

## Wedding Ceremony

### Follow up

Following the marriage, we will continue to hold you in our prayers, and offer you support as appropriate and possible.

We encourage you, when possible to attend worship so that you come to a greater awareness of the ways God is present in your lives, and to develop a better understanding of the wedding ceremony itself. Our community worships Sunday mornings at 10.30am.

### License

You are to secure a license from any City Hall or Municipal Office. Bring it to your final meeting with the minister, or leave it in the church office **at least two weeks before** the wedding day, along with the balance of fees (cash or cheques)

### Publication of Banns

This can be requested **instead of a marriage license** for those couples who worship regularly at Port Nelson. Discuss this possibility with the minister.

### Decoration/Flowers

Flowers are the responsibility of the wedding couple. Flowers can be delivered to the church **one hour prior to the ceremony**, or by special arrangement with the Wedding Coordinator. It may be possible for decorations to be placed at the rehearsal time. Any seasonal decorations (e.g. Christmas, Thanksgiving) will remain in place. Please note that the use of confetti and rice is not permitted.

## Photography

As the ceremony is a service of worship, guests may take pictures during the processional, recessional and signing of documents. A designated photographer may take pictures during the ceremony but must be discreet. All photographers/videographers should check with the minister or Wedding Coordinator prior to the ceremony.

## Bulletins

The church office can prepare a wedding bulletin that lists your wedding party and order of service. You are responsible for supplying the bulletin covers (available at Christian bookstores). The minister can provide examples. This service costs \$25.

## Fees

Use of church Deposit: \$200  
(includes candles, pew bows)

Minister: \$250

(this fee applies for on-site and off-site weddings)

Music Director: \$250

Wedding Coordinator: \$125

### Optional services:

Church Soloist: \$125

Preparation and Printing of Bulletin: \$25

**Payment of fees** should be made at the church office at least **two weeks before** the wedding day by cash or cheque payable to "Port Nelson United Church."

*Our church family and staff pray that God will richly bless your wedding day and your marriage with much joy, laughter and love.*

# WEDDING PLANNING

Rev. Michael Brooks, Minister  
Stillman Matheson, Music Director  
Rebecca Murphy, Church Administrator  
Anne Smith, Wedding Coordinator

PORT NELSON  
United Church



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Revised – Fall 2017

## Introduction

Congratulations to both of you on your upcoming marriage! Our church community offers wedding ceremonies for all couples, regardless of sexual orientation or gender identity. Our ministers are available to perform weddings both within the church building and at off-site locations. This is the **Marriage Policy** of our church:

Port Nelson United Church will, at the discretion of the minister(s), perform all marriages recognized by the United Church of Canada, between two persons who express:

- a deep desire for marriage
- a strong commitment to the journey of faith
- a desire to express their devotion to each other before God
- an openness to receive God's blessing in the celebration of this covenant

The wedding ceremony is set in the context of Christian worship. The role of the community of faith is to offer a service of prayers and blessings to accompany your promises to one another.

As a community of faith, we will extend care to you in this time leading up to your wedding.

Your relationship with the community through this time will include:

### Initial interview with the minister – As soon as possible

This is to determine if Christian marriage is your true desire. Please contact the church office to book an appointment.

This meeting will typically last about 1 hour. Both partners must be present. You will obtain a *Marriage Information Form* and are to complete it and return it to the church office as soon as possible, along with a \$200 non-refundable deposit (cash or cheque payable to "Port Nelson United Church") for the use of the church. No wedding date will be confirmed until we receive this form and deposit.

### Marriage Preparation

This is customized for each couple. The minister will provide you with options and details at the initial interview, but typically this involves completion of a questionnaire and some conversation. There are also courses available in the community.

### Ceremony Choices – One month before the ceremony

As a couple, you have the opportunity to customize your wedding ceremony. The many options are contained in the *Wedding Ceremony Resources* book, which can be borrowed from the church office. Bring the completed "Marriage Ceremony Choices" form (yellow) to your final meeting with the minister.

### Music Consultation – One month before the ceremony

All couples are required to meet with Stillman Matheson, the Director of Music at least one month before their wedding date.

He will be pleased to discuss the options that are available and help you to find appropriate music with which you will be happy. He will also assist you in finding a singer or additional instrumentalists if you wish. Please note that there is no additional fee for this meeting or any rehearsal that may be required, and except in extraordinary cases piano and organ music are performed by the Director of Music. Mr. Matheson may be contacted by phone or text at **905 387 4737** or by e-mail at [stillmanmatheson@portnelsonunitedchurch.com](mailto:stillmanmatheson@portnelsonunitedchurch.com)

### Wedding Coordinator Consultation – Two weeks before the ceremony

The Wedding Coordinator is involved in all ceremonies held in the church involving a rehearsal and/or more than 25 participants. The coordinator ensures the space is clean and tidy, operates the sound system, and assists the wedding party. Standard decorations used are: brass candelabra with white candles, and brass candle holders and white bows on the ends of the pews. If you have special decorating requests, please contact the Wedding Coordinator. Otherwise, the standard decorations will be used.

### Appointment to Finalize Ceremony Details with the minister – Two weeks before the ceremony

At this brief meeting, the minister will discuss with you the ceremony choices you have made, and conclude the pre-marriage work you may have done. You are to bring your **completed marriage license** to this meeting. Please ensure all information on the license is correct.