

*Wedding
Booklet
of The
United Church
of Mapleton*

507-524-3141

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2017

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Check List

- *Keep in contact with your Wedding Coordinator
- _____ Contact Minister and set specific date and put on church calendar
 - _____ Get Marriage License
 - _____ Call Photographer
 - _____ Call Florist
 - _____ Call Organist
 - _____ Call Vocalist
 - _____ Call Other Musicians (if needed)
 - _____ Call Facility where Reception will be held or (let your Wedding Coordinator know if you wish to use the Fellowship Hall)
 - _____ Order Wedding Bulletins (let secretary know if you wish the church to print your bulletin—get all information and bulletin covers to the church 2 weeks prior to the wedding date.)
- Pay Fees: All Fees are due at Rehearsal with License**
- _____ Minister (negotiable)
 - _____ Accompanist (negotiable)
 - _____ Vocalist (ask vocalist)
 - _____ Other Musicians (ask individual musicians)
 - _____ Custodian (\$100 payable to custodian)
 - _____ Candles (\$2 per candle payable to church)
 - _____ Bulletin Printing (\$30 payable to UCM)
 - _____ Non-Member Use of Facility (\$250 payable to UCM)
 - _____ Date Holding Fee (\$100) applied to Facility Use Fee
 - _____ Non-Member Refundable Damage Deposit (\$100)
 - _____ Women's Fellowship (negotiable) (if reception is held at The United Church)

Reception Fees

Non Member Reception Fees

Damage Deposit (refundable) \$100.00

Reception:

50 or fewer guests	\$100.00
51-150 guests	\$300.00
151 or more guests	\$400.00

**The Christian Rite
of Marriage
as Celebrated**

at

**The United Church
of Mapleton**

Introduction

The ceremony of Christian Marriage is an act of worship. It is one of the most sacred rites of the church. Those who come as guests are part of a worshipping community. As in every corporate act of worship, the congregation gathers to celebrate God's gracious gifts, to witness God's action, and to commit lives to God's service. The primary purpose of a church wedding is to invoke the blessing of God upon the event and to recognize God's presence and concern in every area of our lives.

The information in this booklet is prepared in order that you may understand our wedding procedures at The United Church of Mapleton. It provides general information and should be helpful in giving guidance as you plan your wedding, helping to make it a meaningful and joyous event.

Please read this brochure carefully. If you have questions, please contact your assigned wedding coordinator from the Women's Fellowship committee.

Ceremony Issues

Initial Arrangements

When you have decided to be married, the first step is to contact the office of The United Church of Mapleton at (507) 524-3141. In return, you will receive facility use/reservation forms which must be filled out and returned to the church office along with the \$100 date holding fee (which will be applied to your facility use fee) before the reservation of a date will be considered.

You will be informed in a timely manner whether your wedding date has been reserved. When a wedding has been scheduled, it will be placed on the master calendar in the church office, and it will have priority of arrangements for that date.

The United Church of Mapleton welcomes all those who believe in Christ; it is the church of the community. The United Church of Mapleton has a worshipping congregation of about 150 members, and many more Christians from the community. We desire that the facilities of the church be available to all its members and those who believe in Christ.

In order for the church to provide its full service and to allow the ceremony to run smoothly, certain limitations are necessary. Therefore, a wedding coordinator from the Women's Fellowship will be assigned to all couples planning a wedding in the church.

- *Small glass dishes for nuts and mints
- *Large glass, plastic, or silver plastic trays
- *Glass relish trays
- *Small glass punch bowl and ladle
- *Silver coffee service
- *Glass candle holders
- *Glass bud vases
- *Clear plastic pitchers
- *Refill coffee servers
- *Kitchen staff

5. The kitchen staff will:

- *prepare coffee and punch
- *keep punch bowl and all things on the serving table filled
- *wash cups, glasses, silverware, and serving dishes
- *take the table cloths to be cleaned-at a cost to the family (mentioned above)

The couple is responsible for finding people to perform the following duties:

- *2 people to pour coffee (at the serving table)
- *2 people to cut the cake
- *1-2 people to pour punch
- *2-4 people to be host and hostess
- *2 or more people to be gift attendants
- *taking care of leftover food
- *taking all decorations when they leave

There is a **damage deposit required from non-members** having a reception in the Fellowship Hall (see p. 16). This deposit will cover repair and additional custodial fees above and beyond normal and appropriate church use. A refund may be obtained during normal church office hours following the wedding.

Receptions

All wedding receptions held in the church will be planned through the Women's Fellowship wedding coordinator. You may choose to have a reception served by the Women's Fellowship or have it catered. All receptions must be approved by the wedding coordinator. The arrangements must be discussed and planned with the wedding coordinator. Receptions take time to plan, please allow 30-60 days notice if you are using the Fellowship Hall.

If you wish to have the Women's Fellowship serve your reception, these are the guidelines.

1. The Women's Fellowship will serve, **but not prepare food.** We encourage simple menus.
2. The couple and family is responsible for any decorations. Set up a time with your wedding coordinator.
3. The Family will provide:
 - Punch and napkins
 - Ice ring (s)
 - Napkins
 - Mints and nuts
 - Coffee, cream and sugar
 - Candles
 - Ready-to-serve food
 - Disposable service (sturdy plates)
4. The church has available:
 - *4 white linen table cloths – with a \$20.00 charge each for cleaning
 - *1 lace table cloth – with a \$25.00 charge for cleaning
 - *1 plaid table cloth – with a \$20.00 charge for cleaning
 - *17 white plastic lace table cloths
 - *2 white plastic skirtings
 - *2 off-white plastic skirtings
 - *Silverware

The Minister As presiding over The service:

The pastor of The United Church of Mapleton is in charge of the service, and will do everything possible to make it meaningful and significant to the persons involved.

You are welcome to have other ordained clergy or other persons participate in your service, **but please inform the United Church pastor of this request BEFORE asking anyone to take part in your ceremony.** It is up to the Pastor of UCM to determine how to best utilize additional clergy/individuals in the ceremony. **Please inform the pastor of the involvement of such persons at the earliest possible date, so accommodations can be made.**

If you desire that the minister and spouse attend the rehearsal dinner and/or reception, it is appropriate to send them an invitation.

Pre-marriage Workshop/Counseling

The presiding pastor will inform you of his or her own suggested preparation for not only your wedding day, but for your life together as a married couple. These arrangements are between the presiding pastor and the couple.

Please note, if couple wishes to receive a discounted rate for their marriage license, 12 hours of premarital counseling must be completed and signed off by the officiating clergy.

The Wedding Ceremony

The form and content of the ceremony will be discussed between the presiding pastor and the couple. The sacrament of Holy Communion is available, and couples are encouraged to consider this special opportunity. If you so desire to have this sacrament as part of the ceremony, let the pastor know so arrangements can be made.

A Basic Outline of the Wedding Ceremony

- ~Prelude Music
- ~Entrance of Families (seating of Grandparents and Mothers)
 - *(song option)
- ~Processional
- ~Words of Welcome and Invocation (Opening Prayer)
- ~Statement of Purpose (When you each say, "I do".)
- ~Scripture Reading and Words about Love and Marriage
 - *(song option)
- ~Exchange Vows and Rings
 - *(song option)
- ~Unity Candle (optional)
- ~Communion (optional) can be bride/groom and/or wedding party
 - * (song option)
- ~A Wedding Blessing
 - * (song option)
- ~Pronouncement and Introduction
- ~Recessional

*Song options are possible spots in the service for songs depending on number of songs and the content of the words.

You can add/change/delete as agreed upon by the pastor.

Wedding Coordinator

A Women's Fellowship wedding coordinator will serve to assist at your wedding. The wedding coordinator will meet with the couple prior to the wedding to share The United Church of Mapleton's policies and to coordinate the couple's wedding plans with the actual layout and physical limitations of the church. The wedding coordinator will be present at the rehearsal, the wedding and the reception (if applicable). The wedding coordinator is the representative of the Women's Fellowship at the wedding and is also a resource for the couple that may have questions. The wedding coordinator must be arranged through the Church Office.

Your Wedding Coordinator's

Name: _____

Phone Number: _____

Custodian Fee: \$100

(payable to custodian) -due at Rehearsal

For use of the sanctuary, fellowship hall, overflow room, bathrooms, and one classroom. Not only does the custodian clean the building prior to your wedding, he/she is responsible for preparing the building for the church's worship service following your use of the building, as well as being available to address building use situations that may arise on the day of your wedding.

The custodian is not expected to clean up food, empty packages and/or other refuse left by the wedding party. All items brought into the church by the wedding party should also be removed by them.

If the nursery is used arrangements must be arranged for someone to return it to its original condition.

Audio/Visual Person Fee: \$50

(payable to A/V person) -due at Rehearsal

Candle Fee: \$2 per Candle Insert. (Payable to the church) -due at Rehearsal

ALL FEES MUST BE PAID ON THE DAY OF THE REHEARSAL OR BEFORE.

(507) 524-3141.

The Wedding Party

In recent years the trend toward large wedding parties has grown to the point where the Chancel Area of the Sanctuary cannot contain the mass of humanity. Wedding parties of 15—20 are not uncommon (This figure is arrived at by considering the bride and groom (2), 4 attendants each (8) and 2-3 ushers. Add to that candle lighters, guest book attendant, soloists and musicians, parents, grandparents and other relatives and the number grows.

We would ask couples to consider the following factors:

- 1) Only two witnesses are required by law to sign the Marriage License.
- 2) The people you invite to serve as bridesmaids/groomsmen will be required to incur large personal expense, including: the purchase or rental of their own clothing for the wedding, will need to provide their own transportation to the wedding, and provide housing for themselves and their families for at least two nights, along with other essentials for living away from home for a long weekend.

Rehearsal

A rehearsal is necessary for all but the smallest informal wedding. It is the responsibility of the bride and groom to set the rehearsal time in consultation with the minister and wedding coordinator. It is important that all persons who will have a part in the wedding ceremony will attend the rehearsal. This includes the bride and groom, attendants, parents of the couple and ushers. The bride and groom are responsible to advise all members of the wedding party of rehearsal time and emphasize it is essential that all participants be present and on time.

The rehearsal cannot begin until the pastor has possession of the wedding license and all fee/honoraria are paid.

Marriage License

Obtaining the marriage license is the responsibility of the wedding couple. The Marriage License must be delivered to the pastor at the rehearsal along with all fees and honoraria. The presiding minister will file the license with the county after the wedding ceremony.

Dressing Rooms

The bride's dressing room area is in the Sanctuary's Overflow Room. A full-length mirror is provided. The groom's dressing room area is in a vacant Sunday School Room on the lower level at the north end of the hallway.

Removal of Possessions

All personal belongings should be removed from the ceremony location, dressing rooms, and any other area used. The United Church of Mapleton cannot be responsible for items that are lost or stolen.

Decorations rented from rental services or provided by a florist or other vendor must be removed from the church immediately following the service. The church will not be

Fees

(all fees subject to change)

Date Holding Fee: \$100 (will be applied to Facility Use Fee) - due with Facility Use Forms and set-up of date

Non-Member Facility Use Fee: \$250—due at Rehearsal

Damage Deposit: \$100—due at Rehearsal (will be returned after event if no damage has occurred)

Pastor's Fee: \$200—\$300 (suggested) -due at Rehearsal

The Pastor of The United Church is a professional who brings certain experience, skills, and responsibilities to the preparation and implementation of your plans for this service of worship. A pastor's wedding preparation includes meeting with you on several occasions to assist you in planning your wedding, conducting pre-marital counseling sessions and assisting you to address the issues that may arise in these sessions, preparing a worship meditation and service order, conducting your rehearsal, and, of course officiating at your Ceremony. The pastor is also responsible for seeing that your Marriage documents are properly signed and registered with the State authorities. Such preparation can consume 20—30 hours of the pastor's time.

Accompanist Fee: Fee is negotiable (payable to the Accompanist) -due at Rehearsal

Please consider that the accompanist provides access to a personal music library, will assist you in music selection, will attend the Rehearsal and the Wedding Service, and expends several hour in private rehearsal both individually and with your vocalist (s) or other musicians.

***Bulletin Design & Printing Fee: \$30 Payable to the Church. -due at Rehearsal**

Provide your own bulletin cover and rough draft.

***Vocal & Other Music Fees:** Ask individual musicians for their fee—payable to individuals— *due at Rehearsal*

The best music for a wedding is that which is fitting for any joyous festival service of praise and thanksgiving. The role of music in the wedding is to inspire, to uplift, and/or to illuminate Christian truth. It would be appropriate to confer with the pastor or organist regarding the music chosen and the types of musical performers chosen before final arrangements are made.

Copies of vocal or instrumental music which will be accompanied by the church organist on either piano or organ should be given **at least one month** before the wedding. Practice with vocalists or instrumentalists must be arranged by you.

Vocalists: _____

Music Selections: _____

Facilities and Services

***Ceremony Locations and Capacities**

The sanctuary of the church will **seat approximately 300**. There are 17 rows on each side of the center aisle in the sanctuary with wheelchair access in the 6th row from the front altar.

***General Information**

*Handicapped seating is available in the Sanctuary.

*Smoking is not permitted inside the church building. Those who must smoke may do so on the far side of either the east or west parking lots.

*The use of alcoholic beverages or recreational substances or drugs are not permitted in the church or on the church grounds. This includes the parking lots on the east and west side adjacent to the church. In the event that anyone appears to be under the influence of alcohol, recreational substance or drugs (other than Prescription medication) they will not be allowed to participate in the service.

*Birdseed may be thrown **OUTSIDE** the church building on the church property. Bubbles may be used in the same manner, however, confetti or rice should **not be used**.

*The church's sound system **must be operated by** a member of the congregation's AV team for a fee.

responsible for decorations or equipment left in the church following weddings. Any items found will be left at the church office and will be held by the church office for two weeks before they are discarded. If items are identifiable every effort will be made to contact the owner.

Wedding Bulletins

It is most appropriate to provide bulletins. Bulletins can include continuous readings, prayers or hymns you may select, as well as names of participants, titles of musical selections, etc (an outline of a wedding 'order of service' is included in this booklet on page 4). Should you choose to have our office staff print bulletins, we need you purchase the bulletin covers. We can assist you in this process. The office staff requests that information for wedding bulletins be in the church office **at least two weeks prior to the ceremony**. You may also use an appropriate bulletin prepared by an outside printer or calligrapher.

Guest Book

A guest book may be placed in the narthex (foyer) so that guests can sign as they enter the church. Tables will also be provided for your use. It would be appropriate to provide a gift box or basket to be used for envelopes or other gifts in the event some guests are attending only the wedding.

Ushers

The comfort and ease of family and friends depend greatly on the poise and organization of those who are selected to usher at the wedding. Ushers should greet guests warmly, offer their right arm to the female guest, and show the family or group to a seat with good order and dignity. Ushers should attend the rehearsal in order to become familiar with the floor plan of the church, to learn some of the rules and policies, and to discuss with all concerned the final plans for the wedding and reception.

Photography

Photographs may be taken before or after the ceremony in the Sanctuary. If you are having formal photos made before the service this session must be completed not less than 90 minutes prior to the start of the ceremony. Remembering that the Wedding Ceremony is a Worship Service, photographs may be taken by your photographer during the service using only available light (no flash, please). The photographer may not move about the sanctuary during the service (from the end of the processional to the closing benediction) but may take photos from behind the last row of the main seating area.

Decorations

*Candles

Candles are symbolic of the Light of the World and enhance any worship setting.

The church has two free-standing candelabras which hold 7 candle inserts each (a total of 14). We have the candle inserts on hand at the church and they may be purchased through the Church Office. The cost is \$2.00 per candle. If you so choose, other candelabras may be rented elsewhere, but carpet protectors must be rented with these candelabras using the candles with candle inserts.

The United Church of Mapleton also owns 14 wooden pole style pew candles that you may use for your ceremony. These pew candles also use the candle inserts and they can be purchased through the church office (@ \$2.00 each).

*Carpet Runners

The carpet runner must be rented from outside the church. The Sanctuary aisle is 68 feet long, from the front altar steps to the Overflow Room doors.

*Flowers

The proper use of flowers is important in every wedding. Whichever florist you use, please make it clear to them that you are responsible for any damages to the church.

If you are having a Saturday wedding and wish to donate a floral arrangement for Sunday worship service, please inform the church secretary so the arrangement can be acknowledged in the Sunday worship bulletin. The arrangement may be picked up after Sunday service if you so desire.

*Other Decorations

Pew and/or door decorations can be used if you wish. Please use appropriate fasteners such as **fishing line or craft wire**. **DO NOT USE:** Nails, tacks, adhesives or duct tape. Decorations should not be placed on plaster or painted surfaces

Music

*Organist

The church organist has been given the right of first refusal for any wedding conducted at The United Church of Mapleton.

You should confer with the organist well in advance of your wedding date to discuss such matters as soloists, instrumentalists, and the selection of musical numbers to be played or sung.

Final approval of all music must come from the pastor.

Organist/Pianist: _____

Accompanist Contact Information:
