

# WEDDINGS AT EAST PLAINS UNITED CHURCH

## **Time and Date of Wedding**

The time and date of your wedding should be arranged with the minister and the Church office before you make any other arrangements. The secretary may be reached at the Church office (905-634-5562) between the hours of 9:00 a.m. and 3:00 p.m. each weekday, and will be happy to answer any questions you may have.

## **Licence**

You must secure a licence to marry from an Issuer of Marriage Licences in Ontario.

In Burlington, the Issuer of Marriage Licences is in the City Clerk's office located at City Hall (Brant Street). You should get your licence at least three weeks before your wedding. You need to have with you the birth certificates of both the bride and groom. Also, you need to know the birthplaces of the parents of the bride and groom.

**Do not** sign the licence or fill in the answers to the questions on the form, but bring the licence with you to the Church at least two weeks before the wedding date. Assistance will be given in completing the licence.

## **Publication of Banns**

Another way to secure permission to marry in Ontario is the Publication of Banns. Please speak to the minister about this option.

## **Rehearsal**

The rehearsal is usually the night before the wedding, the date and time to be arranged with the minister. It is important that all members of the wedding party be present at the rehearsal if you want your wedding to run smoothly. The organist is not normally in attendance at the rehearsal.

## **Honoraria and Fees**

Honoraria and fees are the responsibility of the couple. The cheques and the wedding licence should be brought to the Church office at least two weeks prior to the wedding date. The Church secretary will take care of the distribution.

The following honoraria and fees apply:

### **Church Sanctuary**

The fee for use is \$200.00.

### **Minister**

The honorarium for the minister of the congregation is \$250.00.

### **Organist**

Playing for weddings and practicing with soloists is not included in the organist's present salary. The Royal Canadian College of Organists recommends a minimum fee of \$150 - \$300 for the wedding, and an additional fee of \$50 - \$100 if the organist is requested to attend the rehearsal, to schedule a practice with a soloist, or if there is a request for special music that is not part of his or her repertoire. Please note that it is our organist's prerogative to preside at **ALL** weddings in the sanctuary of East Plains United Church.

### **Custodian**

It is the responsibility of the Custodian to open the Church for the wedding rehearsal. There is one hour scheduled for the rehearsal. The custodian also prepares the Church for the wedding, operates the sound system for the wedding and cleans the Church following the wedding. For the guests, the custodian opens the Church doors one hour in advance of the wedding time, and one hour is allotted for the wedding service. A fee of \$150.00 is expected for the Custodian. Any additional time will require an extra payment for the custodian. These extra hours of service can be quoted on an individual basis.

### **Candelabra**

If you wish, you may book the use of the Church candelabra for your ceremony. There are two candelabra, which are fashioned of brass.

### **Wedding Bulletin**

If you choose, the Church Administrator can prepare bulletins for your ceremony. Please consult the minister regarding details to be included in the bulletin. If you want a custom bulletin, let the office know two weeks ahead.

## **Wedding Ceremony**

### **Order of Service**

The Order of Service will be discussed with the minister. The minister will work with you using the United Church's Guidelines.

### **Guest Clergy**

Arrangements may be made for other clergy (priest, friend, relative) to be invited to assist in the wedding if so desired. Etiquette requires that the Minister of East Plains extend this invitation. Travel costs and an additional honorarium will be expected for the guest clergy.

### **Holy Communion**

On very special occasions (with prior arrangement with the minister), the Sacrament of Holy Communion may be celebrated at a wedding but will be open to all in attendance.

### **Music**

The wedding music is usually arranged in consultation with the minister and the organist. Our organist is Sam Vacca. You may leave a message for Sam by calling the Church (634-5562). If you plan to have a soloist at your wedding, please discuss this with the organist. Your plans for the music should be finalized and the organist should have all the music at least one month before the wedding. If you are using a soloist, it is recommended that a practice be arranged.

### **Photographs and Video**

Discuss with the minister your photography plans.

### **Inclement Weather**

In the event of inclement weather, you may request to have the formal photographs of the wedding party taken inside the Church.

### **Decorations**

If requested the Church has pew bows for your use.

### **Flowers**

If you are planning to have flowers, consult with the office regarding the time of delivery to the Church and inform the Custodian at the rehearsal so that he will be on hand to receive and place them. If you wish to leave your flowers for the Sunday Service, please inform the Church Secretary two weeks before the wedding day in order that a note may be

included in the Sunday bulletin. Flowers not intended for the Sunday Service should be removed from the sanctuary following the wedding service.

### **Confetti**

Confetti is not allowed in the Church building or on the Church grounds. Your co-operation is appreciated.

### **Parking**

There are two Church parking lots, one west of the Church off Plains Road and the other to the east off Dovercourt Ave. Please instruct your guests to park in either of these Church lots.

### **Elevator**

For those who find stairs difficult, use of the elevator may be arranged with the custodian.

### **Reception**

If you wish the presence of the minister at the reception, a written invitation should be mailed to the minister and his/her spouse at either his/her home or office address, (375 Plains Rd. E., Burlington, ON L7T 2C7) prior to the wedding. Arrangements should be made well ahead of time if you wish the minister to perform the toast to the bride, offer grace, or take any other part in the wedding reception.

### **Pre-marriage Counselling**

It is recommended that each couple arrange for some pre-marriage counselling.

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