

A Wedding is Planned
@ Grace United Church of Christ
100 Fourth Street, Hanover, PA 17331
717-632-1146

INTRODUCTION

The essence of marriage is a covenanted commitment that has its foundation in the faithfulness of God's love. The marriage ceremony is the glad occasion on which two people unite before God in the mutual exchange of covenant promises. The pastor acts as an official representative of the church and gives the marriage the church's blessing. Those who witness the ceremony join in affirming the marriage and offer support and thanksgiving for the new couple.

Adapted from the UCC Book of Worship, 1986

What IS A MARRIAGE SERVICE

A marriage service is first and foremost a service of worship. It is a rite of the church. The pastor will see that all the elements of the service are approached with that in mind.

SCHEDULING A WEDDING

No weddings are placed on the church calendar until the pastor has met with the prospective couple. *When the pastor confirms the date, this is confirmation of the availability of the pastor, the sanctuary for the designated date and time, and the services of the music director and the sextons.*

Clergy from other churches generally are not permitted to officiate weddings held at Grace. Exceptions may be made with the approval of the pastor and Consistory.

PRE-MARRIAGE COUNSELING

Prior to the wedding, there will be 4 counseling sessions with the pastor.

ORGANIST AND MUSIC

Grace's music director, if available on the scheduled date, will play for the service. If he/she is not available, recommendations for an organist will be offered to the couple. Couples desiring to provide other musicians or music for the service may do so after consulting with the officiating pastor and music director. The pastor must approve all music selected for the service

FLOWERS

The bridal couple shall arrange for flowers with the florist of their choice. Church vases on the altar are to be used for arrangements. Vase inserts are available for use. The vases and vase inserts *are not to be removed* from the church. Other flowers may be placed on stands.

Wedding Rehearsal

Usually the rehearsal is held the day/evening before the wedding. The rehearsal should be coordinated with the pastor and the music director.

Photography

All photographers, friends, and family members are asked to respect the religious significance of the ceremony. Photographers may take pictures in any part of the building before and after the ceremony. Photographers must complete any pre wedding pictures 45 minutes prior to the scheduled time of the wedding. There should be no flash photographs of musicians, without consent, while performing. Flash pictures are permitted during the processional and recessional. No flash pictures are allowed during the service. However, videotaping the ceremony is permitted and should be approved by the pastor.

Marriage License

For a marriage to be performed you must have a valid marriage license from a county in Pennsylvania. Because we would be fined by the state for not having a marriage license, the wedding ceremony will not take place without a marriage license. Contact a county courthouse for details.

Candles

Grace allows each couple to use the candelabra here at the church for their wedding. The candles on the altar, four floor standing altar candelabra (each holding seven candles), one altar candelabrum (holding five candles), and sixteen candelabra that attach to the end of the pews (each holding three candles), are available. Couples wishing to include a "Unity Candle" in the service must provide that candle.

Banners/Church Furnishings

Any banners in the church sanctuary may not be moved or relocated. Please do not move any of the church furnishings. The piano in the sanctuary may not be moved without permission of the pastor or music director. Please do not place anything on the piano or organ.

Wedding Party Preparation at Church

Wedding party members are welcome to dress at the church for the wedding. The bridal party may use the parlor for dressing. The groom party may dress in the choir room. Persons are requested to remove all their belongings the same day the wedding takes place. The church will provide every reasonable effort to assist the wedding party in protecting its

property. However, the church will not be responsible for any personal items lost, damaged, or stolen.

Other General Concerns

No alcoholic beverages are permitted in the church or on church property.

No smoking in any part of the building or on church property.

No aisle runner will be permitted due to insurance liability.

No rice, bird seed, glitter, confetti, or flower petals will be thrown during or following the ceremony.

The wedding party and guests must vacate the church property 2¹/₂ hours after the wedding ceremony if no reception is held at Grace or by 9:30 PM, whichever occurs first.

Receptions are limited to 4 hours or 9:30 PM, whichever occurs first.

The wedding party is responsible for having wedding bulletins printed. *The pastor must approve the bulletin prior to the printing.*

Music must be provided well in advance of the ceremony by the wedding party if Grace does not own it.

Church Facilities

Seating in the sanctuary: 350

Seating in Fellowship Hall: 120

An elevator and wheelchair accessible ramp are available.

A member of the Grace Church Consistory will be present during and after the ceremony.

Consistory approval: 11/14/16

Congregational approval: 4/30/17

Summary of Wedding Ceremony Fees for Members and Nonmembers

Grace United Church of Christ

100 Fourth Street

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A member at Grace Church is a person who is on the membership roll or attends worship at least once a month, contributes financially, and communes.

	<u>Member</u>	<u>Nonmember</u>
Use of the sanctuary	Donation accepted	\$250.00
Pastoral services	Honorarium accepted	\$200.00
Organist only	\$150.00 minimum	\$150.00 minimum
Organist with soloist	\$200.00 minimum	\$200.00 minimum
Organist with soloist and musician	\$250.00 minimum	\$250.00 minimum
Sexton services:		
Rehearsal	\$100.00	\$200.00
Ceremony	\$150.00	\$250.00
Reception	\$150.00	\$250.00
Use of Fellowship hall for reception	Donation accepted	\$150.00
Candles – refer to <i>Wedding Candles</i> attachment		

A \$250.00 Security deposit is required to be paid at the time of reservation. The security deposit for nonmembers will be refunded provided excessive cleaning of the premises is not needed after the wedding. Members can have the security deposit deducted from their total costs.

The remaining fees are due two (2) weeks before the wedding. A check should be made payable to: Grace United Church of Christ.

Variances from the Wedding Policy and Ceremony Fees must be approved by the Grace Consistory.

Consistory approval: 11/14/16

Congregational approval: 4/30/17

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Wedding Candles

The Church allows each couple to use the candelabra here at the Church for their wedding ceremony. The cost for the liquid wax candles are as follows:

Floor standing altar candelabra (each holding seven candles) are \$3.00 a piece.
There are up to four available which would be $4 \times 3.00 = \$12.00$

Altar candelabrum (holding five candles) is \$2.00

The Church also has sixteen candelabra that attach to the end of the pews in the sanctuary. Each has three candles on top, enclosed by a glass chimney.

Mechanical candles light these. They appear just like real candles, but have a spring loaded mechanism that pushes wax and a wick insert to the top of the candle as it burns. The candle always appears the same size. It does not drip or smoke. The cost for the use of these is as follows:

$16 \text{ end of pew candelabra} \times 3 \text{ candles} \times .40 = \19.20

Name & phone number of Bride _____

Name & phone number of Groom _____

Date of Wedding _____

How many floor standing altar candelabra? _____ Do you want the altar candelabrum? _____ Do you want end of pew candelabra? _____

Total cost _____ (The cost may be added to the Wedding Ceremony Fees.)

Consistory approval: 11/14/16

Congregational approval: 4/30/17

Wedding Information Form

Bride

Name _____

Address _____

Phone _____

E-mail _____

ID _____

Birth Date _____

Occupation _____

Previous Marriage(s) _____

Address after Wedding _____

Will Bride take Groom's last name? Yes No

Rehearsal:

Are you having a wedding rehearsal? Yes No

If yes: When _____ Time _____

Where _____

Are you having a rehearsal dinner? Yes No

If yes: Where _____ Time _____

Wedding:

Date of Wedding _____ Time _____

Place _____

If outside and weather is not conducive, then

Where _____

Wedding Reception: Where _____ Time _____

What will accompany the Vocalist? Tape CD Piano Organ Other _____

(If piano or organ and the musician does not have the music, you must provide a copy of the music for them.)

Other music:

Processional _____

Recessional _____

Brides Attendants:

Maid or Matron of Honor

Bridesmaids:

Flower Girl: _____

Age _____

Groomsmen:

Best Man

Groomsmen:

Ring Bearer _____

Age _____

Will he carry the real rings? _____

Junior Bride _____

When you move up to the Altar, who do you want to move up?

Processional:

_____ Women walk in alone

_____ Come in as couples

_____ Guys meet women half-way

_____ Other

Ushers:

_____	_____
_____	_____
_____	_____

Who lights altar candles? _____

Who seats Step-Parents? _____

Who seats Special-Persons? _____

Who seats Grandparents? _____

Who seats Grooms Parents? _____

Who seats Brides Mother? _____

Who escorts the Bride? _____

Are you having a Unity Candle? Yes No

Are Mothers lighting the outside candles? Yes No

Where do you want the Unity Candle placed? _____

Are you presenting flowers to the Mothers? Yes No

Are you having a wedding bulletin? Yes No

If yes, how many? _____ Who gets the pages? _____

Will you have a guest book? Yes No

If yes, name of Guest Book Attendant _____

Who will be pinning on flower? _____

Name of Organist _____

Name of Pianist _____

Name of Vocalist _____

Vocal Selections: _____

Will the wedding party be dressing at Grace? Yes _____

No _____

What time do you need to get in on the day of the wedding? _____

Color Scheme _____

Scripture Reading & Readers:

Selections Hebrew Scriptures _____

Psalm _____

Epistle _____

Gospel _____

Will Bride & Groom write their vows: Yes No

Will there be a ring exchange: Yes No 1 ring or 2? _____

Bride

Groom

Parents _____

Parents _____

Address _____

Address _____

Phone _____

Step-Parents _____

Step-Parents _____

Step-Parents _____

Step-Parents _____

Step-Parents _____

Step-Parents _____

If Step- Parents, where do you want them seated? _____

Grandparents and/or Special Persons:

Name of Photographer: _____

Will pictures be taken before the ceremony? Yes No

Will the Bride be hidden from the Groom? Yes No

Name of person taking Video _____

Will you have a receiving line? Yes No

Other _____

Date:

_____ Receipt of Application

_____ Receipt of Deposit & other payments

_____ Entered Church Calendar

_____ Entered Pastor's Calendar (Pastor officiating): _____

_____ Copies of Application to Organist, Sextons, and Pastor

_____ Premarital conversations dates set

Consistory approval: 11/14/16

Congregational approval: 4/30/17