



St. Paul's United Church Wedding Policy

St. Paul's United Church
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Welcome to St Paul's United Church.
We are happy to be with you as you plan your wedding
and commit to a life together.

Blessings upon you as you embark upon this adventure we call marriage.
May the affection you share bring you deep pleasure.
May you let the love of God guide you on the placid waters
as well as across the waves of change.

your checklist

You have booked St. Paul's Sanctuary for your wedding:

Date: _____ Time: _____

Your rehearsal is:

Date: _____ Time: _____

The minister who will be officiating at your wedding will be:

PART I - WEDDING POLICY

Our philosophy of weddings:

Marriage in the Church involves a deep and meaningful commitment which signifies not only a permanent and lasting covenant with each other, but also a desire for the blessing of God on the marriage and the intention of forming a Christian marriage and home.

1. Marriage at St. Paul's

Marriage at St. Paul's is open to every couple, with or without a church home, and of all sexual orientations. We anticipate that by being married in the church and by a minister, you are acknowledging the presence of God, faith in Christ and a desire for connection with the Christian community.

2. Ministers

- a) Weddings are conducted by the minister on staff at St. Paul's United Church. This policy is not intended to exclude other clergy from being involved or assisting under special circumstances.
- b) Our clergy is the Reverend Dr. Catherine MacLean. As calendar permits, she is available for weddings in the church as well as off-site.
- c) The minister performing the ceremony normally meets with a couple for an hour initially to explore expectations and begin to plan the ceremony. A \$100 deposit is taken at this time to confirm the date. A subsequent gathering allows you to review the marriage preparation course and confirm the details of the ceremony.
- d) The minister is available for consultation throughout your planning process.

3. Marriage Preparation Course

All couples are required to take an approved marriage preparation course. A letter or certificate from the agency sponsoring the course is requested, indicating satisfactory completion of the course. Following are some options:

The Family Centre, 780-497-7536, www.the-family-centre.com
education.services@the-family-centre.com

Dr. Meiers and Associates, 780-433-2269, www.drsgaryjoannmeierspsychologists.com
psychrec@telusplanet.net

Community Counselling Centre, 780-482-8998, www.communitycounsellingcentre.ca
communitycounsellingcentre@shaw.ca

Nicole Imgrund, 780-953-5649, www.riversedgecounselling.com
Clinical Counsellor & Psychotherapist at
River's Edge Counselling Centre in St. Albert
nicole@riversedgecounselling.com

4. Music

Music used in the wedding ceremony should reflect the sacredness of both the ceremony and the sanctuary. All arrangements pertaining to music should be made directly with the organist and discussed with the minister. There is no recorded music in the sanctuary.

5. Administration

When the booking is confirmed, the office administrator will provide you with the following:

- draft wedding service
- wedding policy
- marriage registration form (for our information)

PART II - GENERAL INFORMATION

1. Involvement in Our Congregation

While membership and weekly attendance are not required, we strongly encourage you to make use of the time between now and your wedding to attend church services regularly at St. Paul's and take part in some of the events and activities of the congregation. The Church takes relationships seriously and foster's values and ideals which strengthen marriage and family bonds.

We encourage couples to find a spiritual home where you can be supported and nurtured in your relationship and faith in the community where you will make your home.

2. Church Facilities

The Sanctuary of St. Paul's United Church seats up to 310 comfortably. There is an organ as well as grand pianos. If a larger crowd than 310 is expected, doors may be opened into the Friendship Room to seat 400. Weddings on the same day are booked at least two hours apart.

3. Meeting with the Minister

Once the booking of the wedding has been confirmed at your first meeting with the minister and your deposit, subsequent interviews will be booked directly with the minister to plan the service.

4. Ceremony Draft, Wedding Booklet and Certificate

From the *wedding service draft* you may make selections that will personalize your ceremony: please consider how you would like your relationship and your faith expressed. The minister will work with you to craft the wedding service.

For your wedding we will prepare a ceremony booklet, made up of the service selections and a *Temporary Marriage Certificate*. The certificate may be acceptable should you require proof of marriage by any country where you travel immediately following your wedding.

If you wish to have an official copy of your marriage certificate, you may apply to Vital Statistics through the office where you obtained your marriage license. It usually takes the Vital Statistics Office two weeks to process them.

5. Legal Requirements

For marriage in the province of Alberta, you are required to complete a *Marriage License and Registration* form. This form is available at any Registry Office. You will be asked to present proof of your vital statistics, such as your current marital status and your parents' names and birthplaces. **The marriage license is valid for three months. Please deliver this license to the church office with your cheque at least two weeks before the wedding.**

6. Wedding Rehearsal

A rehearsal is normally held for all weddings. It is usually an hour long and all members of the wedding party are asked to be present. A rehearsal date and time will be booked at the same time as the wedding.

7. Flowers and Other Decorations

Flowers brought or delivered to the church should arrive at least one hour before the start of the wedding ceremony. They should be clearly marked with your names. You may have pew markers for as many pews as you wish. Usually only the first three or six pews, on both sides, are decorated. We do not allow these decorations to be taped to the pews as damage may occur. We suggest you anchor the bows or floral bouquet on a wide elastic band and simply snap them on and off the pews. Please consult with the minister about any other decorations you may be considering.

8. Confetti and Rice

The throwing of confetti or rice inside or outside the church premises is not permitted.

10. Photographs and Videos

The wedding ceremony is a worship service; guests may not take photographs. Videos may be recorded from the vantage point in the balcony. Once the ceremony is over and the couple are signing the documents and register, the photographer and guests may take pictures using flash.

If you wish to have one photographer to take a few pictures during the ceremony, the following conditions apply:

- * The photographer may neither disrupt nor detract from the service.
- * No flashes or power winders
- * No pictures may be taken during scripture readings, prayers, or vows.

If more information or clarification is needed, please have your videographer phone the minister, the church administrator or, better yet, attend the rehearsal.

11. Music

The church wedding is a sacred rite, asking for God's blessing. All the music should add to the sacredness, beauty and dignity of the service. **No recorded music is permitted.** Words to be sung should be in keeping with this mood and reinforce the themes of love, praise and thanksgiving to God.

Church Organist:

Tyson Kerr: 780-952-0925

The organist of the church is responsible for all arrangements pertaining to organ or piano music. You are asked to make an appointment with the organist before any planning is undertaken. **If you wish the organist to play, it is important that initial contact with him be at least three months before the wedding.**

Please note that the organist does not normally participate in the rehearsal.

Prelude

The prelude music, performed before the start of the ceremony, is selected from the organist's repertoire. If you have special requests for music at this time, please discuss it with the organist at your meeting.

Processional and Recessional

Processional and recessional music for the entrance and exit of the bride and groom is selected at your meeting with the organist.

Vocal Soloist

There are opportunities for solos in the wedding ceremony, for example, after the scripture readings or at the signing of the register. A soloist can be provided by the church or if you wish to bring in your own soloist, a rehearsal is required with the organist prior to the wedding and fees will be adjusted accordingly.

Hymns

If you would like a hymn to be sung in the service, this could be discussed with the minister and organist.

Other Musicians

If you wish to have other instrumentalists play the violin, cello, harp, pipes, flute, trumpet, or piano as a special piece of music, or if you wish to have an instrumental group in place of organ or piano music, you are free to make these arrangements in consultation with the minister.

PART III - HONORARIA AND FEES

A \$100 non-refundable deposit is required to confirm a booking. This deposit is deducted from the total fee. Please make cheques payable to St. Paul's United Church or send an e-transfer to stpaulsaccountant@telus.net

The final payment is due in the church office two weeks before your wedding, with your marriage license.

Honoraria and Fees

\$1175 - \$1325

includes honoraria for minister, organist,
staff, building rental costs
and administration costs.

Final total will depend
on staff and services required.

Off-site Weddings

\$485

includes honoraria to minister
and administration costs



The minister, staff and members of St. Paul's United Church hope that your wedding service will be a joyful and memorable occasion. All these arrangements are thoughtfully prepared with the intention of making this process as pleasurable and gracious as possible.

Please feel free to contact the church office administrator or the minister in charge of your wedding if you have any additional questions or concerns.