

First United Church Mount Pearl



Wedding Policy

*(Policy designed and approved by
First United Church Board of Management,
April, 2019)*

We thank you for choosing First United Church as the location for your wedding. This is a very special day in your life, as you make your marriage covenant before God, family and friends. A marriage covenant is intended to join you for life in a relationship so intimate and personal that it will change your whole being. As a congregation and staff we are happy to help you make this day as special as it ought to be.

By action of the First United Board of Management the following guidelines and fee structures have been developed:

1. Adequate Notice

To allow time for pre-marital counselling, and other adequate preparation, the church requires that all weddings be booked at least two months in advance of the wedding date. The wedding can be tentatively booked by calling the church office administrator. However, all wedding dates must be confirmed after the couple has received the marriage policy and have agreed to its guidelines and fees. The clergy must also approve the dates for each wedding before the wedding is officially booked.

- ❖ The couple calls and makes the booking
- ❖ The couple is given the marriage policy
- ❖ The minister approves the wedding date
- ❖ Upon receipt of the signed marriage policy agreement the couple will be notified of confirmation of booking.

2. Minister's Right to Refuse to Marry

The minister of First United Church shall be responsible to perform all weddings. In a case where a conflict in schedules arises the minister will arrange for a substitute in his/her absence.

Please complete the Wedding Policy Agreement and Information Sheet included with this brochure and return to:

**First United Church
P.O. Box 921
Mount Pearl, NL A1N 3C8
or by fax: 368-2195**



For Further Information:

Please feel free to call the church office and speak with one of our staff members at **368-2194**. For marriage license information or other government information concerning marriages, please visit the following website:

www.gs.gov.nl.ca/gv/vs/marriage.stm



The minister reserves the right to refuse to marry any couple for reasons of professional ethics, serious incompatibility of the couple, or failure of the couple to agree to the guidelines established by First United. The minister also has the right to require couples to take part in a pre-marriage counselling course if she/he deems it necessary. The law also requires that the officiating minister refuse to marry a couple when there is suspicion of intoxication by way of alcohol and/or other drugs.

3. Invited Clergy

The church recognizes that you may have a clergy person that has had a special influence in your life. We are happy to include that person. However, the decision to invite the guest clergy must first be cleared by the minister at First United. The couple is to present the name to the minister in the first interview and the minister will be the person to extend the invitation.

4. The Wedding Ceremony

The minister shall conduct only the wedding liturgies that are in keeping with the approved liturgies of The United Church of Canada.

Although we appreciate that pets are like members of the family, they are not permitted in the church.

5. The Marriage License

The Government of Newfoundland and Labrador requires that you must have a marriage license in order to be married in this province. This license is valid for **one month only**, and must be obtained at least **eight working days** before the marriage. The church requires that the license be delivered to the church office at least four working days before the marriage.

6. Church Music

Here at First United Church, we have a professional organist on staff. The organist shall have the first right of refusal for all weddings. If the organist on staff is unavailable to play at your wedding, then she/he is responsible to arrange a substitute.

While we understand that you may have a musician in your life who is special to you and you may want to have that person included in the wedding, it is the policy of our church that the person being requested be cleared (before invitation) by the organist as having the gifts and skills to operate the equipment. **The church organist fee is still payable even if another musician has been approved to play at the service.**

Music and instrumental selections are to be coordinated with the organist on staff.

7. Church Decorations

We are not responsible for any decorations being placed in the church for weddings. The couple is welcome to have a decorator come to the church or decorate the church themselves. However, the appointment to have decorations placed in the church must be booked with the office administrator and must happen at regular business hours: Monday - Friday 9:00 a.m. - 1:00 p.m. In the case where there are two weddings happening the same day, the second wedding must make arrangements to book a time for decorating the church in between the two weddings.

Each wedding party must make arrangements to have the decorations taken out of the church directly after the wedding (staff will not wait around for someone to come back later in the day).

Please note: no confetti or rice (bubbles are acceptable) and we also allow the dropping of rose petals at the entrance of the bridal party. If this guideline is not adhered to, there will be an extra cost to you for the cleaning of the floors and carpets.

8. Wedding Bulletins

The minister will assist the couple with the wording of the church bulletins.

The couple is responsible for purchasing and producing the bulletins for use at the wedding. Wedding bulletins can be purchased at the United Church Bookstore, 320 Elizabeth Ave., St John's, phone number 754-0372.

9. Fee Structures

Church	Donation Appreciated*
Caretaker's Fee	\$ 25.00
Organist Fee	\$125.00
Minister's Fee	\$150.00
Total:	<u>\$300.00</u>

* While there are no mandated fees for the use of the church, a free-will offering/donation to offset extra costs incurred by the church would be greatly appreciated.

Please note: Additional rehearsals will require extra payment. If there is a soloist who the organist must meet with, there is an extra charge of \$25.00 to be paid to the organist on staff.

All fees are to be placed in separately marked envelopes and paid at the church office when you drop off your marriage license.

For Weddings Outside of the Church

Many times people request offsite weddings. There are no United Church policies preventing such weddings and it is entirely up to the clergyperson on staff if they will perform these services. The fee for off-site weddings is \$150.00, payable to the minister. However, any additional expenses incurred, will be the responsibility of the couple (i.e. travel, accommodations, etc.)



Wedding Policy Agreement and Information Sheet

I have read the wedding policy of First United Church, Mount Pearl and agree to its contents.

Signature of Partner "A"

Signature of Partner "B"

Wedding Information:

Date: _____

Time: _____

Place: _____

PARTNER "A":

Full Name: _____

Age/Date of Birth: _____

Place of Birth: _____

Marital Status (please circle one):

Never Married

Widowed

Divorced

Religious Denomination: _____

Occupation: _____

Place of Residence: _____

Residence when Married: _____

Complete Mailing Address: _____

Phone Number(s): _____

Father's Full Name: _____

Birthplace of Father: _____

Mother's Full Name (including maiden): _____

Birthplace of Mother: _____

Name and Address of Witness (including postal code):

PARTNER "B":

Full Name: _____

Age/Date of Birth: _____

Place of Birth: _____

Marital Status (please circle one):

Never Married

Widowed

Divorced

Religious Denomination: _____

Occupation: _____

Place of Residence: _____

Residence when Married: _____

Complete Mailing Address: _____

Phone Number(s): _____

Father's Full Name: _____

Birthplace of Father: _____

Mother's Full Name (including maiden): _____

Birthplace of Mother: _____

Name and Address of Witness (including postal code):

