

Introduction

Welcome to Old South Congregational Church, United Church of Christ!

We are delighted that you are considering holding your wedding ceremony at Old South. We are eager to be supportive as you prepare to make a public profession of your commitment to one another and, more importantly, to invite God's blessing on your relationship.

This brochure will help you in your planning process, in understanding the expectations of Old South, its trustees and its staff. If you schedule your wedding at Old South, we strongly suggest that you keep and refer back to these Guidelines throughout the wedding process.

A wedding will be most meaningful when there is a careful concern for the sanctity of the church and its services. Marriage is "instituted of God" and regulated by God's commandments, blessed by our Lord Jesus Christ, and to be held in honor by all persons. A wedding ceremony at Old South is a Christian worship service, with the language and music reflecting that fact.

Scheduling

The date of the wedding is set in consultation with the pastor. At least 3 months notice must be given for the use of the church. Weddings are not normally held during Holy Week, Christmas or Easter.

Officiating

The Old South Church pastor ordinarily officiates at all weddings held in the church. The pastor will meet with the wedding party and explain the procedures to be followed.

Generally, the pastor of Old South will meet with the couple at least three times prior to the wedding to plan the wedding and for pre-marriage counseling.

Other clergy may participate in the service at the invitation of the pastor at Old South. Please speak to the pastor if you would like another clergyperson to participate in your service.

Music

Music for the weddings shall be in keeping with the reverence observed upon entering a house of worship. The Director of Music shall approve all music.

The Director of Music is responsible for the church organ and its use by other persons. Request for other musicians must have the Director of Music's approval.

Please see the enclosed information that is provided by the organist.

General Rules

Reservations for any church wedding must be made with the Church office and pastor.

No alcohol, or intoxicating substances are to be served at any time. No smoking is allowed in the church buildings or on the church grounds.

The Board of Trustees reserves the right to limit the use of the church properties at any time.

Promptness at the rehearsal and wedding is essential. A wedding rehearsal may be canceled if the wedding party is not assembled within thirty minutes of the starting time of the rehearsal.

No receiving lines, please, unless the reception will be held in the Parish House.

No recorded music in the sanctuary, unless allowed by the pastor.

It is the responsibility of the couple to secure a marriage license. This license must be brought to the wedding rehearsal.

Reception

If you wish to hold your wedding reception in the Parish House, please speak with the administrative assistant regarding policies and the rental agreement.

Invitations

It is customary for invitations to the rehearsal dinner and the reception be issued to the pastor and the pastor's spouse (and, sometimes, the organist as well). The pastor appreciates a formal invitation to these events.

The pastor makes every effort to attend the rehearsal dinner. However, the pastor rarely is able to attend the wedding reception.

In most instances, therefore, you should ask a family member or a friend to offer the blessing at the reception. The pastor would be happy to write such a blessing. Please make your request prior to the rehearsal.

Payment Schedule

Payment is expected in full by the day of the rehearsal or prior to the day of the wedding. Payment shall be made separately to those individuals participating in the service, including the sexton. Checks are to be given to the administrative assistant in the church office (please be aware that the church office is open only in the mornings).

A \$50.00 deposit is required when returning the application, to secure your date on the church's calendar.

Fee Schedule (fees should be paid separately)

For active church members, there is no fee for the use of the church buildings. A free will donation, though, is appreciated.

Please speak to the pastor if you have financial concerns regarding any of the wedding fees.

*Sanctuary – winter (November through March)	\$150.00
summer	\$100.00
*Fellowship Hall (if needed)	\$100.00
Organist – wedding (see insert)	\$150.00
Pastor – wedding	\$250.00
Custodial fee (Elizabeth Cieslinski)	\$ 45.00

Cameras, Video and Photographs

During the ceremony, attention should be on the liturgy with a minimum of distraction. Hence, discreet photography is recommended, and no flash photography is permitted during the ceremony itself.

All photographs that will be taken at the church after the service must be completed within one half hour after the ceremony.

The photographer must speak to the pastor before the ceremony to discuss arrangements.

Floral Arrangements

The Sanctuary provides a setting for a sacred service, which is dignified and beautiful. Please speak with the pastor about floral arrangements and instructions for your florist.

Parking/Accessibility

For the rehearsal and the day of the ceremony, you may park along Second Street and in the parking lot next to the Parish House.

A handicapped parking spot is located at the bottom of the ramp located on the Chestnut Street side of the church, near the railroad tracks.

The church has a wheelchair.

Old South Congregational Church United Church of Christ

Guidelines for Weddings and Use of Facilities

135 Second Street, P.O. Box 508

Hallowell, Maine 04347-0508

(207) 622-1220

oldsouth@gwi.net

www.oldsouthcongregational.org

The Church Staff

Pastor: The Rev. Susan M. Reisert, 622-1220, smreiser@colby.edu

Director of Music: Bunny Stanley – 549-5187

Administrative Assistant: Peggy Harrington, 622-1220

Sexton: Elizabeth Cieslinski

Up-dated October 2006

Wedding/Organist Agenda and Fees

Bunny Stanley, 599 Crummett Mountain Rd., Somerville, ME 04348, 207-549-5187

A fee of \$150.00 includes the following:

1. Wedding Rehearsal
2. Wedding Prelude Music (minimum of 30 minutes)

Music includes the following pieces:

Jesu, Joy of Man's Desiring (Chorale from Cantata No. 147) by J.S. Bach
Canon in D ("The Celebrated Canon") by Johann Pachelbel
If With All Your Hearts (from "Elijah") by Felix Mendelssohn
Psalm XIX by Benedetto Marcello
He Shall Feed His Flock (from "The Messiah") by G. F. Handel
Panis Angelicus by Cesar Franck
Saviour, Like a Shepherd Lead Us by William Bradbury
O Love Divine and Golden (from "Blairgowrie") by John Dykes
O Perfect Love by Sir Joseph Barnby
Whither Thou Goest by Guy Singer
O God of Love by Janet Benner Niccum
Take Our Lives by H.A. Cesar Maian
Largo (from "Xerxes") by George Handel
Ode to Joy by Ludwig Van Beethoven
Arioso by Johann Sebastian Bach
Trumpet Voluntary "The Prince of Denmark's March" by Jeremiah

Clarke

Wedding Prayer by Fern Glasgow Dunlap
Guide Me, O Thou Great Jehovah by John Hughes
How Firm a Foundation by Early American Melody

3. Processional: Bridal Chorus (from "Lohengrin") by Richard Wagner
4. One solo of Bride or Groom's choice
5. Recessional: Wedding March (from "A Midsummer Night's Dream") by Felix Mendelssohn

A fee of \$25.00 per piece will be charged for additional solos or alternative music selections. All music should be given to the organist a minimum of 30 days prior to the wedding. Music from the above list may be specified for the seating of the parents.