**First Congregational United Church of Christ**

**121 1st Avenue Southeast**

**Watertown, South Dakota 57201**

**605-886-6994**

**www.uccwatertown.com**

**Wedding Policy**

Dear Bride and Groom,

Congratulations on your upcoming wedding! Enclosed are forms to assist you with planning your wedding day. This information will help you enjoy a meaningful wedding day.

**General Wedding Policies:**

1. Please contact the minister to make arrangements for consultation visits prior to the wedding (605-886-6994).

2. All fees for use of church facilities are payable to First Congregational United Church of Christ. Fees for the minister, organist/pianist, and audio/visual personnel are paid to the provider.

3. Unless otherwise agreed, the Resident Minister of First Congregational United Church of Christ will conduct your wedding. Upon special request, use of other ministerial services may be considered.

4. It is your responsibility to find and hire a minister and an organist/pianist. Our church organist is Bruce Reinhart (881-2487). Please contact to make arrangements upon your own.

5. All fees are due prior to wedding date.

6. Your wedding will be conducted subject to the attached rules and fee schedules.

**Wedding Fees:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member of Church | Member of Conference | Non-member |
| Facility Use | No Charge | $150 | $300 |
| Refundable Damage Deposit | $150 | $150 | $150 |
| Custodial for Sanctuary | $85 | $85 | $85 |
| Oil Candles, if used | $15 | $15 | $15 |
| Minister Honorarium | $150 ($250 with rehearsal unless otherwise agreed) |  |  |
| Audio/Visual Fee | $50 | $100 | $100 |

**Fellowship Hall Reception Site Rental:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member of Church | Member of Conference | Non-member |
| Refundable Damage Deposit | No Charge | $150 | $300 |
| Reception Coordinator\* | $50 | $75 | $100 |
| Reception Custodial | $100 | $100 | $100 |
| Fellowship Hall Rental\*\* | no charge | $150 | $250 |

\*Reception Coordinator will be a member of our church who will assist in operations of the kitchen and equipment. If individuals are needed for serving, set up of tables and chairs, making coffee and punch, arranging for food and cleanup of dishes and reception debris, the Reception Coordinator will give quote of costs from Women’s Fellowship for services. (e.g. $100 per 100 people)

\*\*Fellowship Hall Rental includes use of tables, chairs, dishes, silverware and serving trays, all of which will need to be washed and returned to original location.

Linen rental upon request

Catering in Fellowship Hall. The Wedding Couple is responsible for furnishing all food; sugar and cream; coffee; punch; paper goods such as cups, and napkins, linens and décor.

**Information:**

Bride name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groom name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Wedding Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wedding Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rehearsal Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need Bridal Dressing Room?\_\_\_\_\_\_\_\_

Do you need stands for altar bouquets?\_\_\_\_\_\_\_\_

Time of Photography\_\_\_\_\_\_\_\_\_\_

Wedding Party

Maid of Honor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Man\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bridesmaids\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groomsmen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Flower girl\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ring bearer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officiating Minister\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ushers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lector(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acolyte(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organist/Pianist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Musicians\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Policy Statements:**

1. Reservations for the church and or fellowship hall should be made with the church office well in advance of the ceremony. The Church will be opened 30 minutes prior to your rehearsal will be locked 30 minutes after your rehearsal. If more time is needed to decorate please contact church office, 886-6994 prior. Church will be opened 4 hours prior to wedding and all personal and wedding décor must be removed 60 minutes after the ceremony has ended in sanctuary.

1. Fellowship hall will be available accordingly to needs for catering and decorating. Contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Sanctuary furnishings: Any modification or arranging of church facilities for a wedding must be done by the church custodian. Request for altar bouquet stands and candleholders must be requested prior to wedding. Couple responsible to provide unity stand for candle or sand ceremony.
3. No Rehearsal or wedding will be conducted when any member of wedding party is intoxicated. Alcoholic beverages are not permitted on the church grounds.

1. No food or beverages are allowed in the sanctuary. Please bring your own disposable paper goods for food and beverages. Clean up must be completed before wedding begins.
2. No real petals may be scattered. All silk petals must be picked up by individuals using sanctuary.
3. Aisle cloth: Family is responsible to purchase aisle runner. 75 foot is needed.
4. Flowers: Please instruct florist to deliver all flowers no earlier than four hours prior to wedding.
5. Candles: Oil candles are available for rental for Church candelabras. Any additional candles brought into the church must be contained inside a glass vessel to protect floor, carpet and furniture.
6. Decorations: All decorations used for the wedding must be removed promptly from sanctuary and fellowship hall. The church can not store items. It is the responsibility of the couple to inform florist or vendors as to policies.
7. Church does not print wedding bulletins.
8. Music: Your wedding is a worship service. Please use appropriate music.
9. Send off: No rice, petals or birdseed may be thrown outside of the church.
10. Gifts: Please make arrangements to have all gifts removed from premises before leaving the church. Church is not responsible for your gifts and cards.