
# LAY CHAPLAIN TRAINING FUND

**ANNUAL FEE ASSESSMENT FOR RITES OF PASSAGE**

TO: **Congregational Presidents / Chairs of Lay Chaplaincy Committees / Treasurers / Lay Chaplains**

The CUC supports its unique Lay Chaplain program by providing support and enrichment opportunities for its lay chaplains and lay chaplain congregational committees. In order to subsidize these events, a fee is assessed for each rite of passage performed by lay chaplains; these fees are collected into the Lay Chaplain Training Fund and used for training.

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, payment to the lay chaplain, and submission of the fee assessment to the CUC. This is to ensure accurate recording of rites, consistency in practice, and accountability to the CUC’s Lay Chaplain 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, and the number of each rite of passage performed. Do not include ministers or ministerial students.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Lay Chaplain Name | Weddings | Memorial Services | Child Dedications | Other Services\* | TOTAL #of services | # of no-fee services | # of fee-generating services |
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|  |  |  |  |  |  |  |  |
| \*”Other” may include house blessings, pet services, etc. SUB- TOTALSignature: X $15= |  |
|  |

Name: Role:

*Please make the cheque payable to* ***Canadian Unitarian Council*** *marked “Lay Chaplain Training Fund” and mail to the CUC office or email to* info@cuc.ca

Canadian Unitarian Council

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