

## *Your Wedding at Parkminster United Church*



Dear Friends:

Congratulations on your decision to be married. We are honoured that you have chosen to make your commitment of marriage at Parkminster United Church.

This is one of the most important decisions of your life and, like all important decisions, should be made after much thought and consideration of your faith, values, and the life you plan to lead together. The information in this booklet is designed to help you in planning your wedding at Parkminster and the steps to follow so that this proceeds smoothly, and your wedding day becomes all you hope it will be.

Whether or not you are currently part of the Parkminster community of faith, you should know that Parkminster has adopted guidelines for weddings to assist the minister when meeting with a couple wishing to schedule and plan for their wedding here.

In addition to these guidelines, this information provides details about music for your wedding service and services provided by Parkminster's Chancel Committee. Parkminster's fee schedule is also enclosed.

You can speak to one of the ministers following the Sunday morning worship service or phone the church office for an appointment.

We look forward to working with you to make this a truly special day.

God's blessings on you.

*Keith Hagerman and Elaine Graham*  
Ministers, Parkminster United Church

## **Marriage Acknowledgements And Affirmations:**

We at Parkminster United Church affirm that marriage is a gift of God through which Christians make a covenant with one another and with God. In marriage we offer one another the promise of lifelong companionship, rich expression of human affections and sexuality, and nurture for the children. (United Church of Canada, 30th General Council, 1984)

## **Wedding Policy Purpose:**

To interpret and clarify the ministry of weddings at Parkminster United Church and to ensure that weddings are understood to be part of the total, on-going life of this Parkminster community of faith.



## **Responsibility:**

Responsibility for decisions and interpretation of Parkminster's wedding policy is given to our ministers—those whom the Presbytery has covenanted to serve Parkminster United Church. The Worship Committee will be available for consultation on this policy.

## **Membership Requirements:**

Parkminster United Church celebrates the marriage of members, adherents or people otherwise connected to this congregation, regardless of race, gender, sexual orientation, ability, family status or economic status. Parkminster strives to be sensitive to other faith traditions when one partner is from outside the United Church. We are a Christian congregation, and this will be reflected in the services offered.

## **Legal Requirements:**

Couples planning to be married in Ontario are required to obtain a marriage license. A license is valid anywhere in Ontario for 90 days from the date of issue. There is no waiting period between the date of issue of the marriage license and the date of marriage.

Marriage licenses can be purchased at any City Hall such as the Waterloo City Hall Clerk's Office, located on the main floor at 100 Regina Street South, Waterloo. Telephone: 519-747-8777.

## **Guidelines:**

To assist our ministers, the Church Council established these general guidelines:

Our ministers are expected to discuss with the couple:

- a. The couple's continuing association with the Parkminster community of faith,
- b. The couple's understanding of the spiritual nature of marriage,
- c. The couple's commitment to their relationship and their agreement to participate in pre-marital conversations.

If anyone other than Parkminster ministers is to participate in a wedding service at Parkminster, arrangements must be made with our ministers who will issue an invitation on behalf of the congregation.

There is a fee schedule which will be reviewed annually by the appropriate Committees. Changes are reported to the Church Council for approval.

## **Music:**



It is important that the music for weddings at Parkminster United Church reflect the faith of the worshipping community. We encourage congregational singing as part of the service.

Such participation allows guests to be more than silent witnesses and it reminds them that the occasion is indeed a service of worship.

Parkminster uses two United Church hymn books, VOICES UNITED and MORE VOICES which offer a variety of hymns appropriate for weddings.

The church provides the music director. The prospective couple should meet with him/her as early as possible in order to choose appropriate music. The music director will be pleased to discuss personal choices which will be used if at all possible.

Parkminster follows these guidelines:

Should the resident music director be unavailable for the wedding date, he/she will suggest names of other musicians and contact them if requested by the couple. The resident music director will not receive a fee for such assistance. Even so, the couple is requested, as a courtesy, to consult with either the music director or the minister to ensure that guest musicians follow the church guidelines for music performed in the sanctuary.

Should the couple request a musician other than the resident music director, the arrangement must be approved by the music director who will still receive the normal performance fee.

Fees are set by the Royal Canadian College of Organists.

## **Property:**

The church building and surrounding property are our home. We are all responsible for its maintenance.

Rice and confetti must be cleaned from the premises and therefore cannot be permitted. Many couples are opting to completely skip the throwing custom. We encourage guests to simply cheer, clap or wave.

There is no smoking in the church building.

Tacks, screws, nails, scotch tape, etc. may damage the walls, furnishings or floor and may not be used.

Thank you for your consideration.

## **Photography Policy:**

During the wedding service a professional photographer may take pictures provided he/she does not disturb the ceremony.

Individuals may take photos during the processional, the signing of the register, and the recessional. It is possible to “re-pose” for the photographer immediately following the service for any other pictures that couples may wish.



If there is a designated photographer, he/she must speak with the Minister at least one half hour prior to the service. Friends are welcome to take pictures as well. An invitation to the rehearsal is advised. A video camera may be used, but the video camera must be on a fixed tripod and the camera placed unobtrusively, so as not to detract from the ceremony. (The Minister can suggest a suitable location.) We ask that flash photography take place prior to or after the ceremony only.

## **Chancel Committee Services:**

### *Parkminster Hostess*

The Chancel Committee of Parkminster provides a Church Hostess for all weddings. This service is listed as part of the required church fees.

The Parkminster Hostess will ensure that couple's wishes are carried out. The hostess will:

- Be present at the rehearsal and at the wedding to ensure that everything is ready for this happy occasion.
- Run the elevator lift for those not able to use the stairs to the sanctuary level.
- Ensure that guests feel welcome and assist ushers and family if required.

### *Wedding Flowers*

Wedding flowers and decorations should be discussed early in the wedding planning. Couples may choose to use a florist or ask Parkminster's Chancel Committee to design and provide floral arrangements particularly suited to this church. Also available are candelabra with or without flowers, bows for the pews, a unity candle and side candles. A member of the Chancel Committee will be happy to discuss what is available at Parkminster and the associated costs. Contact information is available from the church office.



## **FEE SCHEDULE FOR WEDDINGS**

*Parkminster United Church celebrates the marriage of members, adherents or people otherwise connected to this congregation, regardless of race, gender, sexual orientation, ability, family status or economic status.*

<b>REQUIRED FOR WEDDINGS AT PARKMINSTER</b>	<b><u>FEE</u></b>
<u>Sanctuary</u> For wedding and rehearsal	None
<u>Ministers</u> Consultations, rehearsal and officiating at wedding	\$225
<u>Music Director</u> Consultation with couple, play at wedding <i>(Plus accompaniment for soloist if requested - \$50.00)</i> <i>(Plus playing at rehearsal if needed - \$50.00)</i>	\$150
<u>Custodial Services</u>	\$100
<u>Hostess</u> Will be present at rehearsal and wedding. Also available to assist in planning, decorating, etc. and will operate lift if requested	\$100
<b>OPTIONAL FOR WEDDINGS AT PARKMINSTER</b>	<b><u>FEE</u></b>
<u>Printed Order of Service</u> Information is needed <u>2 weeks</u> before wedding	\$30
<u>Decorations</u> As requested, i.e. candelabra, flowers. Arrangements should be made with the Chancel Committee Representative regarding the decorating of the sanctuary. Contact the church office for information. 519-885-0935	
<u>Kitchen and Fellowship Hall / Gym</u>	\$100
<u>Additional space or services</u>	To be determined

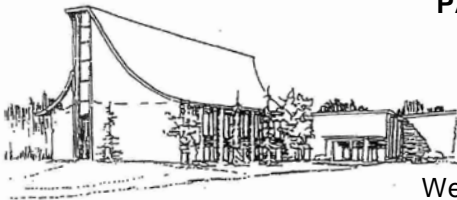
**Payment** is due **one month** prior to your wedding. Post-dated cheques for date of wedding are acceptable.

Four cheques are requested:

1. Made payable to the Minister @ \$225
2. Made payable to Music Director @ \$150 plus optional requests
3. Made payable to the Custodian @ \$100
4. All remaining fees payable to Parkminster United Church @ \$50 plus optional services

**Reminders:**

- rice, confetti, etc. are not allowed on church premises.
- flash photos may not be taken during the ceremony.
- Please check with the ministers about videos and the appropriate times for taking flash photos.



**PARKMINSTER UNITED CHURCH**

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*An open, affirming community and gathering place*

Approved December 18 2008

Revised November 19, 2009