

# Wedding Policies

At this time, weddings will be performed for church members and members of their families only.

Before finalizing your wedding date, please call the Church office to make sure the church is available and that one of the ministers will be available to officiate at your wedding. Usually, not more than one service will be scheduled on any given day. If you want a specific minister to officiate at your wedding, please indicate this when you call. Depending on the month you are getting married, that minister may or may not be available.

It is important that you fill in the attached **“Wedding Information Form”** and return it to the church with your deposit to confirm your reservation of the church’s facilities, minister and organist for your requested wedding date. Please provide complete information and full names of the bride and groom as the wedding certificate will be prepared from the information supplied on this form.

## Premarital Conferences

Our ministers require three (3) premarital conferences with the prospective bride and groom in order to prepare for the wedding. Please telephone the minister who is officiating at your wedding to make appointments for these important conferences.

## Rehearsal

You should schedule a rehearsal date, preferably between 5:00 p.m. and 7:00 p.m. on the evening before your wedding. Allow one hour for the rehearsal and urge all participants to be prompt.

## Marriage License

A marriage license must be obtained at the Town Hall in New Canaan. It is recommended that you contact the Town Clerk at 972-2323 a few weeks prior to the wedding to obtain information on medical tests, waiting period and other requirements. **The license must be issued at least four days before the wedding. Please bring the license with you to the rehearsal or deliver it to the Church the week of the wedding.**

## Invitations

When ordering invitations, the suggested form for the name and address of the church is:

The Congregational Church  
23 Park Street  
New Canaan, Connecticut

## Hold Harmless Agreement

Anyone using the church facilities will be asked to sign a Hold Harmless Agreement. Dates and arrangements for the use of the church facilities cannot be confirmed until this document is returned.

## Receptions

The church is not equipped to handle full-scale receptions involving food service, dancing and alcoholic beverages. For small groups that need very limited services, receptions can be held in the Parlor or Smith Hall.

Alcoholic beverages are limited to a glass of white wine or champagne for a toast. No other alcoholic beverages may be served.

## Decoration of the Church

Arrangements for floral decorations should be made with the florist of your choice. During Easter and Christmas seasons, make arrangements with the Church Flower Committee to use the church decorations. In this case, the bride's family will make a contribution to the fund providing the decorations.

Most of the local florists are acquainted with our church and will be able to suggest various decorations for your consideration. If your florist is not familiar with the church, please advise them that it is not permissible to use nails or tacks in the woodwork.

If your wedding is on a Friday or Saturday, it is suggested that you leave one floral arrangement for use on the altar for the Sunday morning services.

If you would like to use candles, the church has a pair of seven-branched candlesticks and/or ten pew candleholders with candles available.

## Music

Please notify the Director of Music of the date and time of your wedding. Organ music is normally performed. The organist will play your choice of music for the processional, recessional, and what you would like to have played before the wedding begins. Please be in touch with the director by calling 203-966-2651 ext. 27 or in writing at least two weeks before the wedding. The director will be happy to meet with you to discuss the music at a mutually convenient time.

If the Director of Music is unable to play for your wedding, he will recommend another organist who has been authorized to play the organ in this church. If you wish to have a soloist, you may provide your own or you may ask the Director to obtain one for you.

## Photography and Video Cameras

**Photographers and operators of video cameras should in no way interfere, disrupt or cause any distraction during the wedding ceremony. To avoid distractions that take away from the ceremony, we ask you to adhere to the following guidelines:**

- **No flash photographs may be taken once the service begins.**
- **Flash may be used for the procession, provided that the equipment and the photographer remain behind the congregation from the center back of the balcony or the narthex.**
- **Available light (no flash) photography, with quiet shutter, is permitted, provided that the photographer remain behind the congregation from the center back of the balcony or the narthex.**

- **Arrangements may be made to photograph the wedding participants before or after the service.**
- **When pictures are taken prior to the service, all shooting must be completed and equipment removed at least 45 minutes before the service.**

### **Facilities**

The Sanctuary	Capacity up to 400
The Chapel	Capacity up to 100
The Garden Chapel	Capacity up to 50 – dependent on weather. In the event of inclement weather, service will be moved to the Chapel

### **Sexton**

The church sexton prepares the church for the ceremony and cleans it afterward. The sexton must be on duty during the rehearsal and the wedding. The sexton's fee should be made payable to the sexton and paid two weeks prior to the wedding.

### **Parking**

Parking at the church property and the adjacent streets must be in accordance with the "Policy on Parking". Hosts or sponsors for any event are responsible for adherence to this policy, including provisions to notify Town authorities and employ appropriate personnel if the expected attendance is likely to overflow the capacity of the church parking lot.

### **Questions**

Questions about the content of the ceremony or religious issues should be addressed with the minister who is officiating in your ceremony.

Questions about arrangements, date, timing, contributions, etc. may be addressed to the Church office.

# Wedding Fees

The church makes every effort to keep operating costs at a minimum. Weddings, however, involve some extra services that we cannot underwrite. An initial non-refundable deposit of \$150 is required to reserve and hold the date of the wedding on the church calendar. See the following “Schedule of Suggested Contributions” for details on the available facilities, services and materials available, and the suggested contribution for their use. This also outlines how to make out your checks. Please submit payments to the church office at least two weeks prior to the wedding.

## Schedule of Suggested Contributions

<u>Facilities</u>	<u>Pledging Members</u>	<u>Non-Pledging Members</u>
Sanctuary	\$200	\$2,000
Chapel	\$100	\$1,000
Garden Chapel	\$100	\$ 500
Smith Hall	\$125	\$ 500
With Large Kitchen	\$150	\$ 750
Parlor	\$125	\$ 500
With Small Kitchen	\$150	\$ 750
<u>Materials</u>		
14 Candles for Seven-Branched Standing Candle Holders	\$ 30	\$ 30
10 Pew Candle Holders with Candles	\$100	\$ 100
<i>*Please pay for facilities and materials in one check, made payable to The Congregational Church, at least two weeks prior to the wedding</i>		
<u>Honorarium</u>		
Minister	\$400	\$1,000
<i>*Please pay directly to the minister at least two weeks prior to the wedding</i>		
<u>Services</u>		
Organist	\$350	\$ 750
<i>*Please pay directly to the organist at least two weeks prior to the wedding</i>		
Soloists & Musicians	\$200 per person	\$ 200 per person
<i>*Please talk to the Director of Music regarding payment</i>		
Sexton	\$150	\$ 300
<i>*Please pay directly to the Sexton at least two weeks prior to the wedding</i>		
AV Technician	\$ 30 per hour	\$ 30 per hour