

wedding guidelines

Faith United Church of Christ

300 East College Avenue

State College, PA 16801

814.237.3904

faithucc@comcast.net

What is a marriage ceremony?

A Christian marriage ceremony is a service of worship offered to God. It is “the glad occasion on which two people unite as loving life-long partners in the mutual exchange of covenant promises.”

All elements of the service—readings, prayers, vows, music, decorations, and attire—should reflect the dignity that one would expect to prevail in any worship service. A couple seeking to be married in Faith’s sanctuary must profess a belief in God and a desire that God bless their covenant promises.

How do we schedule a wedding in Faith’s sanctuary?

The first step is to contact the church office for information, supplying your desired wedding date with your names, addresses, telephone numbers, and email addresses. If you then wish to pursue the possibility, you will need to set a definite date and time for your wedding and let us know. If the date is available, we will save this date for you for one week, during which time we must have received a \$200 deposit and the wedding form. After this has been done, please contact the Administrative Assistant for an appointment with the Pastor.

Both the bride and groom should be available to meet with the Pastor. At this initial meeting, the pastor will get acquainted with you and outline the preparation process for the wedding. **Your reservation will be confirmed at the conclusion of the first meeting.** Our Pastor will explain to you at that time how many additional meetings will be needed for pre-marital counseling.

Who officiates?

The Pastor of Faith United Church of Christ officiates at all weddings in Faith Church and acts as a representative of the church, giving the marriage the church’s blessing.

How may others be invited to participate?

At your request, additional clergy may be invited to assist in the service at the discretion of the Pastor. Family and friends of the couple may also be invited to share in the service. All participants must be present for the rehearsal.

Seating Capacity

The air-conditioned sanctuary seats **approximately 225** on the main level and an **additional 25** in the balcony.

Music

The music selected needs to be appropriate for sacred worship. At least one month before the wedding, the couple is responsible for contacting the organist to discuss the selection of the music. The organist of Faith UCC or designee will play for all weddings. Exceptions may be made, but our church organist *must* approve all guest organists.

Vocal or instrumental soloists often enhance the beauty of a wedding. Their music should be chosen in consultation with the organist. Please note that rehearsals with a soloist or an instrumentalist incur extra charges.

There is also a sound system that can be used for a personalized playlist directly from your device. Please be advised that Apple users will need to bring a lightning to 3.5mm adaptor compatible with your specific device.

Photography

The couple should be certain that the photographer understands and will comply with the church's policy regarding photography:

Having a visual record of this blessed event is laudable, please remember that it is first and foremost a sacred act of worship.

Photographs are permitted during the service, but only by the designated photographer(s). The service begins once the bride and groom are in place and concludes with the benediction. Ushers who see guests with cameras should tell them of the church's "no photographs" policy. The only exception is that the photographer may take photos from the balcony with available light using a "silent" camera.

Following the conclusion of the service, parts of the service may be posed and photographed.

Videography

Video cameras must use available light and be mounted on a stationary tripod. No more than two may be used: one may be located in the balcony, and the other may be placed in one of the side aisles.

Flowers

The church Administrative Assistant can supply names of local florists who normally serve Faith Church. As an option, some couples choose to leave the altar flowers for use in the Sunday service. They are then delivered to the homebound or hospitalized. The Sunday bulletin will indicate that they are "from the wedding of ...". The Pastor will discuss these and other logistical arrangements with you.

Other Arrangements

If you would like a program for your service, it is your responsibility to prepare and print it. Our Pastor will work with you to plan the order of worship.

Pertinent information (usually the order of service and names of participants in the service and those in the wedding party) must be given to the Pastor in writing at least two weeks prior to the service.

The wedding coordinator will be present for both the rehearsal and the wedding. The Pastor will inform the coordinator of any special arrangements.

The bride and bridesmaids may dress in the nursery room on the office level. The groom and groomsmen wait elsewhere.

For environmental reasons, rice and helium-filled balloons are **not** permitted at the wedding. Birdseed or bubbles may be used only outside. If you are using rose petals for the center aisle, please use white roses.

Romig Hall and the adjacent kitchen on the lower level are available for receptions. No alcoholic beverages may be served. Smoking is not permitted anywhere in the church.

Financial Arrangements

The basic cost for having your wedding at Faith UCC is shown on the attached fee schedule.

This includes the following:

- Our Pastor will meet with you prior to the wedding for pre-marital counseling and to outline preparation process for the ceremony, lead the rehearsal, and officiate at your wedding.
- An organist will talk with you about the music, and play for your wedding.
- A custodian will make sure that the sanctuary and other rooms are neat and clean for your wedding.
- A wedding coordinator will be present at the rehearsal and the wedding.
- You will have the sanctuary reserved for your use for 1 hour for a rehearsal (usually the day/evening prior to wedding ceremony) and three hours for a wedding and pictures. Both the rehearsal and wedding will begin at the agreed upon time.

If you want to have a program for your wedding, the Pastor will give you the order of worship. You will be responsible for the layout and printing of the program.

Please include a \$200 deposit with the completed form that is attached. The remaining fees must be paid with a check or cash at least two weeks prior to the wedding. Thank you for your cooperation.

Thank you for your interest in having your wedding service at Faith UCC. We hope this will be a day of great joy and of glory to God. If you have further questions, feel free to contact the Church Administrative Assistant at 814.237.3904 or via email at faithucc@comcast.net.

WEDDING FORM

PRINT FORM AND MAIL/EMAIL TO:

Faith United Church of Christ

300 East College Avenue

State College, PA 16801

814.237.3904

faithucc@comcast.net

Wedding Date (day of week) _____ (date) _____ (time) _____

Name of Bride _____ **Date of Birth** _____

Address

Telephone Number (day) _____ (evening/cell) _____

Email Address _____ **Church Affiliation** _____

Name of Groom _____ **Date of Birth** _____

Address

Telephone Number (day) _____ (evening/cell) _____

Email Address _____ **Church Affiliation** _____

Upon receipt of this form, *along with* your deposit of \$200, we will tentatively confirm your wedding date. This date will be finalized following your first meeting with the Pastor.

Faith United Church of Christ

Wedding Fees

as of 14 August 2018

Total Basic Cost: \$1,600

Facility Use

Sanctuary	\$600.00
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Personnel

Custodian	\$150.00
Organist*	\$300.00
Wedding Coordinator	\$150.00
Minister	<u>\$400.00</u>
	\$1,600

Additional Resources:

Romig Hall (if used, 3 hours)	(\$150.00)
Sound Technician (2 hours)	(\$50.00)
Extra time or rehearsals with organist	(\$50.00)
Soloist/additional instrumentalists	To Be Negotiated

All checks must be made out to Faith United Church of Christ. Funds will be distributed by the church.

*The wedding couple may use their own organist, but must be approved by Faith UCC's organist in advance.