

Wedding Policy for Prospective Couples rev 2/2010

Availability: We are happy to offer the opportunity to enter into the Christian covenant of marriage. If the bride's or groom's family are active and supporting members of this church, they are welcome to be married here. Couples with no family connections are invited to speak with the pastor, whose decision will depend on the couple's reasons for asking to be married here and on the pastors' availability. Rev. Nancy Rockwell can be reached at nrockwell@exeterconchurch.org

Clergy: The pastor of this church will officiate at all marriage services here. The pastor is happy to invite other clergy or laypeople to assist when appropriate. The church building is not available for rental to couples who intend to supply their own officiants.

Preparation: The pastor will have a brief first meeting with the bride and groom to get acquainted, discuss these policies and procedures, and answer any initial questions. The couple will schedule a second meeting with the pastor at least two months before the wedding date. This second meeting will last about an hour and begins discussion of the couple's history and expectations, including family issues, children, conflicts, finances, faith, and divorce. There will be subsequent meetings at which time the discussion will move to the marriage service itself. The pastor may refer couples, when appropriate, for counseling.

The Marriage Service: The church's order of service for marriage includes several variants, and the pastor will guide the couple in choosing among them. Readings, poems, and personal statements are welcome if the pastor finds that they consistent with the church's understanding of Christian marriage and worship.

Music: The church's Music Director is in charge of all music for weddings. We urge couples to ask for the music director's help in selecting music. Soloists, instrumental or vocal, are welcome to work with our music director. The music director can help find qualified soloists or instrumentalists (such as trumpeters). If the music director is unable to schedule a wedding, she will arrange for a substitute. The music director, Beverly Caldon, can be contacted through the church office, or at bcaldon@exeterconchurch.org

License: It is the couple's responsibility to obtain a license. New Hampshire licenses are good for 90 days and are available from the clerk in any town in New Hampshire. The pastor **must** have the license by the time of the rehearsal.

Invitations: There are many other scheduled events, and the pastor and music director will not usually be able to accept invitations to receptions or rehearsal dinners. You need not include them in your invitations.

Flowers and decorations: The church has two pewter candlesticks on the communion table and has available two floor-standing seven-candle stands. All other decorations are to be supplied by the couple, and should be approved by the pastor, keeping in mind the essential simplicity of the Congregational tradition of worship. Floral arrangements may be placed on the communion table, chancel platform or the church's two wooden pedestals. The church will be open, by arrangement with the Sexton, before the wedding for decorating purposes.

Photography: The narrow aisles may prove difficult. Photographs are permitted in the sanctuary only during the processional and recessional (no flash). The photographer may not stand in the aisle during the procession and must remain in the rear half of the church. One stationary video camera, using available light, may be operated either from a designated location in the left front corner or from the organ loft. Flash, still, and video shots may all be taken freely at a photo session in the sanctuary after the service. It is the couple's responsibility to give their photographer a copy of the photography policy (page 3) and to have him or her contact the pastor before the rehearsal.

Rehearsal: We recommend one, usually held on the evening before the service. The music director will attend if requested. Schedule the rehearsal so that everyone can be there on time.

Smoking and Alcoholic Beverages are not permitted in the building.

Fees should be paid no later than at the rehearsal. Checks may be given to the pastor for distribution to appropriate recipients. The pastor or church office can give you correct names for checks. The fees for building use and clergy do not apply to active and supporting members and friends. If the fees present a hardship, please notify the pastor.

Please send all payment checks to the office at least 3 days prior to your wedding

Building Use	Sanctuary	\$150
	Chapel	\$75
Clergy	including counseling, preparation and rehearsal	\$250
Organist	basic fee, including consultation with couple	\$175
	for soloist accompaniment using unfamiliar material, add per piece	\$25
	for rehearsing with soloist other than briefly before service, add	\$50
	for attending wedding rehearsal, add	\$50
Sexton	fee subject to increase if extra work is required	\$100

Please return the bottom portion to the church office: The Congregational Church in Exeter, 21 Front St, Exeter, NH, 03833

Date & time of wedding: _____ Phone/email _____

Names of those to be joined in marriage

_____ & _____

Birth dates _____ & _____

Parents names _____ & _____

_____ & _____

Number in wedding party _____ Number of guests _____

Special requests:

The Congregational Church in Exeter, UCC
21 Front Street, Exeter, NH 03833
Tel: 772-4216 office@exetercongregation.org

PHOTOGRAPHY POLICY

The church's policy is that a wedding is a worship service and that picture-taking is not appropriate during it. In keeping with that policy we use the following regulations, to which there will be no exceptions:

1. Flash photographs are not allowed in the sanctuary from the time ushers begin seating people until the congregation has left.
2. Still photographs, by the "official" photographer only, using available light, are permitted only during the processional and recessional. The photographer is restricted to the rear half of the sanctuary and the organ loft.
3. One stationary video camera, using available light, may be operated from a designated location in the left front corner, which offers a front view of the whole wedding party, or from the organ loft.
4. Flash, still, and video shots may all be done freely at a photo session in the sanctuary immediately after the congregation has left.
5. It is the couple's responsibility to give to their chosen photographer a copy of this photography policy and to have him or her contact the pastor before the rehearsal.