

VICTORIA SQUARE UNITED CHURCH
10720 Woodbine Avenue
Markham, Ontario
L6C 1H9
(905) 887-5066

Dear Future Newlyweds:

Congratulations on your upcoming union!

We are delighted that you are considering or retaining us to host your marriage celebration.

As with the many other details you will need to contemplate, planning and preparations for the wedding ceremony itself is crucial. To that end, we are enclosing the following information for your convenience. Should any questions arise from it, please be certain to speak with our minister or wedding coordinator who, along with our other staff, will ensure that your wedding service is both meaningful and memorable.

Again, congratulations. We hope and pray that yours will be a long and happy life together.

Sincerely,

The People of Victoria Square United Church

PS: As we welcome you now, we would be so very happy to do so again, perhaps in person at Sunday worship. We begin at 10:30 a.m. and conclude in about an hour.

VICTORIA SQUARE UNITED CHURCH
OPERATIONAL POLICIES, PROCEDURES & FEES
FOR
WEDDING CELEBRATIONS

Preamble:

As host of many wedding ceremonies, the people of Victoria Square United Church, via its governing Council, provide the following terms and conditions by which we provide service.

In utilizing our facilities and services for a wedding service the prospective Bride and Groom convey understanding of, and agreement with, the following:

Staff Services:

Staff services are supplied on a “team” basis. The team consists of our Minister, Organist, and Church Caregiver. All three (3) persons are to be retained for any wedding ceremony. There shall be no substitution or deletion of personnel. Should a couple wish to have others participate in the ceremony they are welcome to do so, but such will be in addition to our usual staff compliment.

Church Property:

The Church prohibits smoking within Church facilities. Consumption of alcohol is likewise restricted.

Throwing of rice, confetti, birdseed, or any other articles is not allowed.

Sanctuary furnishings are not to be moved or re-arranged.

To ensure the proper care and maintenance of our music and sound equipment, we reserve the right to restrict other musicians’ access to same.

The location, style, and size of all floral arrangements, pew bows, candles, or any other added décor must be pre-approved by the Church caregiver.

The wedding party is responsible for the supply, placement and removal of pew bows, flowers, candles, and other such items.

Should a couple wish to incorporate candle lighting into the wedding ceremony, the candles are to be modest in size and comply with all fire regulations.

**The Church caregiver will be available to open the facilities and assist in preparing the Sanctuary one (1) hour before the ceremony
If flowers are to be delivered, they should arrive within this time frame.**

The Ceremony:

**The rehearsal, its time and date, shall be arranged directly with the Minister.
The Wedding Coordinator will be in attendance at the rehearsal.**

Couples being married at Victoria Square United Church will be asked to meet with the Minister for three (3) sessions prior to the wedding.

The taking of still photographs is restricted to immediately before the ceremony begins and when the bridal party adjourns to sign the marriage documents. Professional photographers should be advised of this in advance.

Non-intrusive, stationary video cameras may operate throughout the service.

Ringling of the Church bell, if requested in advance, shall be done exclusively by the Church caregiver or appointee.

Questions about or requests for music should be directed to our Organist, Mrs. Margaret Mortson, at 905-877-5066 (please leave a message) at least two weeks in advance of the wedding.

Fees:

For use of Church facilities	\$250.00
For professional staff services	<u>\$550.00</u>
	\$800.00

A non-refundable deposit of \$250.00 is due when the wedding time and date are booked.

Fees for staff services are payable in cash and are due before or at the rehearsal. Our Wedding Coordinator will be responsible for disbursement of the fees to the staff.

Authority:

In all matters of policy interpretation, the opinion of our Minister shall be considered final and binding, and with the full support of our Church Council.

WEDDING PLANNING INFORMATION SHEET

Date and time of rehearsal:

Date and time of wedding:

Groom:

Bride:

Name:

Address:

Phone:

Status:

Religion:

Date of Birth:

Age when married:

Citizenship:

Birthplace:

Occupation:

Father's name:

Father's birthplace:

Mother's maiden name:

Mother's birthplace:

Ring: Double / Single

Number of guests: _____

Soloist: Yes / No

Additional music: _____

Flowers: Yes / No **Leave for Church:** Yes /
No

Photographer: Yes / No **Video:**
Yes / No

Relationship to the Church: _____

Future address: _____

ATTENDANTS

Groom's parents or escorts:

Bride's parents or escorts:

Best Man: _____

**Maid/Matron
of Honour:** _____

Ushers: _____

Bridesmaids: _____

**Ring
Bearer:** _____

**Flower
Girl:** _____