**Funeral Policy - Technology and power point presentation**

Picture Tributes/Power Point Presentations may be used for funerals at Westminster United Church. However, using technology at a time such as this can put undue stress on a grieving family. For this reason, it is always wise to seriously consider the time, energy and expertise you have at your disposal to create and present such a tribute. Not having a picture presentation at the service is in no way a reflection of the importance of your loved one in your life, so please consider carefully whether this is something you want to provide for the day of the funeral.

If you do decide to proceed with a Picture Tribute/Power Point Presentation the cost(s) will be as follows:

**Audio/Video Presentation: $50.00 Access Surcharge**

**PLUS $50.00 per hour for any additional technical support/assistance required**

* Presentations will be permitted to run **only** **before and/or after the service and/or during the lunch.** There will be no video tributes included in the actual worship service.
* You will need to provide your own computer to run the presentation. The church will supply only the use of the HDMI cord and overhead TV in the sanctuary. If you wish to run your presentation during the lunch, you may use the church’s portable T.V. to hook up your laptop but will be required to provide your own cable for the hook-up.
* You will need to have your presentation completed and have tried it in the church sanctuary no later than 9:00 p.m. the day before the funeral. This allows you time to ensure the presentation will run properly and will give you time to change anything that may be required.
* The Church Administrator will provide access to the equipment the day/evening before the funeral to allow you to check your presentation. The cost of having the church opened and access to the equipment is included in the $50.00 access surcharge. However, the cost of any additional technical support/ assistance at this time or for the service the next day will be assessed at a rate of $50.00 per hour.
* We encourage you to have a friend or family member to run the presentation for you. If you wish to hire the church administrator to run the presentation for you on the day of the funeral, the cost will be $50.00 per hour for the time it takes the administrator to do so.
* If the presentation does not run successfully on the overhead TV in the sanctuary, you may request the use of the church’s portable TV to run the presentation in the church hall during the lunch. Again, we would suggest that you try this the night before to ensure that it is working properly.
* In the event of a very large funeral where the hall is required for extra seating and you wish to run a picture tribute into the hall as well, the extra portable TV can be set up in the hall for this purpose. However, you will be required to provide a second laptop with the presentation on it and an extra HDMI cord for the additional hook-up.

*Approved by Westminster Church Council*

*November 13, 2017*