.1 The consent of a member, adherent, donor or employee can be written, spoken, or implied. A member can withdraw consent at any time, but such withdrawal may also inconvenience the member, adherent, donor or employee (i.e. charitable tax receipts, or employee pension or earnings statements). If such information is required by law, CIFPC may decline to deal with a member, adherent, donor or employee who has withdrawn their consent to the required information.

3.2 CIFPC may collect, use or disclose personal information without the member, adherent, donor or employee's knowledge or consent in the following exceptional circumstances:

- When such collection, use or disclosure is permitted or required by law.
- When using such information is required in an emergency that threatens an individual's life, health, or personal security.
- When certain information is publicly available.
- When we require legal advice from a lawyer.
- When we need to collect a debt from a member, adherent, donor or employee.
- When we need to deal with an anticipated breach of law.

3.3 Consent may be given orally, in writing, or electronically. For example, depending on the sensitivity of the information, consent can be expressed over the telephone, though this is only for the most minimally sensitive level of personal information. In other cases, where a form is needed to be filled in, one might consent by means of a check-off box. In some cases donors may wish to fill in an electronic form indicating consent. It may also be that members, adherents or donors are asked for permission to have their home addresses or phone numbers on a list of members or participants in a program.

Section 4: Limits for Collecting Personal Information

4.0 CIFPC will only collect personal information for the purposes identified. We will use methods that are lawful, and will not collect information indiscriminately.

Section 5: Limits for Using, Disclosing and Keeping Personal Information

5.0 Personal information will only be used or disclosed for the purposes for which it was collected. If such information is to be used for additional purposes, we will seek new consent to do so.

5.1 CIFPC will not sell membership, adherent or donor lists to Third Parties.

5.2 CIFPC may occasionally use membership, adherent or donor lists to conduct surveys in order to provide better programs and services, or to do research for future planning.

5.3 CIFPC may send membership, adherent and donor lists to other offices of the United Church in order that they may provide information for "Every Member Plan" United Church Observer subscriptions, or in order that our General Council, Conference and Presbytery offices may send out information on issues of stewardship, outreach and other concerns of our larger church.

5.4 CIFPC will transfer records to the B.C. Conference Archives, in order that the long-term legal and business purposes of the church, and its archival and research purposes can be continued with appropriate care. The majority of personal information is not preserved at the archives, but some records are archival in their nature and will be preserved.

Section 6: Accuracy

6.0 CIFPC will make reasonable efforts to ensure that any personal information collected is accurate, complete and current. In most cases, it will rely on the members, adherents, donors and employees to keep certain information current, complete and accurate.

6.1 Members, adherents, donors and employees may request amendments to the records at CIFPC, in order to ensure the accuracy and completeness of their personal information. If the amendment request pertains to information that remains in dispute, CIFPC will note the person's opinion in the file.

Section 7: Safeguarding Personal Information

7.0 CIFPC is committed to the safeguarding of the personal information of members, adherents, donors and employees in order to prevent its loss, theft, unauthorized access, disclosure, duplication, use or modification.

7.1 Depending on the sensitivity of the personal information, CIFPC may employ appropriate security measures to protect the information. The measures may include, for example, the physical security of offices, locked filing cabinets, and electronic security measures such as computer passwords.

7.2 CIFPC will use appropriate security measures when disposing of personal information, computers no longer in use, and other storage devices. This will, for example, involve the shredding of paper records containing personal information, and the reformatting of computers and storage systems no longer in use.

Section 8: Availability of Policies and Procedures

8.0 CIFPC is open about the policies and procedures it uses to protect the personal information of members, adherents, donors and employees. Information about these policies and procedures will be made available in written format in plain language. However to ensure the integrity of our security procedures, we may refuse to publicly disclose certain information.

8.1 CIFPC will make the following information available:

- The name, title, and address of the Privacy Officer who can respond to requests for information on personal information policies and procedures, and to whom complaints or inquiries can be forwarded;
- A description of the type of personal information held by CIFPC, including a general account of its use;
- A copy of any brochures or other information that explain the policies and procedures; and
- An explanation of what personal information is made available to related organizations within the United Church.

Section 9: Providing Access to Personal Information

9.0 Members, adherents, donors and employees have a right to have access to their personal information held by CIFPC. Upon request, CIFPC will, within a reasonable time period, tell the member, adherent, donor or employee what personal information it has, what it is being used for, and to whom it has been disclosed if applicable and within the time period for which records are available.

9.1 Members, adherents, donors or employees may be asked to be specific about the information they would like to have access to, and to submit their request in writing to the Privacy Officer of the CIFPC.

9.2 Members, adherents, and donors will be required to provide personal information to identify themselves to enable CIFPC to provide an account of the existence, use and disclosure of personal information.

9.3 CIFPC will make the information available within 30 days, or provide written notice of extension where additional time is required to fulfill the request. The notice of extension note will advise of the new time limit, the reasons for extending the time, and of the right of the member, adherent, donor, or employee to make a complaint to the B.C. Privacy Commissioner regarding the extension.

9.4 The information will be made available at a reasonable cost that will vary with the type and amount of information requested. If the information is extensive, CIFPC will inform the member of the cost, and request further direction from the individual as to whether or not CIFPC should proceed with the request.

9.5 If a request for information is refused, CIFPC will notify the individual in writing, documenting the reasons for refusal and resources for redress available to the member, adherent, donor or employee. These reasons may include that it is unreasonably costly to provide, that the information could threaten the security of another individual, or that it was information generated in a formal dispute resolution process, or that the information contains references to other individuals, or that the information cannot be disclosed for legal or security reasons, or that it is information that is subject to solicitor-client or litigation privilege.

9.6 If the information is demonstrated to be inaccurate or incomplete, CIFPC will amend the information as required.

Section 10: Compliance and Complaints

10.0 Members, adherents, donors or employees are to direct any complaints, concerns or questions regarding this privacy policy in writing to the Privacy Officer of CIFPC. If the Privacy Officer is unable to address the individual's concerns, the issue can be referred to an appeal committee made up of three persons, normally the Chair of the Officers of the Church Council, the Chair of the Ministry and Personnel Committee, and one of the Ministry Personnel in CIFPC. If any of the individuals in these positions are unavailable, or in conflict regarding the individual making the complaint, they should be excused from participation in the appeal committee and a substitute will be appointed by the Officers of the Church Council.

M&P Committee Communities in Faith,
Privacy Officer,
Communities in Faith Pastoral Charge,
c/- Trail United Church,
1300 Pine Ave.
Trail, B.C. V1R 4E6

10.1 If this appeal process does not resolve the matter, the complainant has the right to contact the Provincial Privacy Commissioner's office.

Office of the Information and Privacy Commissioner,
PO Box 9038 Stn. Prov. Govt.
Victoria B.C. V8W 9A4

Location: 4th Floor, 947 Fort Street, Victoria BC V8V 3K3
Web site: www.oipc.bc.ca/
Phone: 250-387-5629
Toll free: 1-800-663-7867
Email: info@oipc.bc.ca

8. Alerts

Refer to Appendix:

- A. 3 Request for Copy of Personal Information
- A. 4 Photo Release

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Policy/Procedure #8: Safety and Protection from Abuse Policy

Council Initial Approval:
Revised:

06/11/2013
day/month/year

1. Purpose

Communities in Faith Pastoral Charge is committed to provide a safe environment within all their facilities and activities.

2. Scope

This policy sets out certain requirements which are deemed advisable for the safety and protection of all persons, and particularly for the vulnerable, in their relationship with persons in positions of power.

3. Background

Communities in Faith Pastoral Charge recognizes the need for the definition and publication of expectations and ethical standards of practice.

4. Definitions

CIFPC: Communities in Faith Pastoral Charge

5. Legislation

The United Church of Canada mandates certain practices and education procedures for United Church personnel.

6. Policy

It is the policy of CIFPC that safety and protection will be enabled by certain requirements with specified procedures.

7. Procedure

7.1.1 Criminal Records Checks are required for ministry personnel and for volunteers who come into personal contact with youth and vulnerable people, in their work on behalf of CIFPC.

7.1.2 Criminal Records Checks shall be provided to a named person in each Point, and shall be renewed every 3 years, except that persons who have resided continuously in the area shall provide a renewed Criminal Records Check every 6 years.

7.1.3 Individuals are responsible for the provision of their Criminal Records Check, but Points may offer to pay the fee.

7.2.1 Abuse Education: The CIFPC Privacy Officer will review United Church protocols on abuse and neglect laws with employees and volunteers on a yearly basis. Resources such as "Sexual Abuse Prevention and Response Policy and Procedures" are available through the United Church of Canada website.

7.2.2 CIFPC will make available information about CIFPC reporting processes for anyone who may have any concerns about safety and protection.

7.3 Physical protection of individuals planning to participate in certain events will be assisted by the requirement for acceptance of personal responsibility and assessment prior to the commencement of an event.

8. Alerts

Refer to Appendix:

- A. 1 Congregation Kudos or Concerns Feed-back
- A. 2 Waiver of Responsibility and Registration for CIFPC Sponsored Events which include physical activity

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Policy/Procedure #9: Workplace Bullying and Harassment

Council Initial Approval:
Revised:

04/12/2013
day/month/year

1. Purpose

This policy establishes guidelines for Workplace Conduct within Communities in Faith Pastoral Charge. Bullying or harassment are not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner. This includes worker treatment by all personnel of the Pastoral Charge and the public.

2. Scope

This policy applies to the Communities in Faith Pastoral Charge Church Council as the employers, and to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

3. Background

The Communities in Faith Pastoral Charge has always subscribed to the intent of a safe work place, and in November 2013, WorkSafeBC required that every work place provide specific written policies to meet their standard on Bullying and Harassment. Responsibilities of the worker are defined.

Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment.

4. Definitions

"Bullying and harassment" includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

CIFPC: Communities in Faith Pastoral Charge

M&P: Ministry and Personnel

5. Legislation

The Workers Compensation Act sets out the general obligations of employers, workers, and supervisors (collectively known as workplace parties) to ensure or protect the health and safety of workers. These obligations include preventing and addressing workplace bullying

and harassment. WorkSafeBC Occupational Health and Safety requires employers to institute policies which provide a consistent legal framework that identifies reasonable steps workplace parties can take to meet their legal duties.

.6. Policy

This policy and procedures are established in compliance with the requirements of WorkSafeBC.

7. Procedure

7.1 Workplace bullying and harassment reporting procedures

- 7.1.1 **How to report:** Workers at CIFPC can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.
- 7.1.2 **When to report:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
- 7.1.3 **Reporting contact:** Report any incidents or complaints to the Chair of the CIFPC M&P committee, or if that person is not available, to the Chair of the CIFPC Church Council.
- 7.1.4 **Alternate reporting contact:** If the employer, the complainant's supervisor, or the reporting contact named in 7.1. 3 is the person engaging in bullying and harassing behaviour, contact the Chair of the CIFPC Church Council.
- 7.1.5 **What to include in a report:** Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.
- 7.1.6 **Annual review:** These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

7.2 Workplace bullying and harassment investigation procedures

- 7.2.1 **How and when investigations will be conducted:**
Most investigations at CIFPC will be conducted internally. In complex or sensitive situations, an external investigator might be hired. Investigations will:
- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
 - be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
 - be sensitive to the interests of all parties involved, and maintain confidentiality
 - be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
 - incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

7.2.2 **What will be included:**

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then CIFPC will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

7.2.3 **Roles and responsibilities:**

Chair of the CIFPC Church Council is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Chair of the CIFPC M&P Committee or the person assigned by that position will conduct investigations and provide a written report with conclusions to the Chair of the CIFPC Church Council.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chair of the CIFPC Church Council.

7.2.4 **Follow-up**

The alleged bully and alleged target will be advised of the investigation findings by the Chair of the CIFPC M&P Committee or the person assigned by that position.

Following an investigation, the Chair of the CIFPC M&P Committee or the person assigned by that position will review and revise workplace procedures to minimize any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

7.2.5 **Record-keeping requirements**

CIFPC expects that workers will keep written accounts of incidents to submit with any complaints. The M&P Committee will keep a written record of investigations, including the findings.

7.2.6 **Annual review**

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at CIFPC office at Trail United Church.

8. Alerts

8.1 This policy statement will be reviewed every year. All workers will be provided with a copy.

8.2 See attachment: Workplace Bullying and Harassment Complaint Form

8.3 See attachment: CIFPC Bullying and Harassment Investigation Form

9. Verification/ Authorisation/ Approved by

CIFPC Church Council

Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant
Name of alleged bully or bullies

Personal statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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Signature	Date
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CIFPC Bullying and Harassment Investigation Form

Name of complainant	
Name of respondent/alleged bully	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g alleged bully, witnesses)	Description of the situation (dates, words, action, etc.) and impact (e.g. humiliated, intimidated)

Based on the investigation, did workplace bullying and harassment occur?
 Yes No

Reason(s) for this conclusion

Appendices

Appendix A1

CIFPC FORM: CONGREGATION KUDOS OR CONCERNS FEED-BACK

Please complete this form and forward it to the Ministry and Personnel Committee of the CIFPC.

If you need assistance to complete the form, please contact any member of the M&P Committee.

Kudo or concern: _____

Date: _____

Name of Church: _____

Your name: _____

Address: _____

Phone no.: _____

Follow Up Action as needed:

Appendix A2

Date Action Completed: _____

CIFPC FORM: WAIVER OF RESPONSIBILITY AND REGISTRATION

FOR CIFPC SPONSORED EVENTS WHICH INCLUDE PHYSICAL ACTIVITY

Organization Name: _____

Name of Responsible Individual: _____

Program Dates: _____

Attendee(s) Name(s): _____ Age (if under 18) _____

Home phone: _____ Work phone: _____

Address: _____

Town: _____ Postal code: _____

If participant is under 18: Parent/guardian name: _____

Email Address of Attendee or Parent/Guardian: _____

In Case of Emergency Notify: _____ Phone: _____

Relationship to participant: _____

Please put a check mark by each item to indicate that they have been read:

- I hereby assume any and all risks associated with or arising from my participation in this event. I understand that this includes, but is not limited to, any and all injuries to my person and/or property damage or loss suffered by me arising from my participation in this event.
- I voluntarily waive and release any and all rights, claims and actions for damages I may have against Communities in Faith Pastoral Charge, its Council, employees, Congregation, Kootenay Presbytery or any individuals associated with this program including any other participant in this program.
- I understand that I am using these facilities at my own risk. Refusal to sign this waiver will result in access being denied.
- I acknowledge that I have had either a physical examination and been given my physician's permission to participate or that I have decided to participate in this activity without the approval of my physician and do hereby assume all responsibility for my participation in this activity, including medical expenses.
- I further attest and certify that I have read and understood the above waiver and assumption of risk, that I am making this waiver and assuming all risks voluntarily, and that all information and signatures contained herein are accurate and genuine. In addition, I will allow any photos that are taken during this program to be used in the promotional materials of Communities in Faith Pastoral Charge.
- This waiver and release shall be binding upon all my heirs and assigns.

Signature _____ Date _____

(If participant is under 18, parent/guardian signature)

Appendix A3

CIFPC FORM: REQUEST FOR COPY OF PERSONAL INFORMATION

RETAINED IN THE PASTORAL CHARGE RECORDS

Please note: there are legal restrictions on the release of personal information and satisfactory proof of identity will be required. A request for access to information about any person other than the applicant will require proof of valid authorization, for example: Power of Attorney.

Requests for copy of personal information must be submitted in writing to:
Office Secretary of Communities in Faith Pastoral Charge,
Trail United Church 1300 Pine Ave., Trail, B.C., V1R 4E6
Phone: 250-368-3225

Information retained includes baptism, marriage and death records and the Historical Roll of Membership in CIFPC churches. Regrettably, some records may be incomplete. Additional information which may be available includes meeting and attendance records.

From time to time, church records are forwarded for safe-keeping to the Archives of the B.C. United Church. These records may also be available upon request. Contact information can be obtained through the CIFPC United Church Office Secretary.

Application for Personal Information

Applicant (Full Name): _____

Identification of Applicant supplied: _____

Signature of Applicant: _____

Date Request submitted: _____

Please complete if Information is about any Person other than the Applicant

Person whose information is requested (Full Name): _____

Proof of authorization for access to information about any person other than the applicant
(for example: Power of Attorney): _____

Signature of Applicant: _____

Date Request submitted: _____

Information Requested:

Date Information supplied: _____

Information unavailable (give reason): _____

Appendix A4

Communities in Faith Pastoral Charge (CIFPC)

CIFPC FORM: Photo Release

(Refer to Policy for proposed use)

I do hereby grant permission to CIFPC its agents, and others working under its authority, full and free use of video/photographs containing my image/likeness and or my child's image/likeness. I understand these images may be used for CIFPC promotional, news, magazine, and/or website purposes.

I hereby release, discharge, and hold harmless CIFPC and its agents from any and all claims, demands, or causes of action that I may hereafter have by reason of anything contained in the photographs or video.

I do further certify that I am either of legal age, or possess full legal capacity to execute the foregoing authorization and release.

Child's Name (please print) _____

Parent/Guardian's Name (please print) _____

Signature _____

Home Phone _____

Date _____

Appendix B1

Communities in Faith Pastoral Charge (CIFPC)

04/12/2013

Contacts and Schedule of costs for a wedding

Note: this schedule is in effect December 04, 2013 but may be subject to change.

Worship Site Booking Contact Numbers:

Trail United Church Office – 250 368 3225 Joan Sheloff

Beaver Valley United Church – 250 368 3225 Joan Sheloff

Rossland, St. Andrew’s United Church – 250 362 5486 Patricia Piper

Salmo United Church – 250 357 9353 Margaret John or 250 357 2265 Dorothy Hearn

Wedding Fees:

The CIFPC fee for a wedding service with a CIFPC approved minister is \$200.00.

Trail United Church Please make cheques payable to Trail United Church

Wedding Preparation and Service/Minister (CIFPC fee)	\$200
Music/Organist	\$75
Use of church building, including janitor	<u>\$250</u>
TOTAL	\$525

Beaver Valley United Church Please make cheques payable to Beaver Valley United Church

Wedding Preparation and Service/Minister (CIFPC fee)	\$200
Music/Organist (pay direct or through BVUC)	\$50
Use of church building, including janitor	<u>\$50</u>
TOTAL	\$300

Rossland United Church Please make cheques payable to St. Andrew’s United Church

Wedding Preparation and Service/Minister (CIFPC fee)	\$200
Music/Organist	\$100
Use of church building	250
Janitor	<u>\$40</u>
TOTAL	\$590

Note: A hosting fee may be charged \$50

Salmo United Church Please make cheques payable to Salmo United Church

Music: arrangement and payment are between user and organist	
Wedding Preparation and Service/Minister (CIFPC fee)	\$200
Use of church building, including janitor	<u>\$75</u>
TOTAL	\$275

Appendix B2 Communities in Faith Pastoral Charge (CIFPC)

Contacts and Schedule of costs for a Funeral

04/12/2013

Note: this schedule is in effect December 04, 2013 but may be subject to change.

Worship Site Contact Numbers:

Trail United Church Office – 250 368 3225 Joan Sheloff

Beaver Valley United Church – 250 368 3225 Joan Sheloff

Rossland, St. Andrew’s United Church – 250 362 5486 Patricia Piper

Salmo United Church:

For worship site – 250 357 9353 Margaret John or 250 357 2265 Dorothy Hearn

For catering, musician, etc – 250 357 9634 Doris Dimock.

Funeral Home Service – for a CIFPC service at a Funeral Home, contact the CIFPC minister or the Trail United Church office for assistance.

FUNERAL FEES:

Note: the Funeral Home may prefer to receive all funeral fees, and distribute accordingly.

The CIFPC fee for a funeral service with a CIFPC approved minister or leader is \$200.00

Interment Services: If this is the only service the fee is \$100.00

Beaver Valley United Please make cheques payable to Beaver Valley United Church

Anyone who feels they cannot afford these costs must submit a request for special consideration in writing to the Beaver Valley United Church Point, PO Box 399, Fruitvale, BC V0G 1L0

Funeral Preparation and Service/Minister or Lay Leader (CIFPC fee) \$200

Music/Organist (pay direct or through BVUC) \$50

Use of church building, including janitor \$50

TOTAL \$300

United Church Women Refreshments, payable to UCW: Suggested donation \$50 - \$100

Trail United Church Please make cheques payable to Trail United Church

Funeral Preparation and Service/Minister or Lay Leader (CIFPC fee) \$200

Music/Organist \$75

Use of church building, including janitor \$250

TOTAL \$525

United Church Women Refreshments, payable to UCW Recommended \$2.50/head

Rossland United Church Please make cheques payable to St. Andrew’s United Church

Funeral Preparation and Service/Minister or Lay Leader (CIFPC fee) \$200

Music/Organist \$100

Use of church building, including janitor \$290

TOTAL \$590

United Church Women Refreshments, payable to UCW Recommended \$4/head

Salmo United Church Please make cheques payable to Salmo United Church

Music: arrangement and payment are between user and organist

Funeral Preparation and Service/Minister or Lay Leader (CIFPC fee) \$200

Use of church building, including janitor: \$75

TOTAL \$275