



CUCC
-1837-

Congregational United Church of Christ
40W451 Fox Mill Boulevard • St. Charles, Illinois 60175
(West of St. Charles in Campton Hills)
630-584-0929 • office@cuccstc.org • cuccstc.org



NON-MEMBER WEDDING INFORMATION

The Wedding Information form must be completed by a staff member and a nonrefundable \$250 deposit received in order for your wedding to be booked in the church office.

\$1275 fee includes:

Use of Sanctuary, 2 rooms to separate couple, if desired.

Church Minister, Organist, Custodian, and two wedding assistants (from a committee of church members) present at both the wedding and rehearsal.

One hour rehearsal, church will be open 2 hours before the wedding and one hour after the wedding. If the building needs to be open other than these times a fee of \$50 per hour will be charged. If decorating is done during regular office hours there will be no extra fee charged. If decorating is done outside office hours a \$20/hour fee is charged.

Fee remains the same even if you provide your own minister and/or organist.

To receive church member pricing one of the couple getting married or an immediate family member must have been a church member for a year before the wedding.

When church staff are not involved in a wedding, a representative from the church will need to be present at rehearsal, before and after wedding service to unlock and lock doors and to be available.

Please mail or bring your balance due to the church office, one month before the wedding. Make your check payable to Congregational UCC.

We thank you for the privilege of participating in the joyous celebration of your wedding!

CONGREGATIONAL UNITED CHURCH OF CHRIST – ST. CHARLES

WEDDING INFORMATION

(Office Use Only – Staff Complete Shaded Sections)

Proposed Dates and Personnel

Wedding: year.month.day – hour

Rehearsal: year.month.day – hour

Signature of officiating clergy, approving dates*

Deposit amount and date received

Organist

Balance amount and date received

Congregational Representatives

Personal Information

Adult 1 full name

Adult 2 full name

Street address

Street Address

City State ZIP

City State ZIP

Best phone (cell?)

Best phone (cell?)

E-mail

E-mail

Religious affiliation

Religious affiliation

Date and place of birth

Date and place of birth

Present marital status

Present marital status

Meetings with Pastor

Year.month.day – hour (four months to wedding)

Year.month.day – hour

- ___ Review of questions and vows
- ___ Rings
- ___ Survey of readings
- ___ Choreography
- ___ Organist contact
- ___ Present counseling forms

- ___ Scripture discussion and decisions
- ___ Discussion of counseling forms
- ___ Reconfirmation of service details
- ___ License

***Proposed dates are not secured until approved by CUCC officiating clergy.
In case of outside clergy, dates may be approved by CUCC office staff.**

Ceremony Information

Attendants

Flower girl (name/age)	Ring bearer (name/age)
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Choreography/procession (by pairs or single)

Separate/additional ushers

Parents (participating/formally seated)	Parents (participating/formally seated)
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Parents (participating/formally seated)	Parents (participating/formally seated)
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Scripture

Reader(s)

Additional musicians

Musical citations

Outside clergy name and contact

Guests expected

Photographer

License secured

Bulletins

Florist

WEDDING POLICY & PROCEDURES

Marriage is a holy estate, ordained of God. It is fitting that the marriage of Christian people should be held in Church. For the guidance of those contemplating Christian marriage at Church, the following information is given.

The wedding date will be set after consulting with one of the ministers, followed by arrangements for use of the church, time of rehearsal and place for reception. Invitations, reception lists, arrangements for caterers, photographers, florist, organist, soloist and attendants should follow the consultation.

The Wedding Information form will be filled out by a staff member with your guidance.. Your wedding is on our calendar, and your date and time are reserved only when this form and a \$250 deposit are received. Any additions or changes to the Wedding Information form must be submitted to the church office in a timely manner and approved by staff.

MUSIC

If you desire organ/piano music for your wedding we require that you contact our organist/pianist as soon as possible. The organist/pianist, **Carol Latimer** (clingeneva@sbcglobal.net) should normally be contacted at least two months before the wedding. If Carol is not needed for your wedding please let us know ASAP. It should be remembered that all music used in the church ceremony must be discussed and agreed upon by the minister and organist. If she is unable to play for your wedding, she may recommend an acceptable substitute.

REHEARSAL

Because of many details involved, it is strongly encouraged that the entire wedding party be present ushers, attendants, all parents, etc. Out of consideration for all concerned, the rehearsal should begin promptly at the time scheduled. Your wedding rehearsal is scheduled for **one hour**. Each wedding participant has responsibilities to be fulfilled during the service and is carefully briefed at this time. The couple should contact the church office concerning dressing rooms, time church is to be open, etc. Thursday wedding rehearsal times must be scheduled around church events/choir rehearsals. That usually means your rehearsal must end before 6pm unless the choirs are not practicing (summer).

PLEASE BRING MARRIAGE LICENSE TO THE REHEARSAL

USHERS

Ushers should arrive at least 45 minutes before the wedding. Ushers will seat all guests, particularly family, light the candles, and pull the runner, if one is used.

WEDDING ASSISTANTS

The wedding assistant for your wedding (from a committee of church members) will be in contact with you before the wedding to answer your questions about the church. She will help the wedding party before the wedding ceremony; check the two rooms, make sure everyone has the correct flowers, help organize the receiving line, check lights, help the ushers, and help with the flow of the wedding. She will be present at both the rehearsal and wedding.

FLOWERS

You may use any florist you wish, but we would like you to inform us as to your decorating plans. Discuss this with your wedding committee assistant. No flowers can be added to green silk arrangements behind the altar; you can move them out of the way. Nothing can be attached to the pews or walls without permission. We have special holders that can be used on the pews (there are 9 pews down the center aisle on each side (18 total)). If the flowers are to be given to the church after the wedding, the church office should be notified a week or two before the wedding. The church is open 2 hours before the start of the ceremony. Please advise your florist and photographer.

RUNNER

If a center aisle runner is desired, this is obtained from your florist (not required). The length of the aisle is fifty feet. If a runner is not used, flower girls may not toss fresh flower petals.

CANDLES

Two candelabras are available for use (7 candles each). Candelabras and the two altar candles are liquid oil filled. Candles should not be removed from their holder, moved or tipped.

NO CONFETTI, RICE OR BIRDSEED ALLOWED

FOOD is allowed ONLY in the two rooms, not in the entrance or Sanctuary.

NO SMOKING CAMPUS

Please inform your wedding party and guests that the church building, all grounds and parking lot are smoke free.

NO ALCOHOL is permitted in the church building or on the grounds or in the parking lot.

**PLEASE SHARE THIS INFORMATION
WITH YOUR Wedding Photographer**

PICTURES

We recognize how important the role of the photographer will be in your wedding.

We request that during the ceremony itself:

- a. Time exposures, without flash, may be taken from the back of the sanctuary.
- b. Photos of the wedding party may be taken from the back before they start down the aisle and as they leave the altar at the end of the ceremony.
- c. Video cameras should be placed appropriately in a stationary position.
- d. It is desirable that all picture taking before the ceremony be concluded 1/2 hour before the service begins.

NO FLASH PICTURES DURING THE CEREMONY!**PHOTOGRAPHER**

The photographer and/or video photographer will please check with Minister prior to wedding ceremony.

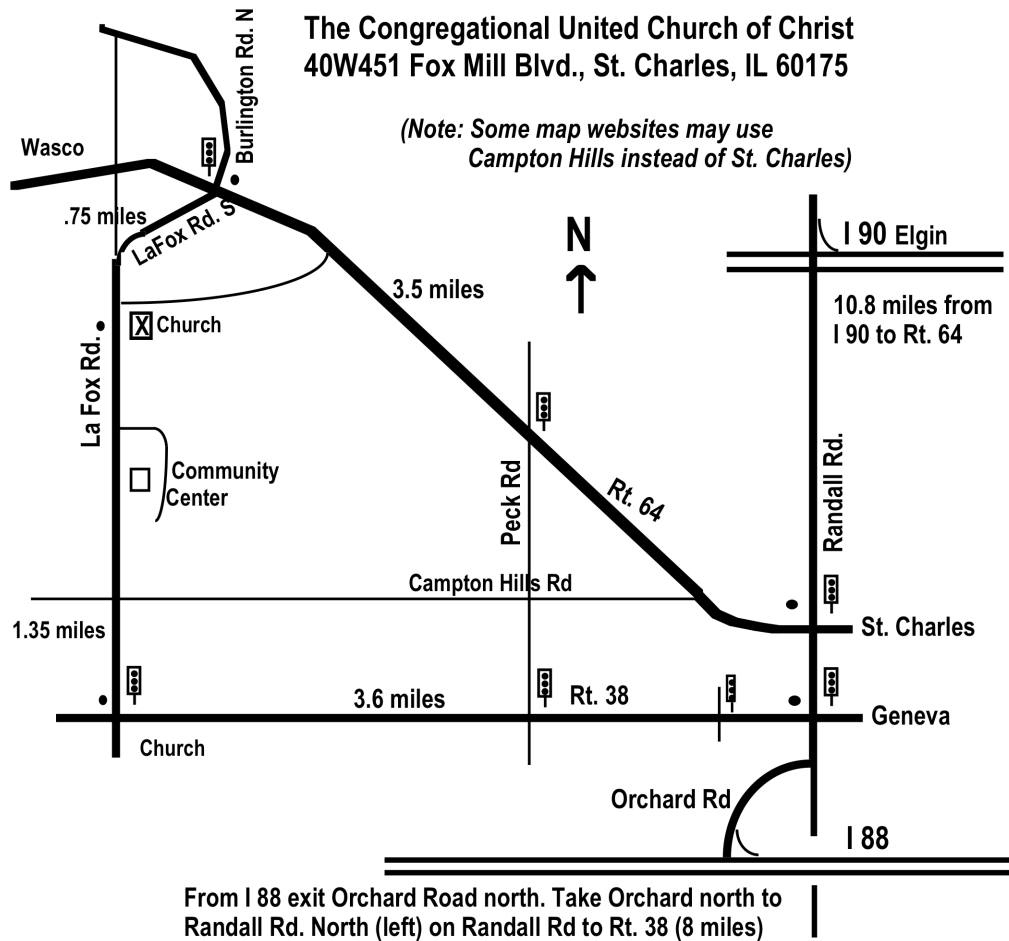
Good photo ideas we have observed in and around the church:

- In front of the stained glass windows in the balcony.
- Outside behind the church by our Memorial Fountain and flower beds.
- Standing in the grassy field behind the church with fountain of Chapel Lake in the background.



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Notes:

- Some map systems may find the church in Campton Hills, IL 60175 and not in St. Charles, IL 60175.
- The church is located at least 20 minutes west Randall Road in St. Charles. Make sure your guests know how long it will take to get to your wedding. You don't want them to be late.