

# FIRST REFORMED CHURCH ~ UNITED CHURCH OF CHRIST

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## WEDDING POLICY

The congregation and staff of First Reformed Church (FRC), United Church of Christ (UCC) extend to you our warmest congratulations on your engagement and best wishes for your marriage! The wedding ceremony is a time of excitement, commitment, love, and emotion. It is also a sacred time of worship and reverence. The life long commitment you make is a momentous under-taking that requires tremendous thought and devotion and support from family, friends and your faith in God.

These policies are designed to promote the sanctity of the ceremony while providing logistical understandings in making your wedding a special and meaningful time. It is the responsibility of the bride and groom to become familiar with these guidelines and see that the wedding party, florist, caterer, photographer, musicians and all other participants observe them.

### BEFORE YOUR WEDDING:

1. A Christian wedding is a worship service that invokes God's presence and seeks God's blessing. Persons seeking to be united in Christian marriage should be persons of faith. Except in unusual circumstances as determined by the Leadership Team, at least one of the persons seeking to be married at First Reformed Church will be an active, communing member who participates at least monthly in the worship life of First Reformed Church. This policy may be suspended by action of the Leadership Team in cases of special circumstance or need upon the recommendation of the Pastor.
2. A couple desiring to be united in Christian marriage at First Reformed Church should contact the Pastor at least 12 months in advance of the wedding date to discuss their intention to marry and to arrange a schedule for premarital counseling. A date for the wedding ceremony cannot be scheduled prior to this initial meeting of the couple with the Pastor (Note: As Sunday is the Lord's Day [the Sabbath] no weddings will be scheduled on Sunday.). While every effort will be made to meet the needs and wishes of members of First Reformed Church, the scheduling and conduct of all wedding services will be at the convenience and discretion of the Pastor.
3. It is the Pastor's responsibility to ensure that all wedding services at First Reformed Church are genuine expressions of Christian faith. All details of the wedding will be arranged with and approved in advance by the Pastor in consultation with the Director of Music. Another Pastor may assist or officiate at a wedding at First Reformed Church only with the prior approval of the Pastor and the Leadership Team. A musician other than the Director of Music may participate in a wedding service at First Reformed Church only with the prior approval of the Pastor and the Director of Music.

4. There is no obligation to include the Pastor and his/her family in the rehearsal dinner or the wedding reception. The Pastor attends these functions only if he/she has been formally invited and has responded affirmatively.
5. A valid marriage license must be presented to the Pastor before the wedding rehearsal begins.
6. All appropriate fees will be paid in full to the church office or to appropriate parties (i.e organist, sexton, etc.) before the wedding rehearsal begins.

#### **ON YOUR WEDDING DAY:**

1. No alcohol or smoking is permitted in the church facility; no alcoholic beverages are allowed on church grounds.
2. No tape or push pins are to be used on furniture, pews, walls or doors. Coated wire or ribbon may be used on the pews to hang flowers etc.
3. Aside from pictures taken during the processional and recessional, your photographer (and guests) will be asked to refrain from taking flash photography during the wedding ceremony. Videotaping is permissible, provided it is done from an inconspicuous location.
4. The use of a wedding bulletin is encouraged and can be provided by the church office (see fee schedule on Appendix B) and should include the following statement: "The Bride and Groom request that no flash photography be taken during the ceremony."
5. Each bride and/or groom is required to meet a member of the Altar Guild on the evening of the wedding rehearsal to plan all the details pertaining to decorating and the removal of the decorations to the Sanctuary and the Church and any costs associated therewith. All church offered amenities are listed on Appendix B.
6. The throwing of flower petals is not permitted in the sanctuary unless a carpet runner is used. Bird seed (not rice) or bubbles may be used outside the building.

#### **AFTER YOUR WEDDING:**

1. All personal belongings need to be removed from the church after the service. Church members and staff will not be responsible for items remaining following the service.
2. Return any furniture (including chairs in the sanctuary) to their original locations. Remove all decorations immediately after the wedding.

**WEDDING FEES**  
For **ACTIVE MEMBERS** of First Reformed Church

1. The Director of Music/Organist's fee is \$200.00 based upon rates established by the American Guild of Organists (includes pre-marital consultation, wedding rehearsal and ceremony preparation and leadership) and is made payable directly to the organist. Additional rehearsals with other musicians and/or soloists beyond the regular wedding rehearsal are \$50 per occasion.
2. The fee for custodial services is \$100.00 made payable to the sexton.
3. No fee shall be required for any Pastoral services related to counseling, planning and officiating at the service. An honorarium, however, may be offered to the Pastor as an expression of the couple's appreciation and personal regard.
4. Couples should not invite other clergy to take part in the service before consulting FRC's Pastor. If officiates other than FRC Pastoral Staff are engaged for a wedding ceremony, the "Wedding Guest" form must be completed and signed by a member of the Pastoral Staff and the Leadership Team. FRC expects that any officiate will be a person of God, ordained to the Gospel, and recognized by the State of Pennsylvania.

**WEDDING FEES**  
For **GUESTS** of First Reformed Church

1. The Director of Music/Organist fee is \$200.00 (includes pre-marital consultation, wedding rehearsal and ceremony preparation and leadership) made payable directly to the organist. Additional rehearsals with other musicians and/or soloists beyond the regular wedding rehearsal are \$50 per occasion.
2. The fee for custodial services is \$100.00 made payable to the sexton.
3. The Pastor's fee (includes required pre-marital counseling, rehearsal and wedding preparation and leadership) is \$500.00 made payable directly to the Pastor.
4. The use of the church building is \$1500.00 due at least one month prior to the ceremony. A non-refundable \$300.00 deposit is required prior to the first appointment with the Pastor. Attendance is required at two (2) Sunday Worship Services during the planning phase of the wedding.
5. The use of the building for receptions/rehearsal dinners is \$100.00 per hour. Any caterer must have a valid Certificate of Insurance a copy of which must be presented to the Church Administrator 60 days prior to the event.
6. Couples should not invite other clergy to take part in the service before consulting the Pastor. If officiates other than FRC Pastoral Staff are engaged for a wedding ceremony, the "Wedding Request" form must be completed and signed by a member of the Pastoral Staff and the Leadership Team. FRC expects that any officiate will be a person of God, ordained to the Gospel, and recognized by the State of Pennsylvania.
7. All expenses associated with the service (candles, bulletins, flowers, etc.) will be the responsibility of the couple and will be paid in full prior to the rehearsal. See fee schedule on Appendix B for more detail.
8. Audio Technician Fee is \$150.00 made payable to First Reformed Church.

*--Amended by the First Reformed Leadership Team February 2006*

*--Presented for amendment to the First Reformed Leadership Team February 2010*

FRC Wedding Policies

## Appendix a: Additional Services and Fees

Date of Wedding: \_\_\_\_\_

Name of Bride and Groom: \_\_\_\_\_

*\*\*This form is to be filled out with the Church Administrator in person or by phone conversation.*

		Members	Non-Members	Fee Charged
1	<b>Church Fee</b> (\$300.00 Deposit Non-refundable)	None	\$1,500.00	
2	<b>Pastor's Fee</b>	None	\$500.00	
3	<b>Custodial Fee</b>	\$100.00	\$100.00	
4	<b>Director of Music Fee</b> (Organ or Piano)	\$200.00	\$200.00	
5	<b>Reception Areas: Harbaugh Hall or Fellowship Hall</b>	None	\$100.00 per hr.	
6	<b>Floor Candelabras</b> (10 Candles)	\$12.50	\$12.50	
7	<b>Altar Candelabras</b> (Oil)	None	\$12.50	
8	<b>Kneeling Bench</b>	None	None	
9	<b>Hurricane Lamps</b> (window sills-5 windows per side 10 candles)	\$12.50	\$12.50	
10	<b>Bulletins</b> (office)			
	<b>a. Bulletins</b> (*\$12.00 per 100) _____ # needed)			
	<b>b. Administrator's Fee</b>	None	\$30.00	
11	<b>Unity Candle</b> (Couple Provides)			
12	<b>Communion</b> (Choose from "a" or "b")			
	<b>a. By Intinction</b>			
	<b>b. At the Rail</b>			
	1. Wine and/or Grape Juice			
	2. Bread			
13	<b>Will any flowers remain (No Fee)</b>			
14	<b>Guest Book Stand (No Fee)</b>			
15	<b>Roping to cordon off Pews (No Fee)</b>			
16	<b>Flower Stands and Holders</b>			
	a. 1 Wood stand 4' tall (No Fee)			
	b. 4 Ceramic stands 3' tall (No Fee)			
	c. 5 Ceramic stands 2' tall (No Fee)			
	d. 2 Brass vases (must use a liner			
17	<b>Audio Tech</b>	None	\$150.00	
	<b>Total Fees</b>			

\*Bulletin price subject to change.

All fees due one month prior to the ceremony.

# Wedding Request Form For Guest Couples

First Reformed Church ~ United Church of Christ  
Lancaster, Pennsylvania

*Propose: The rite of Christian marriage is an expression of the worship and faith loves of future husband and wife. We assume that couples seeking Christian marriage do so as an extension of their relationship with Jesus Christ. There are times and places when the home parish or clergy person of a wedding couple does not exist or is not viable option. In those instances, space at First Reformed Church (FRC) may be made available with the approval of FRC clergy and the Leadership Team. To gather information for that purpose, please provide the following:*

Bride's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's Address: \_\_\_\_\_

Bride's Phone-- Work: \_\_\_\_\_ Home: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Groom's Address: \_\_\_\_\_

Groom's Phone-- Work: \_\_\_\_\_ Home: \_\_\_\_\_

Date of Wedding Requested: \_\_\_\_\_

Pastor to officiate if other than FRC clergy:

Name: \_\_\_\_\_ Denomination: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for engaging other clergy? (Use reverse side if necessary)

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(Official Use Only)

Data presented to Leadership Team: \_\_\_\_\_

Request for space                      approved \_\_\_\_\_                      not approved \_\_\_\_\_

Request for clergy exemption                      approved \_\_\_\_\_                      not approved \_\_\_\_\_

\_\_\_\_\_  
Leadership Team President

\_\_\_\_\_  
FRC Pastor