

# CHALMERS-CASTLE DOWNS

## UNITED CHURCH

12315-132 Avenue NW, Edmonton, AB T5L 3P6

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### MARRIAGE POLICY AND PROCEDURES

Congratulations! We are pleased to be considered as partners as you make your preparations for marriage. This brief outline is intended to provide you with the basic information related to a wedding ceremony at Chalmers-Castle Downs United Church.

#### *Who May Be Married?*

We understand marriage to be a spiritual covenant between two committed individuals. We require that all couples take part in a recognized 'marriage preparation course,' or its equivalent. Persons desiring to be married here do not have to be members of our congregation or of the United Church of Canada.

In the United Church of Canada, marriage is not considered a sacrament; however, a wedding conducted by our minister is two things: a legal ceremony and an act of worship. A sense of God's presence is prayed for, and a blessing is asked for the couple being married.

#### *What Are the Basic Steps?*

Planning your wedding with us will begin when you make your request. Following this request, the church office will send you an information package. This will include a letter of explanation, a personal information form, and the information regarding marriage preparation course, remuneration of the minister, the Music Minister, and sanctuary rental.

The minister shall meet with the participants. Should the minister believe impediments to the proposed marriage are presented, the minister, with the advice/approval of the Faith & Worship Team/Board, shall be in a position to abstain from conducting the marriage. The date of your marriage will be confirmed at your first meeting with the minister. Please do not begin making plans for the service before this initial contact with the minister.

#### *Who Will Lead the Service?*

Our minister will be the primary consultant and officiant for your wedding. There may be other arrangements made, but these will be in consultation with, and subject to the approval of our minister. We will consider the participation of recognized leaders from other spiritual traditions.

The minister shall encourage the couple preparing for marriage to take part in a marriage preparation course.

If the couple or witnesses are under the influence of alcohol or drugs at the time of the wedding, by law, the wedding will be cancelled.

#### *What Are the Legal Requirements?*

We offer wedding ceremonies to any couple who meet the legal requirements set by the Province of Alberta. The primary requirement is a marriage licence issued by Service Alberta. The licence must be brought to the Church office at least *two weeks* before the day of the marriage. This provides opportunity for the information to be transferred to the necessary documents and records kept by the Church or submitted to the Government.

### *What Other Persons Are Involved?*

Music plays a significant part in a wedding ceremony. We offer the services of our Church Music Minister for your wedding. Once a date has been confirmed, we will provide you with contact information for our Music Minister. You will be expected to make contact with this person as soon as possible to determine their availability for the date you have chosen. It will also begin the process of selecting your wedding music. You may choose other musicians to participate in the service. Music selection is subject to approval by the Minister and the Church Music Minister. Only qualified persons may use the Church piano/organ, subject to the approval of our Music Minister.

We will provide a basic sound system and operator for the service. This makes it possible to employ recorded music as part of the ceremony, either in place of or together with live music. As with the Church musician, we require early notification specific to sound system needs.

### *What Else Needs To Be Considered?*

In most cases a photographer is designated to take pictures during the ceremony. We allow one still and one video photographer during the actual wedding ceremony. Guests may take pictures during the procession into and out of the Church. They *may not* take pictures during the marriage ceremony.

We welcome a reasonable amount of decoration in the church for your wedding. This includes the use of flowers, pew markers, candles and other symbolic articles. Decoration is the responsibility of the couple. This includes removal of the decorations following the ceremony. No decoration may be used that requires alterations to the Church space or its furnishings, including the use of nails or thumbtacks. Also, seasonal decoration by the Church is not to be disturbed if your wedding is held at such times.

We do not permit the use of confetti or flower petals in the Church. We suggest the use of bird seed or bubbles for 'blessing' the bride and groom when they leave the Church building.

### *Where Can A Wedding Be Held?*

Your marriage does not have to take place in the Church. We are willing to perform a marriage ceremony in your home, at some other venue, or outdoors. There is no strict rule as to the details of the ceremony. While some aspects are considered necessary, many of the particulars are open to negotiation. We will do all that we are able to make your wedding ceremony meaningful and memorable.

### *Additional Information*

There are fees you will be expected to pay for your wedding service:

Sanctuary \$200

Minister \$300

Organist \$200

Audio/Visual: Sound \$50      PowerPoint \$50      \$25/hr after first hour

Administration: \$50

Custodian \$100

South Hall \$100

Payment is made by cash or cheque to Chalmers-Castle Downs United Church. A non-refundable deposit of \$100 is payable upon booking the date. The balance is due two weeks prior to the wedding date.

*Approved by the Board on March 12, 2019*