

# *Wedding Policies and Guidelines*



*First Congregational Church  
of Winter Park  
United Church of Christ*

AN OPEN AND AFFIRMING CHURCH



## *Open and Affirming Statement*

We are a community of Extravagant Welcome. We welcome and embrace persons of every age, race, culture, religious background, political affiliation, economic and social status, physical and mental ability, gender, marital status, and family structure. Therefore, in this spirit, we of First Congregational Church of Winter Park, United Church of Christ, declare ourselves an Open and Affirming congregation. We welcome and embrace with affirmation, persons of every sexual orientation, gender identity, and gender expression into the full life, membership, leadership, employment, and ministry of this church.

# *The Wedding Service*

The marriage ceremony is a worship service. It celebrates the loving couple's bond in the sacred institution of marriage. Unlike a civil ceremony, a church wedding is an act of worship and consecration. A couple's desire to be married in the church indicates the desire for God's blessing on one of the most sacred ventures of life. The ceremony is meant to be a symbol of the couple's belief in God and an acknowledgment of God's presence. Exchanging vows at the altar is a public testimony to a conviction that marriage is a sacred and joyous covenant.

## *Officiating Clergy*

The officiating clergy are ministers of this church. We have male and female ministers who perform weddings. One of these ministers will be assigned for your wedding based on availability. Couples are expected to accept the minister who is assigned by the church for their wedding. Other participating clergy are required to contact the officiating clergy of this church to discuss their participation in the service. Family members or friends may participate by reading Scriptures or other materials with the approval of the minister.

## *Music*

Music is an important part of the service. Our church organist, under the direction of the church's Music Director, serves as wedding music coordinator overseeing the musical integrity of the service. Our church organist must be consulted within 30 days of the date you pay your non-refundable deposit and schedule your wedding at our church. If you plan to have other musicians, e.g., harpist, violinist, pianist, other instrumentalist and/or soloist play at your wedding in place of our church organist, you must inform the church's Administrator and our church organist within 60 days of your wedding date.

The church organist can provide you with names of soloists or instrumentalists who you may personally contact and make arrangements with to perform at your wedding. Our organist is a trained accompanist and is accustomed to a single

rehearsal with the soloists or instrumentalists immediately prior to the wedding. Additional rehearsals with soloists or instrumentalists will incur additional fees (see Schedule of Wedding Fees). Most musicians are not asked to attend the wedding rehearsal.

## *Decorations*

If decorations will be used on the pews, they may be attached with ribbon, rubber bands or protected clamps. Anything that could mar the surface of the pews is prohibited including *anything* sticky even if it is labeled "removable."

The church has unity candles, candelabras, and aisle candles available for weddings. No other candles or candelabras are permitted to be used or brought in, including those from a florist or rental center. The only exception is the inclusion of your own unity candle to be used on our unity candle table. Flowers and bows may be used on the candelabras and aisle candles and attached with ribbon *only*. Flowers may also be placed on the unity candle table. It is very important that all flowers, bows and ribbons placed on the candelabras, aisle candles, and unity candle table be so placed as to not create a fire hazard.

No real or silk flowers, confetti, rice, birdseed, or other product may be thrown inside the church or on the church steps and lawn. If desired, silk flower petals may be used *only* down the center aisle of the Sanctuary.

The Sanctuary is normally set up for the Sunday worship services. Please make arrangements to have decorations and other items removed promptly. If you would like to leave altar flowers for the church's Sunday services they would be most welcome, and they will be placed in an appropriate area of the church facilities. Let the church's Administrator know this.

*You are responsible for ensuring that your florist complies with our policies on decorations.*

# *Photography*

Professional photographers and wedding guests are asked to cooperate in observing the reverence of the service. Flash photography is not permitted during the service. This also applies to family members and friends. Pictures may be taken before or after the service. Video cameras may be used with prior approval of the minister and are limited to designated areas. Video cameras are to be mounted in an inconspicuous spot and use available light (no flood lights) so as not to detract from the wedding service. The professional photographer is free to move about the Sanctuary but is requested to stay behind the seated guests if in the center aisle during the ceremony. Our church's Wedding Coordinator will discuss the various options available for photographs prior to the beginning of the ceremony. We do request that all guests remain seated during the ceremony.

## *Schedule*

### *Rehearsal:*

When applicable, the rehearsal is held at 5:00 p.m., on a date determined by the church, in consultation with, the wedding couple.

The church will be opened 15 minutes before the scheduled rehearsal time. Up to 45 minutes is allowed for the rehearsal. *Advise participants to be prompt!* If you choose to use an outside wedding consultant, please inform that person that the minister is in charge of the rehearsal and the wedding ceremony. A wedding consultant may be in attendance with the wedding party at the rehearsal to hand out any necessary schedules to the wedding party, finalize any last minute details with the church's Wedding Coordinator. A Wedding Consultant is welcome to assist the wedding party prior to the ceremony on the day of the wedding. Beyond this point, his/her duties end and our church's Wedding Coordinator oversees all wedding procedures. An outside wedding consultant is required to sign our Wedding Consultant's Agreement.

### *Wedding:*

Time allotted for weddings is dependent upon the package the wedding couple chooses (please see the pricing structure.) Please have decorations and personal effects removed from the church within that time frame. Items of value such as purses, cell phones, cameras, jewelry, or money should not be left unattended at anytime. The church is *not responsible* for any lost or stolen items or any items left on the church property.

## *Church Facility*

If desired, one-half of the wedding party may dress in the church parlor. The other half of the wedding party will be assigned a room in the church where they may gather, and change, if necessary.

*Food and beverages are not permitted in any carpeted area. If your wedding party plans to have light refreshments, you are welcome to serve them in the Fellowship Hall.*

*Smoking and illegal drugs are not permitted on church property at any time. No alcohol is to be stored or left on church property. It is up to the wedding party to make sure anyone served alcohol is of legal drinking age.*

## *Premarital Counseling*

We lovingly offer premarital counseling. The cost is included in some of the wedding pricing fees. Fees will not be reduced if you choose not to participate in the premarital counseling offered by our church's clergy.

Premarital counseling is done by our church's clergy who are trained, qualified professionals. At the conclusion of your premarital counseling sessions, you will receive a letter of completion. This letter may be taken to the Clerk of Circuit

Courts in Orange County when you obtain your marriage license and will reduce the cost of your marriage license fee. This applies only to Orange County.

Premarital counseling sessions generally consist of one initial consultation and two 1 1/2 hour sessions. The couple will have one final session with the minister officiating at their service to review the service and address any other concerns.

## *License*

The wedding couple shall obtain their own marriage license. A marriage license from any county in the state of Florida is acceptable. Bring this license to the rehearsal and give it to the Wedding Coordinator.

## *Conclusion*

Wedding arrangements are made through the church's Administrator. The church will not be reserved until the non-refundable deposit has been paid. No wedding date will be tentatively reserved.

It is the desire of this church to help make your wedding a meaningful and joyous occasion. As questions arise, feel free to contact the church office.

Mary Joe Searl, Administrator  
407-647-2416 ext. 102

# *Fee Information*

A non-refundable deposit is required to reserve the church for a specific wedding date. No wedding date will be tentatively reserved. The balance of the wedding fees is due and payable as follows: one-half two (2) months prior to the wedding date and the final one-half one (1) month prior to the wedding date. In addition, if using an outside wedding consultant, the wedding consultant must sign our Wedding Consultant's Agreement before the wedding date will be considered a firm reservation. Failure to meet these deadlines risks losing your wedding date. If mailed, be sure to note names of the wedding couple on the check. Please make checks payable to First Congregational Church. Payments may also be made online by going to [www.fccwp.org](http://www.fccwp.org). Go to the donate page and follow the directions.

Note: Fees not paid by the due dates must be paid in cash, cashier's check or money order, or by credit card.

## Organist

*(each additional rehearsal required)* \$50

## Unity Candle:

- *(for use of our complete set, crystal holders and candles)* \$30
- *(for use of our crystal holders and side tapers only, you supply the center pillar candle – 3" diameter max.)* \$20
- *(for use of our crystal holders only, you supply the center pillar candle – 3" diameter max. and side tapers)* \$10

Candelabras \$50/pair

Aisle Candles \$10/pair

Aisle Candles are placed on the center aisle only

- every other pew uses 11 pairs
- every third pew uses 7 pairs
- every fourth pew uses 6 pairs
- every fifth pew uses 5 pairs

Use of the Sound System \$100.00

- 16 bit, 44.1, .wav file (no folders, separate tracks) Thumb drive required

*Fees are subject to change without notice.*



# *Wedding Order of Worship*

PRELUDE

ENTRANCE

GREETING/INTRODUCTION

INVOCATION

READING OF SCRIPTURE

MEDITATION

Officiating Clergy

DECLARATION OF INTENTION BY THE COUPLE

PLEDGE OF SUPPORT FROM FAMILIES AND FRIENDS

VOWS OF MARRIAGE COVENANT

BLESSING AND EXCHANGE OF RINGS

LIGHTING OF THE UNITY CANDLE OR OTHER SYMBOLIC ACT

ANNOUNCEMENT OF MARRIAGE

BLESSING OF MARRIAGE

PRAYER OF THANKSGIVING/PRAYER OF OUR SAVIOR

BENEDICTION

THE KISS

PRESENTATION OF THE COUPLE

RECESSIONAL

PRAYER

This Wedding Order of Worship is a basic format that will be used as a guide by the officiating clergy and the couple for planning their wedding ceremony.

# Wedding Scriptures

## Hebrew Scriptures

Genesis 1:26-28,31a; 2:18-24 ..... Two creation stories of man and woman  
Ruth 1:14-17..... Where you go, I will go  
1 Samuel 18:1b, 3, 20:16-17, 42a .....  
..... The soul of Jonathan bound to the soul of David  
Song of Solomon 2:10-14, 16a; 8:6-7 ..... My beloved is mine  
Isaiah 55:10-13 ..... You shall go out in joy

## Epistles

Romans 12:1-2, 9-18 ..... Let love be genuine  
1 Corinthians 13:1-8a, 12-13 ..... The greatest of these is love  
Ephesians 4:1-6 ..... Called to the one hope  
Philippians 2:1-2 ..... Be of one mind  
Philippians 4:4-9..... Rejoice, God will be with you  
Colossians 3:12-17..... Clothe yourselves in love  
1 John 3:18-24..... Let us love one another  
1 John 4:7-16..... God is love

## Gospels

Matthew 5:1-12 ..... The Beatitudes  
Matthew 22:35-40 ..... Love, the greatest commandment  
Mark 10:6-9 ..... Two become one flesh  
John 2:1-11 ..... The marriage feast in Cana  
John 15:9-17..... Love one another as Jesus loves

# *Hymns*

(from the New Century Hymnal)

4	Joyful, Joyful, We Adore You
82	Go, My Children, with My Blessing
351	I Was There to Hear Your Borne Cry
361	Your Love, O God, Has Called Us Here
362	When Love Is Found
363	O God of Love
364	God, Today Bless This New Marriage
540	We Plant a Grain of Mustard Seed

# *Psalms*

23	The Lord is my shepherd
33	Rejoice in the Lord
37	Trust in the Lord and do good
67	May God be gracious to us
100	Make a joyful noise to the Lord
103	Bless the Lord, O my soul
112	Blessings for the Righteous
121	Assurance of God's protection
128	Blessing for a happy home
145	The greatness of God
148	Praise the Lord
150	Let everything praise the Lord

# Agreement of the Couple

We verify by our signatures below that we have read the Wedding Policies and Guidelines booklet for weddings performed at First Congregational Church of Winter Park, FL.

We understand these policies and fees and agree to abide by all policies and fees as explained in this booklet. We understand that the church is responsible for assigning a Minister to officiate at our wedding. We will accept whichever Minister is assigned.

We are attaching our non-refundable deposit check in the amount of \$\_\_\_\_\_ to reserve the

- Sanctuary (4hrs.) \_\_\_\_\_ ●Chapel (4hrs.) \_\_\_\_\_
- Sanctuary (2hrs.) \_\_\_\_\_ ●Chapel (2hrs.) \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_ for the wedding of

(date)

(time)

\_\_\_\_\_ and \_\_\_\_\_

(bride's or groom's full name)

(bride's or groom's full name)

We understand the balance of our wedding fees is due and payable as follows:

- one-half of the balance (\$ \_\_\_\_\_ ) is due on \_\_\_\_\_ which is  
(date)  
two (2) months prior to the wedding date
- and the final one-half (\$ \_\_\_\_\_ ) is due on \_\_\_\_\_ which is  
(date)  
one (1) month prior to the wedding date.

We understand failure to meet these deadlines risks losing our wedding date. Please make checks payable to First Congregational Church.

Dated: \_\_\_\_\_  
Signature (Bride or Groom)

Dated: \_\_\_\_\_  
Signature (Bride or Groom)

# Wedding Consultant's Agreement

I, \_\_\_\_\_,  
(name of individual)  
of \_\_\_\_\_  
(company name)  
am the wedding consultant for the wedding of \_\_\_\_\_  
(bride or groom)  
and \_\_\_\_\_ that is to be held at First Congregational  
(bride or groom)  
Church of Winter Park on \_\_\_\_\_  
(date)

I verify by my signature below that I have received and read the Wedding Policies and Guidelines booklet for weddings performed at First Congregational Church of Winter Park, Florida.

I understand that the bride(s) and/or groom(s) must be present at all pre-rehearsal meetings held with First Congregational Church's Wedding Coordinator.

I also understand that the minister is in charge of the rehearsal and the wedding ceremony. As the outside wedding consultant, I am welcome to be with the wedding party at the rehearsal to hand out any necessary schedules to the wedding party or finalize any last minute details with the church's Wedding Coordinator. I am welcome to be present with the wedding party prior to the ceremony. Beyond this point, my duties end and the church's Wedding Coordinator oversees all wedding procedures.

I understand these policies and agree to abide by all policies as explained in this booklet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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