

## Wydown United Church Wedding Guidelines

Congratulations & Blessings on your upcoming wedding! Weddings honor the sacred bond of marriage and it is our privilege as a congregation to support the beginning of your journey as a married couple. We are an Open and Affirming congregation of the United Church of Christ, and we welcome both same and differently gendered couples. It is not necessary to be a member of Wydown United Church to hold your wedding here.

Below is a list of our wedding guidelines:

1. Contact the church office well in advance to secure a mutually agreeable date for yourself, the church, and the minister. Your wedding date and time will be confirmed when we receive this agreement signed by both intended spouses, along with the deposit (for non-members). We will give you a copy of it.
2. All weddings must be officiated by the Senior Minister of our church. Another minister can participate/officiate only by invitation from the Senior Minister. However, arrangements with the other minister are the responsibility of the couple.
3. All music for the wedding must be coordinated with our Minister of Music. It is your responsibility to arrange an appointment three months prior to your wedding date. Please call prior to this if you have questions. Additional musicians or vocalists must be discussed with our Minister of Music promptly. Wydown United Church does NOT use recorded music or videos during weddings.
4. Weddings at Wydown United Church are coordinated by our Pastor(s).
5. The Senior Minister will meet with you for pre-marital conversations. Together you will schedule the rehearsal date and time.
6. The Sanctuary, Chapel, and outdoor Garth are available for wedding services. Please note that the Sanctuary and Chapel are decorated according to the seasons of the liturgical calendar. Banners, Poinsettias/Easter flowers and other such accessories will remain on the chancel area.
7. The Parlor, Fellowship Hall, and Social Hall are available for receptions (see the attached list of fees). The church will provide set-up of tables and chairs, which is included in the custodial fee. The kitchen is available to caterers for staging purposes.
8. With the understanding that your wedding is a worship service, no photography or videography should interfere with the service. During the service, professionals may

take non-flash silent photography and stationary video without artificial lighting from either the rear of the worship space or the balcony. No photographer, video equipment or operator is allowed in clear view during the service. You may gather for pictures before or after your wedding ceremony.

9. Decoration of the church may take place the two hours before the time of the ceremony. No tacks, nails, tape, or other injurious materials are allowed. Your florist may deliver flowers the Friday before your wedding during normal office hours (9 AM-4:30 PM), or up to two hours before the ceremony time. Following the wedding all decorations and other equipment must be removed from the premises.
10. If you desire, we can make areas available for the bridal party to dress at the church.
11. We ask your courtesy in helping to keep the church building and grounds clean and litter-free. The use of rice, glitter, or confetti in or on the church grounds, as well as the release of balloons, are not allowed.
12. The church is NOT responsible for lost or stolen gifts and/or property brought to the church building during the rehearsal or the day of the wedding. Please take everything when you leave.
13. If available, a church custodian will be on-site during your wedding ceremony to unlock and secure the building. A custodial fee will be required.
14. No alcoholic beverages and no smoking in the church building are allowed.
15. The marriage license must be given to the minister at the time of the wedding rehearsal. Your wedding cannot take place without an official license.
16. For non-members, a **deposit** of \$350.00 shall accompany this signed Wedding Agreement in order to secure the wedding date. It is applied to the total cost. See the attached list of fees. One half of the deposit will be returned if the wedding arrangements with Wydown United Church are cancelled no less than one month prior to the date.
17. For members, this signed Wedding Agreement will secure the wedding date.

**Fees:** Please see the separate Rental Fee Schedule. Please make a payment for the balance of the above building fees **one month prior to the wedding date.**

## Wydown United Church Wedding Agreement

Date & Time of Wedding: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

*We have read the Wydown United Church Wedding Guidelines and agree to comply with them:*

Signature of Spouse 1: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Spouse 2 \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this signed agreement to the church office  
to confirm your ceremony date.**