

**CANADIAN UNITARIAN COUNCIL - LAY CHAPLAIN TRAINING FUND  
ANNUAL FEE ASSESSMENT FOR RITES OF PASSAGE**

**TO: Congregation Presidents / Lay Chaplaincy Committees / Treasurers**

The CUC supports its unique lay chaplaincy program by providing support, training, and enrichment opportunities for its lay chaplains and congregational lay chaplaincy committees. In order to subsidize these activities, a fee is assessed for each fee-generating rite of passage performed by lay chaplains; these fees are collected into the Lay Chaplain Training Fund. The fee collected for each rite of passage is **\$15**. Please ensure that your congregation has a process for collecting all rites of passage fees, paying your lay chaplains, and submitting the fee assessments to the CUC. This is to ensure accurate recording of rites, consistency in practice, and accountability to the CUC's lay chaplaincy program. Please use this form to calculate the amount to remit.

NAME OF CONGREGATION: \_\_\_\_\_

For the period \_\_\_\_\_ to \_\_\_\_\_

The CUC's fiscal year is January 1 to December 31. If you are submitting fees for different fiscal years, please use a separate form for each year.

Please include all lay chaplains who were active during the period stated above. Do not include ministers or ministerial students. If no services were performed, please mark 0.

Lay Chaplain Name	Weddings	Memorial Services	Child Dedications	Other Services*	TOTAL # of services	# of no-fee services	# of fee-generating services

\*\*Other\*\* may include house blessings, pet services, etc.

**TOTAL**

Signature: \_\_\_\_\_

**X \$15=**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

*Please make the cheque payable to **Canadian Unitarian Council** marked "**Lay Chaplain Training Fund**" and mail to the CUC office.*