

Rites of Passage Policy

Unitarian Universalist Congregation at Montclair
Approved by the Board of Trustees: December, 2018

Purpose: To establish boundaries, accountability and authority with regard to the official service of rites of passage including child dedications, weddings, and memorial services for members and non-members of the congregation.

Rites of Passage for Members

- The Ministers serving UUCM have the authority to set a date and time commensurate with their availability. If an acceptable date and time are set the ministers are obligated to officiate without charging a fee. If a commensurate date and time can not be set the members rescind the right to a UUCM minister and will have the opportunity to pay a visiting minister. (Note: the facility is always free for members, for rites of passage, even if visiting ministers are procured.)
- The liturgy is the responsibility of the minister.
- The printed order of service, if there will be one, is the responsibility of UUCM, unless the member chooses to have it printed elsewhere.
- Members are provided the space and basic custodial coverage for their rite of passage. Any additional space, custodial service or nursery care requested for a rite, repast or reception are to be charged at the member rate.
- The Music Director at UUCM has the first right of refusal. Members are obligated to pay for any special services such as Music or audio/visual, charged at the member rate.

Rites of Passage for Non-Members

- The Ministers serving UUCM have the first right of refusal. If a UUCM Minister assumes responsibility for a rite they will be paid appropriate to the [professional fee schedule](#) set forth by the Unitarian Universalist Ministers Association.
- The liturgy is the responsibility of the minister.
- The printed order of service, if there will be one, is the responsibility of the non-member. If it is produced by UUCM there will be an additional cost commensurate with the task.
- Non-Members will be charged for the space for their rite of passage as well as any additional space, additional custodial service, nursery care, or audio/visual service for their rite, repast or reception.
- The Music Director at UUCM has the first rite of refusal. Non-members are obligated to pay for music, charged at the non-member rate.

Burials in the Memorial Garden

- The Administration of Memorial Garden rites is managed by the Memorial Garden Coordinator. Administration includes: Administration of the list of registrants, authority to handle funds and payments associated with the Memorial Garden, and the obtaining of nameplates to capture the name, birth and death dates of all who have registered.
- The ministers serving UUCM have the authority to set a date and time commensurate with their availability for Memorial Garden rites. If a commensurate date and time cannot be set the members rescind the right to a UUCM minister and will have the opportunity to pay a visiting minister.
- The Memorial Garden is reserved for the interment of ashes of past and present members of the congregation, as well as spouses and parents, who were not themselves UUCM members, if the members themselves intend to be interred there as well.
- The cost of interment is established by the Board of Trustees and maintained on the Memorial Garden brochure. These costs are for the upkeep and maintenance of the Garden plus the nominal fee for the plaque nameplate
- Every individual interred will be provided a nameplate on the plaque that notes: name, birthdate, and deathdate.
- Spaces for interment can be pre-purchased.

Lapsed Members and the Family of Members

- Lapsed Members whose membership at UUCM lasted for at least 10 years will be provided services commensurate with the policy for Members.
- Lapsed Members whose membership at UUCM lasted for less than 10 years will be provided services commensurate with the policy for Non-Members.
- Family Members related to members will be provided services commensurate with the policy for Non-Members, however the fees for the facility will be provided at the Members rate, if a member requests the space for the rite of passage.

Rite of Passage Fees Management:

- Fees for Rites of Passage are established in conversation with the ministers, the finance committee and the musicians and can be amended annually. The Professional Fees schedules from the Unitarian Universalist Ministers Association and the Unitarian Universalist Musicians Network will be utilized.
- The collection of the fees and donations are managed by UUCM, however the ministers have license to negotiate a lower rate should the family be burdened with financial hardship.
- Fees meant for the ministers and musicians are provided to the ministers and musicians directly by the individuals receiving the rites.
- Rites of Passage fees are maintained by UUCM.