



ST. ANDREW'S-WESLEY UNITED CHURCH

WEDDING POLICIES AND PROCEDURES

It is with joy that St. Andrew's-Wesley United Church of Canada shares in your wedding celebration. Your wedding is a service of Christian worship and symbolically reflects the Christian story that is rooted in covenant love. We wish happiness for you in your life together and sincerely hope that your wedding in our church will be a sacred and beautiful occasion. As you make special memories in this sacred space, you are also invited to participate and become part of the St. Andrew's-Wesley family.

Our church shares four affirmations that describe who we are:

OUR CONGREGATION'S FOUR AFFIRMATIONS

WE ARE PASSIONATE

Our faith touches our hearts as well as our heads, and makes a real difference in how we live; we seek to become faithful disciples of Jesus Christ.

WE ARE INCLUSIVE

There is room for everyone in this community; No one is excluded. God keeps challenging us to stretch our boundaries; to see people the way God sees them, and to offer acceptance and hospitality. We strive to accept each other as we are and welcome the ministry and participation of all persons inclusive of Age, Gender-identity, Gender Expression, Health, Race, Sexual Orientation, Differing Abilities, Religious or Ethnic Background or Economic Circumstance.

WE ARE PROGRESSIVE

We live out of a theological vision that encourages fresh ways of understanding the Christian story; where the Bible is taken seriously, but not literally; where questions and commitments are intertwined; where you do not have to park your mind at the door of the church; where we seek to be in a dialogue with our culture and science.

WE ARE COMMITTED TO JUSTICE

Our faith inspires us to work for change – in the community and in the world – living and doing the work of compassion, peace and justice.

**These words are both descriptive and visionary:
YES, this is who we are, and, YES, this is who we are becoming.
This is the dream which God is calling us to embody...**

HOW TO BOOK A WEDDING

Please contact the Office Administrator & Rentals Coordinator who will walk you through the initial steps of date selection and contract agreements for the use of the church space. At this stage of your planning, the Office Administrator & Rentals Coordinator will answer your questions.

Your wedding is confirmed once the contract is signed and the non-refundable deposit is paid. Once your wedding is confirmed, a Wedding Coordinator will be assigned as soon as possible, and a Minister will be assigned (approximately 2-3 months prior to your wedding day). The Wedding Coordinator is your source of information regarding wedding procedures and can answer many questions as you plan your wedding. The Wedding Coordinator is here to help make your wedding as special and individual as possible and will guide the couple regarding church policy. Your Wedding Coordinator will assist the Minister in conducting the rehearsal and will coordinate all that happens on the wedding day.

FEES FOR WEDDINGS

Weddings are a ministry of St. Andrew's-Wesley United Church of Canada. Fees charged for a wedding cover the church's basic expenses. **Cost will not preclude an active church family from being married at St. Andrew's-Wesley.** Please contact the Office Administrator & Rentals Coordinator for additional information if an active church family has financial need.

All fees are to be paid in full 30 days before the wedding date. Please submit your final payment with marriage license to the office 1 month prior to your wedding ceremony.

Two deposits will be collected and are to be paid with two separate cheques:

- A **non-refundable deposit** of \$200 is required to book a wedding. That deposit will be applied towards the cost of the wedding.
- A **refundable security deposit** of \$500 must be made at the time a wedding contract is signed. The cheque will be held until after the date of the wedding; and, if the deposit is fully refunded, the original cheque will be returned to the couple.

The security deposit will not be refunded under these conditions:

- Member(s) of wedding party bring or consume alcohol or illegal drugs on site at St. Andrew's-Wesley on the rehearsal or wedding day;
- Damage is caused to the property of St. Andrew's-Wesley by the wedding party or guests on the rehearsal or wedding day;
- Photographer or Videographer does not follow policy as printed in the St. Andrew's-Wesley Wedding Policy Booklet and/or does not follow the directions of the Wedding Coordinator or minister on the wedding day.

It is the responsibility of the couple to explain the policies to their families, wedding party, photographers and videographers and explain the ramifications of non-compliance with the Policy.

Wedding Fees

Church \$1,400	Chapel \$1000	Small* \$500
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*A "Small Wedding" is the couple and 2 witnesses. It involves a minimum discussion with the Minister and a short service in the Chancel or Chapel. The Organist and Wedding Coordinator are not required, nor included in the cost.

SCHEDULING OF WEDDINGS

Saturday weddings happen at 11 am, 1:30 pm and 4 pm. An early evening ceremony start time is also possible depending on the availability of church staff. Other wedding times throughout the week are also possible; a Sunday wedding is not possible due to the church's regular Sunday worship schedule.

For all weddings, arrangements must be completed and finalized by the couple's parents, or a responsible person acting on their behalf. This is accomplished by meeting with the Office Administrator & Rentals Coordinator for the purpose of signing a contract.

St. Andrew's-Wesley Sanctuary and Chapel are available for weddings.

Sanctuary Seating Capacity	1,119
Chapel Seating Capacity	66

Weddings or rehearsals, whether for members or non-members, may not be scheduled to take place on the following days: New Year's Eve, New Year's Day, Ash Wednesday, Holy Week (Palm Sunday through Easter Sunday), Thanksgiving holidays, Christmas Eve or Christmas Day. Extra charges may be incurred for weddings on statutory holidays.

WHAT IS THE NEXT STEP AFTER SCHEDULING A WEDDING?

After the Office Administrator & Rentals Coordinator schedules your wedding date, you will be notified of your assigned Wedding Coordinator as soon as possible. Should you have any questions that arise, or concerns that need to be addressed, please contact your Wedding Coordinator directly with the information provided.

Your Minister will be assigned 2-3 months prior to your wedding date. The office will contact you with this information as it becomes available. Please contact your assigned Minister and make arrangements to meet with them as soon as you receive their contact information.

PREMARITAL COUNSELING

The wedding is one day, but the marriage is for life. The church cannot emphasize enough how important it is that a couple enters the marriage with an awareness of the dynamics of a marriage relationship. Couples face more difficulties today than ever before, and the church wants to ensure that you have as many tools as necessary to build a strong and lasting marriage. If you are interested in pre-marital sessions, please contact your assigned Minister for more information. Cost of counseling sessions are not included in wedding fees.

MINISTERS

Ministers are assigned to weddings 2-3 months prior to the wedding date. A Minister of St. Andrew's-Wesley shall officiate at all member and non-member wedding ceremonies. At the time a wedding is booked, a couple that is a member of the church may request a specific St. Andrew's-Wesley Minister to officiate. However, that Minister may not be assigned because of scheduling or other conflicts.

Any requests for a certain Minister based on gender or sexuality will not be granted as The United Church of Canada fully recognizes the ordination of women and men, regardless of sexual orientation, in the life of the church.

The couple will meet with the Minister to discuss arrangements for the wedding and for additional counseling if deemed necessary by the couple and/or the Minister. It is the responsibility of the couple to contact the minister to schedule these appointments.

OUTSIDE MINISTERS

Requests to have another United Church Minister or a Minister from another denomination participate in the ceremony must be made at the time of booking the wedding. Ministers from other United Churches and other denominations may only assist the assigned St. Andrew's-Wesley Minister in the ceremony itself. It is at the discretion of the St. Andrew's-Wesley Minister assigned to the wedding whether to accept this request, and it is at the discretion of the St. Andrew's-Wesley Minister as to how the incoming Minister will assist in the ceremony itself.

REHEARSALS

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

It is imperative that the wedding rehearsal begins promptly at the scheduled time, as multiple rehearsals may be scheduled on the same evening. Ensure you and your wedding party leave sufficient time for arrival and parking.

Forty-five minutes are reserved for rehearsal. Rehearsal time does not include time for the vocalist or additional musicians to rehearse. The vocalist will need to schedule other rehearsal times with the Organist. The Minister and/or Wedding Coordinator will be in charge of the rehearsal. The Organist will not be present at the rehearsal unless prior arrangements are made.

MUSIC

Darryl Nixon, Minister of Music and Organist, can be very helpful to you as you plan your wedding. Keep in mind that a wedding ceremony in the church is always a Christian worship service, and only music suitable for Christian worship may be used. Since the focus of worship is on God, the texts should either be songs in praise of God or prayers for God's presence, blessing, and guidance in the uniting of the couple. All decisions regarding the appropriateness of music choices are the specific responsibility of the Minister Of Music/Organist.

The couple must meet with the Organist to arrange the music at least thirty (30) days prior to the wedding.

All music will be accompanied by the organ, piano, or approved instrumentalist. No recorded music will be allowed. Darryl Nixon, Minister Of Music/Organist. or an Organist assigned by Darryl, shall play for all weddings. The Organist will attend the wedding ceremony only.

The Organist must be notified of any instrumentalist playing at the ceremony. There will be a charge for extra rehearsals for vocalists and/or instrumentalists; Darryl can arrange for vocalists and any instrumentalists to participate in the ceremony. Fees for vocalists and instrumentalists are not a part of the fees collected by St. Andrew's-Wesley United Church. The couple are responsible for these fees, payment being made directly to the wedding coordinator at the wedding rehearsal, who will then pass this on to the musicians via the Music Director/Organist.

The Organist will begin playing the prelude approximately 15 minutes before the ceremony begins, as your guests arrive and are seated.

There are normally, 4 places for music in our wedding ceremony:

1. 15 minutes of prelude music before the actual ceremony start time as your guests are arriving (background music);
2. Music for the procession of the bridal party; this is often 2 pieces: one for the Bride's attendants and another for the entrance of the Bride;
3. Music during the signing of the register and official documents (background music);
4. Music for the Recessional, as the wedding party leaves the front of the church.

PHOTOGRAPHY AND VIDEOGRAPHY

So that the taking of pictures and videos will not distract from the wedding service, no flash photography may be used while the ceremony is in progress. The photographer and/or videographer may arrive one hour before the wedding ceremony start time. They may also attend the rehearsal to get a better idea of the space and ask further questions about the church's policies.

Preceding the ceremony as the processional music plays, flash photographs of the wedding party may be taken inside the Narthex and as the wedding party walks down the center aisle. Once the music concludes and the Minister begins the ceremony, flash photography is not allowed. While the ceremony is in-progress, the photographer can be in the outside aisles, no further than the pillar closest to the front, or in the balcony. Photographs without a flash may be taken from the balcony during the ceremony, providing there is no noise or other distractions.

Flash photography may also be taken as the recessional is in progress. The photographer may be in the center aisle, but may not slow-down the recessional by walking directly in-front of the couple.

Following the wedding ceremony, the wedding party may take photographs on the Burrard Street steps and/or return for photographs in the Sanctuary within the allotted contract time. Flash photography and other lighting equipment may be used at that time.

Videographers follow the same rules as photographers when it comes to standing/moving around the Sanctuary during the ceremony. A camera without a person operating it can be placed in the Chancel area for the entirety of the service.

The area around the organist should be without photographer activity during the prelude and ceremony. Any equipment set up should precede the start of the prelude, which is approximately 15 minutes before the start time of the ceremony.

It is the responsibility of the person making arrangements for the wedding that the photographer is aware of these policies. Please advise friends and relatives not to take photographs during the ceremony. The Minister will also kindly remind guests at the beginning of the ceremony to refrain from taking photos.

FLOWERS AND OTHER DECORATIONS

Decorations used for the wedding should enhance the Sanctuary. Decorations should not hide the beauty of the Chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church or detract from the simple dignity and elegance that should characterize the wedding service.

So that furnishings will not be damaged, decorations must not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking, or taping. Pew bows and ribbons will be permitted with the use of masking tape, some 3M materials and pew hooks.

Lit candles are allowed in the altar area only. Battery-powered candles are allowed in the aisle. All decorations must be removed immediately following the wedding. Flower arrangements may be donated to the church by notifying the Office Administrator & Rentals Coordinator at least one week before the wedding and will be placed in the Narthex or Sanctuary area on the following Sunday. The florist or designated other is responsible for all set-up and clean-up of decorations. The florist or designated other will be held responsible for any damage to furniture in every case. Flower girl(s) may drop silk flowers down the aisle only.

MISCELLANEOUS

- Each wedding is allotted a contract time of two hours. The church will open its doors one hour prior to the wedding time. The florist, photographer, videographer, and wedding party may arrive at this time. The wedding service is about 35 minutes long, leaving about 25 minutes for pictures afterward.
- No food or drink is permitted in the Sanctuary or Chapel. Smoking in the church building is forbidden. **Alcoholic beverages or drugs of any kind are forbidden anywhere on the premises of St. Andrew's-Wesley.** No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding ceremony. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.
- Your guests may use bubbles on the steps outside of the building as you exit. No rice, flower petals, birdseed or confetti may be used either inside or outside the church.
- Every possible effort will be made to protect personal items such as wedding dresses, purses, silver to be used for receptions, etc. **However, the church cannot be responsible for such items if lost, stolen, or damaged.** It is imperative that money, jewelry, and other valuables not be left unattended in the Chapel or Marnie's Room but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.
- A sound technician will be present during the wedding ceremony to operate the church's sound system, Minister's microphone and pulpit microphone. The videographer can speak with the sound technician on the day-of the ceremony regarding additional requests for capturing audio.
- On-site receptions must be scheduled with the Office Administrator & Rentals Coordinator at the time of scheduling a wedding. With the allowance of one reception per Saturday, the reception will

be given on a first-come basis. Receptions can be held in the Narthex (standing) or Salons (limited seating, capacity of 125 standing). [Please note a reception in the Narthex can only be held after the 4 pm wedding ceremony time.] Caretaking staff will set-up and take down tables for a reception; any other decoration and catering pieces are the responsibility of the bridal party. No alcoholic beverages may be served. Music will be limited to accompanist(s) (i.e., pianist, string quartet, jazz ensemble) and soloist(s). Receptions will be no longer than two (2) hours. Please contact the Office Administrator & Rentals Coordinator for pricing.