

Clifton Pastoral Charge Marriage Policy

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 Old Barns sanctuary is 145.

The seating capacity of the Hilden sanctuary is 100.

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 they are 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. Candles must be placed on drip collectors.

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/cannabis, alcohol and illegal drugs on church property is strictly prohibited.

OLD BARNs – FELLOWSHIP HALL

Seating capacity for Fellowship Hall is 75. 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 the Social Committee. Outside 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
\$200	Sanctuary	\$150
\$100	Fellowship Hall (for reception) Hall & Kitchen	\$200
\$150	Caretaker	
	Janitor	\$ 75
\$100	Organist	\$ 75
\$300	Clergy	\$300

Old Barns:

A non-refundable deposit of \$100.00 will be required at the time of confirming the booking. The deposit will be applied toward the total applicable fees.

You will receive an invoice for the fees approximately two months in advance which must be paid before thirty (30) days prior to the date of the wedding.

Hilden:

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.

Application for Marriage at the Old Barns United Church

First Contact: _____ Date: _____

Minister: _____

When application is received, the minister will be in touch with you to arrange a date for your first appointment. Your wedding date will be confirmed at that time, subject to approval by the Session.

Please PRINT all information required on this form. Keep in mind that some of this information will be used for processing your Marriage Certificate and it is imperative that it is legible and that all spellings are correct. We understand that you may not know all the details yet, but please fill out the requested information to the best of your ability at this time.

Name of Spouse 1 _____

Surname

Given Names

Name of Spouse 2 _____

Surname

Given Names

Requested Date for Wedding _____ Time _____

Requested Date for Rehearsal _____ Time _____

What will be your names following your wedding?

Name of Spouse 1 _____

Surname

Given Names

Name of Spouse 2 _____

Surname

Given Names

What will be your address following your wedding?

Street _____

Community _____

Province _____

Postal Code _____

Telephone Number(s) _____

E-mail Address(es) _____

Why do you wish to be married at the Old Barns United Church? _____

Application for Marriage at the Old Barns United Church

Information for Spouse 1

CURRENT CONTACT INFORMATION

Surname _____ Given Names _____ (what do you prefer to be called)

Civic Address Number _____ Street Name _____

Community _____ Province _____ Postal Code _____

Home Telephone _____ Cell Phone _____ Work Telephone _____ Extension _____

Place of Work _____ Occupation _____ E-Mail _____

PERSONAL INFORMATION

Date of Birth (Day/Month/Year) _____ Place of Birth (Community/Province or State/Country) _____

Father's Name _____
Surname _____ Given Names _____

Father's Place of Birth _____
Community _____ Province/State _____ Country _____

Mother's Maiden Name _____
Surname _____ Given Names _____

Mother's Place of Birth _____
Community _____ Province/State _____ Country _____

Have you ever been married? No _____ Yes _____ Widowed? _____ Divorced? _____

Date of Divorce Decree (Day/Month/Year) _____ Province/State/Country where divorce was granted _____

Do you have children? No _____ Yes _____ How many? _____

What are their names & ages? _____

RELIGIOUS INFORMATION

Religious Affiliation _____

(For Example: United Church of Canada/Anglican/Baptist/Pentecostal/Presbyterian/Roman Catholic/
No Christian Affiliation/Other World Faith/Other/No Religious Affiliation)

Application for Marriage at the Old Barns United Church

Information for Spouse 2

CURRENT CONTACT INFORMATION

Surname _____ Given Names _____ (what do you prefer to be called)

Civic Address Number _____ Street Name _____

Community _____ Province _____ Postal Code _____

Home Telephone _____ Cell Phone _____ Work Telephone _____ Extension _____

Place of Work _____ Occupation _____ E-Mail _____

PERSONAL INFORMATION

Date of Birth (Day/Month/Year) _____ Place of Birth (Community/Province or State/Country) _____

Father's Name _____
Surname _____ Given Names _____

Father's Place of Birth _____
Community _____ Province/State _____ Country _____

Mother's Maiden Name _____
Surname _____ Given Names _____

Mother's Place of Birth _____
Community _____ Province/State _____ Country _____

Have you ever been married? No _____ Yes _____ Widowed? _____ Divorced? _____

Date of Divorce Decree (Day/Month/Year) _____ Province/State/Country where divorce was granted _____

Do you have children? No _____ Yes _____ How many? _____

What are their names & ages? _____

RELIGIOUS INFORMATION

Religious Affiliation _____
(For Example: United Church of Canada/Anglican/Baptist/Pentecostal/Presbyterian/Roman Catholic/
No Christian Affiliation/Other World Faith/Other/No Religious Affiliation)

Application for Marriage at the Old Barns United Church

Wedding Service Information

ROLE	LEGAL NAME	RELATIONSHIP
LEGAL WITNESSES <i>Witnesses must be at least 16 years old.</i>		
Witness 1 Address		
Phone Number(s)		
Email Address		
Witness 2 Address		
Phone Number(s)		
Email Address		
WEDDING PARTY Attendants		
Ushers		
Ring Bearer	Age: _____	
Flower Bearer	Age: _____	
Other (please specify)		
Other Participant(s) (Please specify role)		

Application for Marriage at the Old Barns United Church

Weddings performed at the Old Barns United Church are officiated by a residing minister. Other clergy may participate only at the invitation of the residing minister.

Do you wish to have any other member of clergy take part in your wedding?

Name & Relationship _____

Contact Information _____

How do you wish for them participate?

MUSIC

1. Do you wish to have the organ or piano at your wedding? Yes _____ No _____
2. Do you plan to use the church accompanist? Yes _____ No _____

If using the church accompanist, it is the responsibility of the intended couple to contact them. You will be provided with their contact information at the time of booking.

Name of alternate Musician _____ Contact Information _____

3. Do you plan to have a singer or singers at your wedding? Yes _____ No _____

Name of singer(s) _____ Contact Information _____

Name of singer(s) _____ Contact Information _____

4. Do you plan to use any additional music? Other musicians, from a cd, etc.? Yes _____ No _____

If you choose to use a cd, please make a copy and clearly label the selections for the Sound Technician to play during your ceremony. If the sound technician is required for the rehearsal, an additional fee may be incurred. Please discuss this requirement with the presiding minister.

Please use this area to specify any musical selections that you may have in mind for your wedding. Music chosen should reflect the service of faith-based worship. Music selected for your wedding will be discussed with the presiding Minister.

READINGS

1. Will you be choosing special readings for your wedding? Yes _____ No _____
2. Would you like someone other than the Minister to read your selections? Yes _____ No _____

Name of Reader _____ Contact Information _____

Name of Reader _____ Contact Information _____

Please use this area to specify any readings you may have in mind for your wedding. Readings should be chosen to reflect faith-based worship. Readings selected will be discussed with the presiding minister.

Application for Marriage at the Old Barns United Church

SANCTUARY

1. Approximately how many guests will attend your ceremony? _____
2. Do you plan to decorate the Sanctuary for your wedding? Yes _____ No _____

RULES AND REGULATION REGARDING DECORATIONS

1. The Sanctuary will be available for a one-hour long rehearsal. This is generally on the eve of your wedding.
2. The Sanctuary is available before (TIME TO BE DETERMINED) and ½ hour after the ceremony. Please be considerate of these times when making your arrangements for decorating, photography and guest arrival
3. If decorations are placed in the church, please do not use thumbtacks, nails, staples or tape. Floral putty, elastic or ribbon is recommended.
Floral arrangement deliveries will not be accepted at the church. Please arrange to have someone accept and deliver these items to the church on your behalf.
Please arrange for your decorations and candles to be removed from the sanctuary immediately following the ceremony.
There is no confetti, birdseed, rice or bubbles allowed inside the church.
Bubbles and bird seed are permitted outside.

PHOTOGRAPHY/VIDEOGRAPHY

1. Do you have an official photographer? Yes _____ No _____
Name _____
Contact Information _____
2. Do you plan to have an official videographer? Yes _____ No _____
Name _____
Contact Information _____

RULES AND REGULATION REGARDING PHOTOGRAPHY & VIDEOGRAPHY

1. Photographs may not be taken during the Worship service as this is a sacred time and should be observed as such.
2. Photography is permitted during the processional, the signing of the registry and the recessional.
3. Particular parts of the ceremony may be staged during the ½-hour following the ceremony. Please notify the presiding minister if you desire this.
4. A videographer may record your ceremony if they are stationary and in an unobtrusive location. Generally, the choir loft is used for this purpose.
5. It may be beneficial for the videographer to attend the rehearsal to stage the optimum location for set-up.
6. Other pictures may be taken IMMEDIATELY following the ceremony.

BULLETINS/PROGRAMS

Bulletins/Programs are not prepared by the church and are the responsibility of the intended couple. The contents of such must be reviewed with the Minister prior to use. Please discuss during your meetings with the presiding Minister.

Application for Marriage at the Old Barns United Church

WEDDING DETAILS

Which spouse shall proceed down the aisle following the attendants/ushers?

Will they be escorted? No _____ Yes _____ By whom?

Name _____

Candle Lighting

Please note that with the exception of The Christ Candle, the church does not supply candles or candle holders.

Do you wish to have candle lighting as part of your ceremony? Yes _____ No _____
If so, by whom?

Name _____ Relationship _____

Name _____ Relationship _____

Question of the Family

Who will answer the question of the families?

Name _____

Wedding Vows

Repeated _____ Memorized _____

Exchanging of Rings

Single _____ Double _____ None _____

Signing of the Registry

To take place:

In the Sanctuary (off to the side) _____

In the Russell Room (outside of Sanctuary) _____

Other Wedding particulars, including the order of service, will be planned and reviewed at the Minister's discretion.