

January 3, 1979

Charles S. Zeiler & Son, Inc.
6224 Eastern Avenue
Baltimore, Maryland 21224

Dear Messrs. Zeiler:

Some time ago we made available to you a booklet indicating the policy and procedures for this church regarding funerals. These were established by the Church Council and the Pastor acting together. Therefore, we are duty-bound for them to be followed in all instances.

All funeral honaria given to the Pastor are gifts to the Church and not to me, personally. Therefore, all checks should be made out to "United Evangelical Church" and not to the Pastor. This should assist greatly your record-keeping procedures and is the correct procedure for federal income tax purposes.

Furthermore, the honorarium to the Church for the funeral services of non-members and inactive members is different than it is for active members. At the moment that amount is \$35.00 and soon may be raised to \$50.00 to keep strides with inflation. For active members the honorarium is not a fixed amount. This is particularly applicable for the funeral services held with you recently. Therefore, I would recommend that prior to your writing of the check (to be presented to the Pastor for the Church) that you contact the Church Office by telephone (276-0393) during regular business hours to ascertain from us the current status of the deceased person involved. That method should avoid any future misunderstandings on your part.

Sincerely,

Rev. W. Scott Hengen, III
Pastor

WSH/mss

CB: Council Secretary - Council Treasurer