

Clifton Pastoral Charge



Marriage Policy

Adopted – June 23, 2010

STATEMENT OF BELIEF

We believe a marriage is a covenant between two people who declare their love for one another. They wish to express their loving, faithful commitment to each other through a spiritual ceremony which invites a community of people to support and uphold them in their partnership.

STATEMENT OF INCLUSIVITY

We seek to be open to all people, regardless of race, culture, religion or sexual orientation. Therefore we welcome applications for inter-racial, inter-faith and same-gender marriages.

ROLE OF THE MINISTER

The minister should be your initial contact in booking and arranging your wedding. There will be two meetings with the minister prior to your rehearsal and wedding, both involving the planning of your ceremony.

The incumbent clergy will be the one who officiates at your ceremony. Other clergy may participate at the request of the couple, pending the approval of Session.

Off-site weddings are permitted upon consultation with the minister regarding location, time of day, et cetera. These arrangements are subject to approval by Session, as are in-sanctuary ceremonies.

If the presence of the minister is requested at your wedding reception, please signify this with a formal invitation for the minister and a guest, as you would for others you are inviting.

APPLICATION PROCESS

Please make your application at least six months in advance of your preferred wedding date, keeping in mind that all applications must be presented to and approved by Session before the booking can be confirmed. Bookings will be determined on a first-come, first-served basis.

USE OF THE SANCTUARY

Capacity and Availability

The seating capacity of the Hilden Church sanctuary is 132; Old Barns is 180. Both sanctuaries are wheelchair accessible.

The sanctuary will be available for a rehearsal time of approximately one hour, which is usually on the eve of your wedding, and for approximately one hour on the day of your wedding.

Music

Once your date has been confirmed, you should contact the church organist as soon as possible to ensure that he/she is available on that date, and to begin the process of selecting your wedding music. Music selection is subject to approval by the minister and the organist. You may choose another organist and/or other musicians to participate in the service if you wish.

Bulletins

Bulletins or programs are optional and are the responsibility of the couple.

Photography

During the wedding ceremony, photographs may be taken solely by a photographer designated by the couple. The photographer and guests may take pictures at specific times during the ceremony as discussed with the presiding clergy. A videographer may record your ceremony if the camera is kept stationary and in an unobtrusive location. It may be beneficial for both the photographer and the videographer to attend the rehearsal to select the optimum location.

Decorations and Flowers

We welcome a reasonable amount of decoration for your wedding, in keeping with the sacred atmosphere of the sanctuary. This includes the use of flowers, un-scented candles, pew markers and other symbolic articles. Please note that we strive to keep the building a scent-sensitive environment;

Decorating is the responsibility of the couple. An opportune time to decorate may be prior to or following the rehearsal. Alternate arrangements can be made with the custodian for access to the sanctuary for decorating.

When placing decorations in the church, please do not use thumbtacks, nails, staples or tape. Floral putty, elastic or ribbon is recommended.

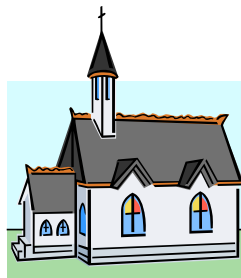
The couple should designate someone to be responsible for the removal of decorations after the ceremony. Floral arrangements may be left in the sanctuary if you wish.

Note that seasonal decorations used by the church are not to be disturbed if your wedding is held at such a time.

Floral deliveries cannot be accepted at the church. Please arrange to have someone accept and deliver these items to the church on your behalf.

No confetti, rice, birdseed or bubbles are to be used in the church or the hall. Birdseed and bubbles are permitted outdoors.

The use of tobacco, alcohol and illegal drugs on church property is strictly prohibited.



OLD BARNs – FELLOWSHIP HALL

Seating capacity for Fellowship Hall is 110. The hall is wheelchair accessible. If you wish to use Fellowship Hall, it is advisable to check with the Booking Coordinator as soon as possible regarding the availability of the hall on your chosen date.

If you wish to discuss having the church cater to your reception, contact a member of the United Church Women. Caterers are responsible for any liability regarding food brought in, as well as replacement of any broken china or dishes owned by the church.

A representative of the Old Barns United Church, having a Safe Food Handling Certificate, must be present during the serving of food.

Arrangements may be made with the custodian for access to the hall in order to set up tables and chairs on the day before your reception. If you choose to decorate the hall, the same rules apply as for the sanctuary. Following the reception, tables and chairs must be stacked as found and decorations and garbage removed from the hall.

Tablecloths, dish towels, et cetera must be laundered and returned to the church within one week.

HILDEN UNITED CHURCH HALL

The Hilden Church Hall has a seating capacity of 120. If you wish to use the hall, it is advisable to check with the custodian as soon as possible regarding the availability of the hall on your chosen date.

Rental of the hall includes the use of kitchen facilities. Food may be brought in from other sources. If you wish to discuss having the church cater to your reception, contact a member of the Board of Stewards. Note that a representative of Hilden United Church with a Safe Food Handling Certificate must be on site if food is served in the hall.

Contact the custodian or janitor to arrange for access to set up tables et cetera for your reception. If you choose to decorate the hall, the same rules apply as for the sanctuary.

Following the reception, tables and chairs must be stacked as found and decorations and garbage removed from the hall.

Tablecloths, dish towels, et cetera must be laundered and returned to the church within one week.

FEE SCHEDULE

Old Barns	Hilden
\$150 *	Sanctuary \$150 *
\$100 *	Fellowship Hall
	Hall & Kitchen \$200 * fee waived if catered by Hilden UC
\$ 50	Custodian
	Janitor \$ 50
\$ 75	Organist \$ 75
\$150	Clergy \$150

A deposit of \$50.00 will be required at the time of confirmed booking. The deposit will be applied toward the total applicable fees.

Fees are to be prepared and placed in separate, labeled envelopes for presentation to the clergy prior to or on the day of the rehearsal.

Old Barns: * This fee will be waived for church members, adherents, and “Supporting Community Members” who are described as members of this community who support the church and/or the community through their donations of time, talent, and/or treasure.

Hilden: * This fee may be waived for church members, and adherents.



*Blessings be with you as you prepare for your wedding day.
We will do all that we are able to make your wedding meaningful and memorable.*

