



The United Church of Hinesburg

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www.ucofh.org

Church Wedding Procedures and Information Form

Congratulations on your engagement! As you begin the planning stages for your wedding ceremony, the pastor at the United Church of Hinesburg will guide and assist you in making your wedding a truly high and holy occasion in your lives.

A wedding at UCH is performed in the context of divine worship, celebrating the presence of God in our lives and asking for God's blessing. While UCH most often works with couples that seek a Christian service of marriage, we also extend hospitality to interfaith, inter-religious, and ecumenical couples and will work with you to accommodate your beliefs and practices.

As an *Open, Welcoming, Affirming and Reconciling Church* and keeping with our commitment to social justice and inclusivity, the United Church of Hinesburg proclaims the equal rights of all people, including the legal right for individuals to marry the person of their choice.

Scheduling: Please plan in advance for the use of the sanctuary. The minister will help you with your personal wishes concerning the wedding based on availability. The Minister encourages no less than one meeting outside of general planning with the couple to explore family backgrounds and emotional systems through *Family Diagramming* prior to the ceremony.

Officiating: The pastor of the church will officiate at all weddings. If another clergy member is desired to conduct the ceremony, please provide the person's contact information to the church office.

The officiating minister(s) will meet with the wedding party for a wedding rehearsal to explain all procedures. Please have the entire wedding party, including the ushers, present promptly at the prearranged time.

The marriage license should be in the minister's possession one week before the wedding.

Music/Readings: Music and meaningful readings are an important part of a wedding ceremony. Bring your preferences with you when you meet with the minister. If you are uncertain about your selections, the minister may provide a list of common musical arrangement or readings to fit the moment.

Decorations: Be certain to make arrangements in advance if you will need access to the sanctuary to decorate prior to the day of the ceremony. Please do not use nails, or glues that may stain to attach decorations to the seats, windows and sills, doors, railings or other surfaces.

Wedding Contributions: The following honorariums and donations are suggested:

Pastor's Honorarium: \$300

Pianist/Organist honorarium: \$125

Sanctuary suggested donation: \$100

Use of Osborne Hall for rehearsal dinner/reception suggested donation: \$200

GENERAL INFORMATION

1. Officiating Minister: _____

Wedding Rehearsal Date: _____ Time: _____

Location: _____

Wedding Ceremony Date: _____ Time: _____

Location (if not in sanctuary): _____

Reception Date: _____ Time: _____

Location: _____

2. How many expected? _____

3. Will you be using the Osborne Parish Hall for:

rehearsal dinner reception other

4. Address after wedding: _____

ADDITIONAL INFORMATION

Florist _____

Caterer _____

Miscellaneous/Notes: _____

PERSONAL GROOM

4. Full Name _____

All given names _____

5. Marital Status: never married or widowed

divorced (*provide the date when the divorce was finalized*): _____

6. Religious affiliation: _____

7. Birth date (*month, day, year*): _____

8. Age on wedding day: _____

9. City, town, state or country of birth: _____

10. Current address: _____

11. Telephone: _____

12. Email: _____

13. Father's name: _____

14. Mother's name: _____

BRIDE

15. Full Name _____

All given names _____

16. Marital Status: never married or widowed

divorced (*provide the date when the divorce was finalized*): _____

17. Religious affiliation: _____

18. Birth date (*month, day, year*): _____

19. Age on wedding day: _____

20. City, town, state or country of birth: _____

21. Current address: _____

22. Telephone: _____

23. Email: _____

24. Father's name: _____

25. Mother's name: _____

SERVICE ELEMENTS Prelude: _____ Candle Lighting Processional *Bride only* *Bride and Groom* *with parents* *w/out parents* Introduction of Ceremony Opening Prayer Hymns: _____

 Readings (Scripture, Poem, etc.): _____

 Pastoral Message Pledge of Support Special Music Vows *traditional* *chosen* *original* Exchanged of Symbols

- Declaration of Marriage
- Prayer of Dedication
- Unity Candle Ceremony *by parents* *by candle lighters*
- Introduction of Newlywed Couple
- Recessional
- Postlude
- Receiving Line
- Reception
- Communion
- Special Acknowledgements or Tributes
- Involvement of Children
- Other: _____

Married Name Desired (i.e. How do you wish to be introduced to the congregation at the conclusion of the ceremony?)

CEREMONY PARTICIPANTS

Maid/Matron of Honor _____

Best Man _____

Attendants: _____

Flower girl(s): _____

Ring bearer (s): _____

Candle Lighter(s): _____

Ushers: _____

Pianist/Organist: _____

Other Musicians: _____

Other participants: _____
