

# St. Thomas Episcopal Church

## Fees Policy for Weddings, Funerals and Rental of Facilities

### FEES FOR WEDDINGS AND FUNERALS

St. Thomas Church offers to its members and the community the conduct of weddings, funerals and memorial services in accordance with the liturgy of the Book of Common Prayer and the traditions of the Episcopal Church. Since such services supplement the regular schedule of worship services conducted by the church, they may impose additional duties on church staff and burden church resources. The financial officers of the church directed that appropriate fees be charged for weddings, funerals and memorial services.

WEDDINGS	MEMBER	GUEST
Organist: Service including one rehearsal	\$300	\$300
Additional rehearsals	\$100	\$100
Sexton services: Extra cleaning &/or moving furniture, etc.	\$65	\$65
Out of normal working hours (Mo – Th, 6am-2pm)	\$150	\$150
Parish Administrator: Bulletin preparation	\$75	\$75
Use of Sanctuary	Discretionary	\$400
Clergy Fee, including rehearsal and marriage preparation	Discretionary	\$400
FUNERALS		
Organist: service	\$225	\$225
Sexton services: Extra cleaning &/or moving furniture, etc.	Discretionary	\$65
Out of normal working hours (Mo – Th, 6am-2pm)	\$150	\$150
Parish Administrator: bulletin preparation	Discretionary	\$75
Use of Sanctuary	Discretionary	\$400
Clergy Fee	Discretionary	\$325

For purposes of this policy, a “member” of the parish is a communicant in good standing who regularly worships at St. Thomas and gives of his or her time and talents to support the parish.

**We ask that fees be paid in advance of the ceremony.**

The payment may be made either to St. Thomas Church in a single payment or to individuals providing the various services. You may contact the parish office for additional information.

Clergy do not charge fees for their services to members of the parish but do accept an honorarium in an amount deemed appropriate by the payor.

RENTAL OF FACILITIES	MEMBER	GUEST
Sanctuary (250 maximum occupancy)	\$200	\$400
Parish Hall (80-100 maximum occupancy)	\$75	\$150
Conference Rooms (20-50 maximum occupancy)	No charge	\$25
Parking Spaces at Edgerton House	\$250/term	\$250/term
Sexton Services Extra cleaning &/or moving furniture, etc.	\$65	\$65
Out of normal working hours (Mo – Th, 6am-2pm)	\$150	\$150

**Exceptions:** Exceptions are sometimes made for Dartmouth College affiliated groups that have no budget, Community Service Organizations, and non-profits. 12 Step Groups pay \$10/weekly meeting.

**Use of facilities is at the Rector’s discretion. For questions about fees contact Ana Gerhardt in the parish office at 603-643-4155 x101 or [saintthomas@valley.net](mailto:saintthomas@valley.net).**