

The United Church in Meadowood

1111 Dakota Street Winnipeg, Manitoba R2N 3T7

Church Phone: 204.256.7002 Email: ucm@ucim.org

Minister's Name:	
Accompanist:	

Section 1: What we have to offer

Section 2: Wedding Information

Section 3: Marriage Policy of The United Church in Meadowood Fees

Section 4: Wedding Fees

Section 5: Planning Your Wedding Service options

Section 6: Form to be completed and returned to office

Section 7: Check list - Couple

Check list - Ushers

**DEPOSIT IS REQUIRED (ASAP) TO HOLD WEDDING DATE

What We Have To Offer

- A minister licensed to perform marriages
- Marriage Preparation course, recommended
- Grand piano with accomplished pianist with a wide range of music available
- Open style sanctuary, with padded chairs, which will seat approximately 200 people.
- Infra-red hearing sets available
- Candelabra(s) available
- Waiting rooms for gathering prior to processional
- A Fellowship Hall and kitchen for a reception. **Non-alcoholic**. Catering to be arranged.
- A court yard immediately off the sanctuary, ideal for pictures or gathering.
- A large parking area for guests
- A large lawn area

Wedding Information

The information included in this section has been prepared to help you arrange a wedding at The United Church in Meadowood. It is important to remember that a wedding in a church is a religious ceremony, and your wedding will be treated, by us, as a Service of Worship.

Clergy:

Our staff clergy personnel will officiate at your wedding. Any exceptions to this must be approved by The United Church in Meadowood Council.

Date and Time of Wedding:

Call the Church office to set a tentative date and time as far as possible in advance. When there is more than one wedding per day, the couple who paid deposit first, has preference as to time. Weddings are spaced three hours apart.

- Arrangements to meet with the officiating minister should be made as soon as possible after setting tentative date with office.
- Date and time will be confirmed when deposit is paid.
- All names of couples desiring marriage will be presented to The United Church in Meadowood Council. Ceremony to take place in Sanctuary. Any exceptions must be approved by the Worship committee.

Marriage Preparation Program:

Marriage Preparation is designed to assist a couple to deepen and enrich their relationship and to develop the interpersonal skills essential to keep that relationship strong.

Costs:

See Fee Section 4

- * When our Clergy are on holidays and one of the neighbouring ministers will officiate at your wedding, it is **your responsibility** to check as to what their fees may be.
- * We ask that you bring the appropriate cheques (sanctuary fees; events assistant, bulletins, if any; minister, accompanist) and your license to the Church Office at least **two weeks prior** to your wedding.

LEGAL DOCUMENTS:

In the Province of Manitoba you are required to have a valid Marriage License, which may be obtained up to three months prior to the wedding - but has to be purchased at least one day before your wedding. If you are divorced, by law, the issuer must inspect your Decree Absolute.

A Marriage Package may be obtained at most jewelers and includes the Marriage licence application of Vital Statistics, information on name change, and information on obtaining final marriage documents. Information you will need for the Vital Statistics Forms include:

Both parties' birth places and dates, your parents' full names (including mother's maiden name) and their birth places.

- * At the conclusion of the Wedding Service, couples will receive a Marriage Certificate from the Church, which is **not** a legal document. If couples also wish to have a legal document from the government they need to write to the Division of Vital Statistics to obtain a copy.
- * If either spouse is under 18 years of age, Consent Forms must be signed by the parents of the minor. No person under 16 years of age may be married without a special dispensation from a Judge of the Magistrates' Court.
- * No Minister or Marriage Commissioner can legally conduct a Wedding Ceremony if either of the couple being married is under the influence of alcohol or drugs.

WEDDING BULLETINS (ORDER OF SERVICE):

Options:

- 1) Do not have any bulletins
- 2) Make and print your own bulletins. ** Please provide a draft bulletin to the church office for approval at least two weeks prior to the wedding AND prior to printing.
- 3) Wedding Bulletins, prepared by/printed by the church office, at least one month prior; \$.40/100.

DECORATIONS IN THE SANCTUARY:

Certain times during the church year, (i.e. Advent) the Sanctuary may be decorated to enhance that particular season. Since this is part of the worship of the congregation, you are asked to leave these religious symbols in place. The Communion Table and other furnishings may be moved with permission. Pew Markers, candelabras (dripless candles only, plastic should be under any candles sitting on the carpet); baskets of flowers, etc. are most welcome. The church, however, does not supply any of these items. Items used to decorate the sanctuary, including silk petals, tulle, pew bows, etc. must be removed at the conclusion of the service.

INTERVIEWS:

You will need to meet with clergy approximately twice before your wedding; in these meetings you will be filling out forms, discussing your wedding and planning the service.

WEDDING DAY:

Guest book attendants and ushers should be at the church at least 30 to 45 minutes before the wedding time. It is very important that your wedding begin on time, since the church schedule is often a busy one.

PICTURES:

Please have people refrain from taking pictures during the Service of Worship. However, they may be taken during the Processional, as the Register is being signed, and during the Recessional. Video taping may be done from a fixed position, prearranged with the officiating minister.

*The Sanctuary may be used for pictures following the service.

ACCOMPANIST:

The United Church in Meadowood's accompanist has a first right of refusal. If you need a list of pianists to contact, please be in touch with the Church Office. If he/she does not have a set fee, we suggest a similar honorarium for the accompanist as listed on our fee schedule

MUSIC:

Music for a Wedding Service should be an expression of faith and not merely entertainment. Music for your Wedding Service must be approved by the minister & accompanist well in advance of your wedding. He or she may have some suggestions as to suitable music from which you could choose. Your favorite secular music could be used at the banquet, etc.

AV Technician would be required if using recorded music.

CONFETTI etc.

All guests are asked to refrain from using confetti, or any such item anywhere on the church premises - please pass this along to guests.

OTHER OPTIONS:

There are some couples for whom a Church Wedding may not be meaningful. You may wish to consider a Civil Ceremony. A Civil Ceremony is performed by a Marriage Commissioner. This is a brief legal ceremony probably performed at a Court House, or elsewhere, and is recommended for couples who have no interest in The Christian Faith or in church. There are a number of Marriage Commissioners listed in the yellow pages.

Marriage Policy of The United Church of Meadowood

The Wedding Service is a service of worship and, as such will be under the direction of the minister of The United Church in Meadowood, Worship Committee and/or Council.

Purpose

To establish criteria for wedding ceremonies held at The United Church in Meadowood that is sensitive and inclusive of all worshipers.

Policy

The United Church in Meadowood recognizes the fact that marriage is a gift of God through which all couples, in freedom and dignity, make a covenant with one another in the presence of their community, and with God. Marriage offers the promise of lifelong companionship, rich expressions of human affection, and the nurture of children.

The United Church in Meadowood believes that the marital bond is sacred and is greater than the two individuals. It creates holy ground on which persons are called to walk respectfully, as equals. Marriage is a committed relationship that takes precedence over all other relationships. Marriage is also a volitional act, freely entered into by two consenting adults.

The United Church in Meadowood believes God calls us to celebrate inclusion and belonging, and it wishes to accompany and support all persons (regardless of their sexual orientation or gender identity) who share these beliefs, invite us into their lives, and choose our community as their own. Therefore, the Church welcomes all couples of consenting age, and who are legally entitled to be married and who wish to celebrate their marriage vows at The United Church in Meadowood.

The following criteria were developed regarding marriages in The United Church in Meadowood.

- 1. One or both persons to be married will either be:
 - a) member(s), adherent(s), or persons (regardless of their sexual orientation or gender identity) affiliated with The United Church in Meadowood;
 - b) children or grandchildren of persons who are members or adherents of The United Church in Meadowood;
 - c) from the area which is served by The United Church in Meadowood; are planning to live in the area after their marriage; as long as there is a commitment to a church life.
- 2. The incumbent minister(s) will preside over the wedding service at The United Church in Meadowood. Any exceptions to this clause must be approved by the Worship Committee.

- 3. The ceremony will take place in the Sanctuary. Any exceptions must be approved by the Worship Committee.
- 4. A reception is permitted to be held in the Fellowship Hall of the church following the ceremony (depending on availability). Normal rental rates will apply.
- 5. Couples requesting marriage will be required to attend Marriage Preparation classes prior to getting married.
- 6. Photographs may be taken in the Sanctuary prior to the ceremony, during the processional, and during the signing of the register. However, pictures are prohibited during the ceremony. Following the ceremony the minister will be happy to pose for pictures with the Wedding Party.
- 7. Sound and video recordings are permitted, with the understanding that the equipment is set up in advance of the ceremony and that it be as inconspicuous as possible.
- 8. Items such as confetti, real rose petals, etc., will not be allowed within the church building, or on church grounds. Any decorations or flowers must be removed immediately following the service.
- 9. Couples are to consult the accompanist before purchasing music. It is inherent that:
 - a) all music be purchased by the wedding couple;
 - b) couples are to use original copies of music only (photocopies of music is prohibited);
 - c) it is preferable that music be sacred or classical in a nature,
 - d) the minister and accompanist have final approval of the choice of music;
- 10. The United Church in Meadowood has an existing celebration of marriage ceremony. Any changes to this ceremony, including the vows, must be done in consultation with the minister(s) a minimum of six (6) weeks prior to the ceremony.
- 11. All necessary documents and fees must be left with the minister or church administrator at least six (6) weeks prior to the ceremony. This is to ensure that all the necessary clerical work be completed.

Wedding Fees

The United Church in Meadowood

Sanctuary fee (includes use of MacAskill Room) Deposit: Must be paid at time of booking church	\$175.00 + \$8.75 GST \$50.00 + 2.50 GST	\$183.75 \$52.50
Bulletins - \$40/100		
Minister Honorarium		\$200.00
Accompanist Honorarium (Accompanist has right of first refusal)		\$150.00
Event Assistant Honorarium		\$ 100.00
AV Technician Honorarium		\$ 75.00
Please make cheques payable to:		

Deposit	The United Church in Meadowood		\$52.50
Sanctuary fee balance Bulletins	\$40/100 =	\$131.25 ————	
TOTAL	The United Church in Meadowo	ood	\$
Minister's Honorarium	Rev		\$200.00
Accompanist's Honorarium	(Confirm Name with office)		\$150.00
Event Assistant	(Confirm Name with office)		\$100.00
AV Technician (if required)	(Confirm Name with office)		\$75.00

^{*}If AV Technician is req'd for rehearsal \$25.00 additional fee

The United Church in Meadowood Winnipeg, Manitoba



Planning your Wedding Service



The United Church in Meadowood Wedding Service

This material has been prepared to help you in planning your **Wedding Service**. A number of options have been included within each area of the service. The service should reflect the values you hold regarding intimate relationships and the place of marriage within the Christian community. The hope is that you will work together to determine which of the following resources reflect those values for you.

An outline of a typical order of service would be as follows:

- 1. Processional
- 2. Greeting and Call to Worship
- 3. Introduction
- 4. Prayer of Approach and Confession
- 5. Hymn or Solo
- 6. Question of Impediment
- 7. Scripture Readings
- 8. Meditation
- 9. Questions of Intention
- 10. Affirmations of the Families
- 11. Affirmations of the Congregation
- 12. Prayer for Grace
- 13. Exchange of Vows
- 14. Exchange of Rings
- 15. Declaration of Marriage
- 16. Kiss
- 17. Prayers of the People
- 18. Blessing
- 19. Signing of the Registry
- 20. Commissioning
- 21. Recessional

1. Processional:

The music for the processional should be suitable for use in any service of worship in the church. Hymn tunes such as "Hyfrydol", "Hymn to Joy", "Praise my Soul", "Lobe den herren", or "Nun danket" are possibilities. (These tunes are found in the red hymn book.)

There are various ways of proceeding into the church. The form you choose should reflect what you believe about your relationship. The following are recommend forms:

- a) The minister meets the couple at the entrance, invites the congregation to stand and then leads the couple down the aisle to the Table with the attendants following behind the couple.
- b) The minister proceeds down the aisle and invites the congregation to stand. Then one party and attendants proceed down the south aisle, while the other party and attendants proceed down the north aisle. Parents may be asked to proceed with the wedding party. The couple meets at the front and takes their place at the Table.
- c) The couple may arrive at the church in time to receive and welcome guests as they arrive. When guests are seated, the minister meets the couple at the back and proceeds with them to the Table at the front. (Before the service, the minister will invite the congregation to refrain from taking picture until the worship has ended.)
- d) Traditional: One spouse and attendants wait at front with the minister while the other party makes their entrance, one at a time.

2. Greeting and Call to Worship:

I greet you with the grace of Jesus Christ, the love of God and the community of the Holy Spirit. May God be with you.

- a) It is good to give thanks to God; to sing praises to the name of the Most High: to declare God's steadfast love in the morning, and the faithfulness of God by night. (from Psalm 92)
- b) O come, let us sing to the source of our hope. Let us make a joyful noise to the rock of our salvation. Let us come into God's presence with thanksgiving. Let us make a joyful noise with songs of praise. (from Psalm 95)
- c) We will sing of loyalty and justice. To you, O God, we will sing. We will walk with integrity of heart and give heed to the way that is blameless. (from Psalm 101)
- d) God is love, and whoever lives in love lives in God and God lives in them. (from I John 4)

3. Introduction:

a) We, as a community of family and friends, are gathered here, around this Table, in God's
presence, to witness the marriage of and, and to ask God to bless them. By our presence here, we all accept responsibility for helping and
and for encouraging them in their marriage. We are called to rejoice with them in
their happiness, to help them when they have trouble, and to remember them in our prayers.
b) Friends, we are gathered here today to witness and celebrate the coming together of two separate lives. We have come to join and in marriage, to be with them and rejoice with them in the making of this important commitment. Marriage is an estate rooted in human history, yet forever new with each person who pledge themselves freely to one another. It is a union created by a loving purpose and kept by abiding will. In this event, we are gathered here to acknowledge the marriage that dwells within them.
c) Whenever we gather for worship, we gather around a Table. Today we gather to celebrate and 's relationship. We come offering our support to them as they
commit themselves to living in marriage. The Table has been prepared with and
with and, and to provide a marriage feast of word and commitment, hope and honour, love and joy.
4. Prayer of Approach and Confession:a) O God, you are the Creator of all things. You made us, and you sustain us. We depend on you.
For the gift of life, we praise you. For Jesus, who reveals its meaning and purpose, we thank you.
In the world without, and in our lives within, we confess there is much that is confusing and complex. Many voices counsel us; many forces pressure us; many things tempt us.
We need your light to lead us, your hand to hold us, and your love to complete us. In Jesus' name, we ask for your blessing. Amen.
b) O God our helper, source of infinite love, bless us with a sense of your indwelling presence. Keep us sensitive to the wonder of things that fill our days and give meaning to life. Deepen our loving, both for those near to us, and those who, as strangers, need our concern.
In a world of change, we confess we are often bewildered. As our assumptions are questioned, and accustomed ways disappear, we cling to the familiar. But you are God of the unknown as of the known, of the future as of the past. Overcome our doubt with faith, and our fear with love, and send us forward with renewed hope. Amen.

 c) Almighty God of us all, who has g be lived together in responsible love. 	-	
As we meet together in this place where been acknowledged, and where confess our sins of thought, word and last forever. And we pray that your follow may take flesh in our ability to ledo. May your grace abound in grow in faith, hope, and love. Amen.	so many beginnings and endicted deed. We confess the arrogation or siveness may take flesh in olove; that your justice may take and	ngs have been celebrated, we nce of human promises made to our ability to forgive; that your e flesh in the things we say and
d) O God of love, we come to you, so grateful for the gift of life and the speare thankful to you for your role in bounderful partners, companions and has brought us to this day. In Jesus respectively.	ecial gift ofand ringing them together and for friends. We thank you for all	finding each other. We nurturing them to become
5. Hymn or Solo:		
6. Question of Impediment:		
and has shown a valid reason why you m reason why you may not be married, now. For your marriage must be base	ay not be united in Christian r I charge you before God, the	searcher of all hearts, to declare it
7. Scripture Readings:		
Central to any service of Christian w The couple should consult with the n suggestions include:		
suggestions include.		
Psalm 33, 67, 100, 127	Ephesians 3:14-21	1 John 4: 7, selected verses
	Ephesians 3:14-21 John 2:1-11; 15:9-16	1 John 4: 7, selected verses

1 Corinthians 13:1-8a, 13

Song of Solomon 2:8-13

Ruth 1:1-9, 14-17

Revelation 22:1-5

Genesis 2:15, 18-24

Ecclesiastes 4:9-12a

8. Meditation:

The meditation should be addressed both to the individuals who are being married and to the gathered community. It should offer the hope of the Good News of the Gospel, while presenting a faithful recognition of the realities of the joys and despairs that occur in any relationship.

9. Questions of Intention:

in yourselv	• •	ntext of human uncertainty, requires tremendous rength of your relationship; faith that you will be ure holds.	
	will you take	to be your husband (partner/spouse)? (I W	ILL.)
		to be your wife (partner, spouse)? (I WILI	
life-long c		sharing your life with him/her, note knowledge that such a commitment must be re-	
love her, c		nan to be your wife, to live together in marriage er in sickness and in health, and be faithful to he	
love him,		be your husband, to live together in marriage? him in sickness and in health, and be faithful to	
concerning		g heard these words of instruction and admoniti w consent to be faithful to the obligations of thi e?	
10. Affirn	nations of the Families:		
(The parer	nts are invited to stand.)		
a) Do you, your hones	, the parents of and sty, your love and your prayers	grant them your blessing and or ? (We Do.)	ffer them
relationshi your bless	ip to each other. It creates a nev ing on their marriage at this tin	unites friends and families in a w community and and ne in their lives. Will you, their parents, do ever for them in their marriage? If so, please answer,	ask for ything in

and/or

11. Affirmations of the Congregation: (Congregation is invited to stand.) a) Will you, as parents, family and friends, continue to offer your love, your support and your prayers to _____ and ____ in their relationship with each other? (WE WILL!) **b)** Will you, as parents, family and friends, do everything in your power to support and _____ in their marriage? (WE WILL!) 12. Prayer for Grace: a) Gracious God, bless these two people that they may give their vows to each other in the strength and spirit of your steadfast love. Let the promise of your word root and grow in their lives. Grant them vision and hope to persevere in trust and friendship all their days. Keep ever before them the needs of the world. By your grace enable them to be true disciples of Jesus Christ, in whose name we pray. Amen. b) O God, we pray for _____ and ____ as they make their marriage vows. Help them never to hurt or grieve one another intentionally and to make amends when it does happen. Help them to share their work, their dreams, their successes, their failures, their sorrows, and their joys. Keep them always true to one another, and grant that the years ahead may draw them ever closer to one another. In Jesus name we pray. Amen. c) Let us pray for these two people as they make their marriage vows: As _____ and ____ pledge themselves to each other, help them and bless them, that their love may be strong and their commitment may be true. d) O loving God, as _____ and ____ promise themselves to each other, help them, bless them, that their vows may be genuine, their commitment may be deep and their love may be

everlasting. Amen.

(Congregation is invited to be seated.)

15

13. Exchange of Vows:

in joy, to grieve		, to grow with y		d in wedlock],to laugh to be faithful with you	
	in times of happine	•	•	d in wedlock], in times this day forward as lo	
joined in wedloo	ck], from this day for	orward, for bette	er for worse, for	to be my* wife/husba richer for poorer, in si parted by death. This is	ckness and
knowledge of yo		to grow in your		nd I promise to grow ine, to honour you and	
share both my jo		to encourage and	d to support you	ring and to seek forgiver growth in mind and	
*Wording option	ons friend, partner	, companion, s	pouse		
14. Exchange o	f Gifts/Symbols of	Marriage:			
The gift or exchange service. The man	ange of tangible syrriage is not affected are tokens and ple	nbols, such as r	and receiving of	ry but optional in the in these symbols. Rings has already made in t	or other
a)	I give you this		_as a sign of m	y love and loyalty.	
b)this day.	I give you this r	ing that you ma	y wear it as a sy	mbol of the vows we l	nave made
c) marriage.	I give you this	ring/symbol tha	t you may wear	it as a symbol/token o	of our
15. Declaration	of Marriage: See	other options o	n page 17.		
a) Forasmuch as before God and	all of us here, I dec	nd lare them to be l	have made the husband and wif	his solemn covenant o e*.	f marriage
b); their promises b and wife.	andh efore this gathering	aving chosen ea , and having ma	ach other in love de their pledges	and in freedom, having to one another, are no	ng declared ow husband
c) Forasmuch as and have exchar them husband as	nged gifts as symbol	nd ls of these vows	have made the have witness	hese commitments to os to the ceremony that	each other t has made

15. Deciaration of	Marriage: Othe	er opuons:		
this before God and and have pledged t	d our gathering, a heir love and faith n that they are ma	affirming their according to each other, searried in the sight of	eptance of the responaling their vows in the of God and communi	ege, and have witnessed assibilities of such a union the giving and receiving of the test all people here
	rince of Manitoba	. Become one. Fu		ness of this church and Love and serve God.
	e. I now declare			age before God, and Creator, Word, and the
d) and declare you to be n	, we h narried; in the nar	ave heard your vo me of God the Fatl	ws and your promise ner, the Son and the I	e of faithful love. I now Holy Spirit. Amen.
16. Kiss				
17. Prayers of the	People:			
your gifts of joy an Especially this day their married life to each other, for this	nd laughter, of dar y, we thank you fo ogether. Grant the community and f . In hope, we look	nce and song; for yor the joy ofem wisdom and co for the world. As w	your gifts of human c and urage to continue grower ejoice, O God, w	odness of human life; for closeness and friendship, as they begin owing in their love for remember those who hall rejoice together. In
among us, to be bo power of your Holy them in their work and in their sorrow	orn of a human moy Spirit, pour out Defend them from and in their compositions; in their life and	other, and to show the abundance of all that would the panionship; in thei d in their death. Fir	us the way to a loving your blessing upon _ reaten them. Lead the sleeping and in the sleeping and all the sleeping all the sleeping and all the sleeping and all the sleeping all the sleeping and all the sleeping and	nem into all peace. Bless ir waking; in their joys bring them to that Table
the human beings need be companions and Bless their journey relationship be seal	courage and com I for our life in rel I mates, friends an together. Today, led here today in ter. May they taste	npassion, the libert lationship. May nd allies. May we we celebrate the latheir proclamation the mystery of company the mystery of com	y and security, the tr and _ always be in the circ ives they have interty of the life-sustaining reation in each other.	alway ele of their community.
We thank you for and and peace and hopeful supported them or complex—we remark them.	all the ways you whose mess. We are so their journey. ain grateful awe. and wonder. Now	have made this blue se love for each of grateful for the number of For all the good You make each	essed occasion. Espother has spread to chany ways their pareness of life—from day of our lives an a	e and laughter and delighter and laughter and delighter becially, we thank you for encompass all of us with ents have encouraged are the simplest to the moradventure to be embraced hope, and our faith as well as we

18. Blessing:

- a) May the grace of Jesus Christ attend you, the love of God surround you, and the Holy Spirit keep you. Amen.
- **b**) May the grace of Jesus Christ, the love of the living God and the community of the Holy Spirit be with you. Amen.
- c) May the blessing of the God of Abraham and Sarah, the blessing of the Son, born of Mary, and the blessing of the Holy Spirit, who broods over us as a mother over her children, be with you. Amen.
- **d**) Go from here with pride and confidence in your love. Believe in yourselves; go out to follow your dreams; be everything that you can be; find peace and give peace. This is God's gift to you and God's call.

19. Signing of the Registry:

The signing of the registry at this point in the worship is optional. You may choose to sign the documents prior to the service or after the congregation has departed. If you choose to sign the registry at this time, music may be played or a solo sung. Again, the music should be appropriate to a service of worship. Usually the marriage registry is placed on the table in front of the couple.

20. Com	missioning:	
•		go forth from here, carrying with you the peace of Christ, agement and support of the Holy Spirit. Amen.
		go forth bound together by the love of God. Go with hope ms, knowing that God is with you always. Amen.
Go forth	to serve God and your	ing each other, so that the peace of Christ may abide in your home. neighbour in all that you do. Bear witness to the love of God in this we is a stranger will find in you generous friends.

21. Recessional:

The couple recesses down the center aisle, followed by the attendants and families.

The United Church in Meadowood Marriage Information

NAME	SPOUSE	SPOUSE
	Surname of SPOUSE	Surname of SPOUSE
	All Given Names	All Given Names
MARITAL STATAUS	Never Married Widowed Divorced	Never Married Widowed Divorced
RELIGION	Religious Denomination	Religious Denomination
DATE OF BIRTH	Month/Day /Year Age	Month/Day /Year Age
PLACE OF BIRTH	City, Town, Province or Country	City, Town, Province or Country
RESIDENCE	Address (if rural, give exact location)	Address (if rural, give exact location)
Before Marriage	City, Town, Province or Country	City, Town, Province or Country
	Postal Code	Postal Code
Surname and Given Names FATHER		Surname and Given Names
	Birthplace	Birthplace
MOTHER	Surname and Given Names	Surname and Given Names
	Birthplace	Birthplace
WITNESSES	Name and Address of Witness	Name and Address of Witness
RESIDENCE	Mailing Address after Marriage	Telephone Numbers
AFTER MARRIAGE	City, Town, Province or Country	Home:
	Postal Code	Cell:
PLACE OF WEDDING	1	1
WEDDING DATE, TIME	REHEARSA	L DATE, TIME:
OTHER		

Check list - Couple

	Establish a date for wedding
	Receive "Wedding package" from the church office & read and review check list
	Confirm date with minister for availability
	Review fees (located in wedding package)
	Arrange Accompanist
	Pay deposit fee to reserve the date and time
	* This is a non-refundable deposit of \$50.00 plus GST, payable towards the total fee for the wedding.
	Advise Office Administrator of the number of guests, in order to ensure adequate seating
	Submit all necessary documents and fees to Office Administrator at least two weeks prior to
	the ceremony
	Purchase wedding license and deliver to the minister at least two weeks prior to the
	wedding
	Attend Marriage Preparation seminar
	Review Wedding service with minister (any changes to service refer to #10 of
	Marriage Policy)
	Review music with Accompanist & Minister
	Purchase music if necessary
	Determine if bulletins are required; if yes, order pre-printed wedding bulletins one month
	prior to date of service AND provide a draft to the church office two weeks prior to the wedding service
	Arrange a date and time for rehearsal
	Arrange for decorating, if required
	Arrange for floral delivery, if required, with the Events Assistant
	View pre-processional rooms and location
	Assign ushers and ensure the ushers know arrival time and duties for wedding day
	Arrange for decorating, if required Arrange for floral delivery, if required, with the Events Assistant View pre-processional rooms and location Assign ushers and ensure the ushers know arrival time and duties for wedding day Attend the rehearsal
	Attend the wedding ceremony
	,
	<u>Check list – Ushers</u>
	Arrive at the church at least $30-45$ minutes prior to the service
	Arrange with the wedding couple as to how they want the guests to be ushered
	Contact the Events Assistant for information on the following:
•	Location of the washrooms

- Location of the coat racks
- Location of the bulletins
- Location of the "Waiting Rooms" for the wedding party
- Location of the infra-red hearing headsets
- If there is a guest book who will be attending that area, if required
- Pens for the guest book