

Dundas Street Centre United Church Policy Manual

Section: E Misc.

Title: **Weddings**

Policy #: E-01

Approved/Amended: Apr. 9, 2011; June 14, 2014; Nov. 14, 2015

Referral Committee: Worship

1. **Eligibility**

Marriage services are extended to all members and adherents of Dundas Street Centre United Church (DSCUC) and their families. Upon the approval of the minister and the Unified Board, non members are welcome to be married at Dundas Centre.

All couples wishing to be married at DSCUC must attend worship at least twice, after which the minister will book the wedding.

2. **Availability**

All couples being married at DSCUC must use the facilities in accordance with the accepted practices set out by the Unified Board. The wedding will be conducted by the staff of DSCUC - including the minister, organist, custodian and sound technician. A guest minister with appropriate credentials* will be allowed to assist at the wedding service or preside over the ceremony subject to the approval of the resident Minister. A guest organist/pianist may assist only with the approval of the resident organist/pianist. For non-members a wedding host who is familiar with church facilities is also required. This person will be appointed by the Unified Board.

3. **Pre-Marriage Education**

Pre - marriage education is required of all couples. It can be arranged through the minister.

4. **Service**

All couples shall meet with the minister a minimum of twice before the wedding rehearsal to arrange the service. The minister will provide more than one order of service from which to choose. Modest variations in the order of service will be approved by the minister, under special circumstances.

Members of the wedding party must be a minimum of five years of age. Children under five will be included only in extenuating circumstances by request of the officiating minister.

Pre-recorded music suitable to the sanctuary setting will be allowed subject to prior

approval of both the music and lyrics by the resident Minister. If the resident organist/pianist is not available, he/she will arrange a substitute to be paid at the same rate as the resident organist/pianist. The organist/pianist will attend wedding rehearsals. If no organist/pianist is required for the wedding service, then payment for such is not required

5. **Photography**

Photography is welcome before and after the service, during the processional, the recessional and the signing of the register. Photography at any other time is not permitted.

Videography shall consist of not more than two individuals who will set up their equipment in the balcony at the direction of the officiating minister. These individuals must attend the wedding rehearsal.

6. **Parking**

Parking is the responsibility of the wedding party. There is limited parking at the church. The minister and secretary can give some suggestions re: parking in the area.

7. **Payment**

All honoraria will be paid in cash in separate marked envelopes as designated in the appendix. These envelopes and the marriage license must be delivered to the church office one week prior to the wedding. A \$200 non-refundable deposit is required at the time the wedding is booked. Under special circumstances these honoraria may be waived on approval of the Unified Board.

*recognized and accredited by the United Church of Canada with a current provincial license

APPENDIX

Honoraria

FACILITY	DESIGNATE	RATE
Sanctuary space	church	\$300
Chapel space	church	\$100
Minister	minister	\$300
Organist with rehearsal	organist	\$250
Secretary	secretary	\$100
Custodian	custodian	\$75
Sound Technician	technician	\$75
Host	host	\$50