



# FIRST UNITED CHURCH OF OAK PARK

*an open community united in love & justice*

## WEDDING POLICIES & INFORMATION

**Congratulations on your upcoming wedding!** Weddings at First United are celebrated in both the sanctuary and the chapel. One of the pastoral staff and coordinators will be glad to assist you in planning and conducting your service.

Please review this information packet then contact the church office to speak with a pastor, arrange pre-marital counseling and reserve your date.

### BUILDING USE AND HONORARIUMS

	<b>Member</b>	<b>Non-Member</b>
<b>Sanctuary (capacity 500)</b>	\$200	\$1300
<b>Chapel (capacity 75)</b>	\$200	\$650
<b>Pastor Honorarium</b>	\$300	\$500
<b>Organist/Pianist</b>	\$325	\$325

A 50% building use deposit payable by check, cash or credit card and 50% honorarium payment (payable by cash or check to the pastor) is due at the time of booking in order to reserve the space. Final payment balance (non-refundable) is due four weeks prior to the wedding.

## DETAILS

<b>Officiants</b>	A minister of First United Church will officiate at all weddings, though another minister may be invited to assist.
<b>Pre-Marital Counseling</b>	The couple normally meets with the officiating minister four-to-five times for marriage counseling. These meetings should be scheduled well in advance of the wedding ceremony.
<b>Music</b>	The church organist will be the lead musician at all weddings at First United Church. All music must be chosen with and approved by the church organist. See "Planning Music for Weddings" resources within this document.
<b>Rehearsal</b>	A wedding rehearsal is required. Consult with the minister about an appropriate time.
<b>Candelabra</b>	Candelabra are available at the church but you must provide your own candles. Each candelabrum holds seven candles. You are also responsible for providing the wedding ("unity") candle if one is used.
<b>Photography</b>	Flash pictures may be taken from the back of the sanctuary or chapel during the processional and the recessional. Flash pictures are not permitted during the ceremony itself. There should be no photography in the front of the sanctuary/chapel. Parts of the service may be reenacted afterwards for pictures.
<b>Videography</b>	Videography is permitted but should be done in such a way that it does not disrupt the ceremony – preferably from the balcony or off to the side of the chancel. Please consult with the minister beforehand.
<b>Aisle Length</b>	The length of the aisle is 75 feet in the sanctuary; 45 feet in the chapel. Runners are available from florists. Paper runners are not permitted.
<b>Flowers</b>	The church building is usually open until noon on Saturday. The building will reopen one hour before the ceremony. Your flowers must be delivered when the building is open. Elaborate floral and/or candle arrangements must be approved by the minister performing the ceremony. The pews may not be decorated. Westgate Florists and Garland Florists (all in Oak Park) have done weddings at First United and are familiar with the space.
<b>Kneeling Bench</b>	A kneeling bench is available for weddings. If you would like to use the kneeling bench, please make arrangements in advance.
<b>Dressing Room</b>	The Bride's Room in the lower Narthex is available as a dressing room for the bride and attendants.
<b>Birdseed</b>	Throwing rice is not permitted. Birdseed is acceptable. However, we ask that you not come back into the building after the birdseed is thrown to avoid tracking birdseed into the church. Bubbles are not permitted inside the church.
<b>Order of Worship</b>	If you wish to have a printed order of worship for your wedding, it is your responsibility to have it done. Please speak with a minister for details.
<b>Building</b>	First United is a busy place. Even when a wedding is occurring, activities may be in process in other parts of the building. In addition, the parking lot is used by partners of the church and may not be available for the sole use of the wedding participants and guests.
<b>Comfort</b>	Our sanctuary and chapel are not air-conditioned. You may want to keep this in mind as you are selecting a date for your wedding.
<b>Alcohol</b>	No alcoholic beverages may be served or consumed in the building at any time.
<b>Marriage License</b>	You are responsible for securing a marriage license from a Cook County clerk's office.

# MUSIC

The pastors and music staff encourage you to choose music that is both meaningful for you and in harmony with the spirit of Christian worship and celebration for wedding ceremonies. Once you've spoken with a minister and paid your deposit fee you may contact our organist to choose music and musicians. Contact can be made by meeting the organist at the organ bench on Sundays after worship or by contacting the Church office.

Places for music at your wedding:

- Gathering music and Prelude music
- Processional
- Recessional
- Hymns
- Prayers
- Vocal soloists
- Instrumental soloists
- Candle lighting

The church organist provides the following services:

- Consultation on music
- Attendance at wedding rehearsal (at the discretion of organist and pastor)
- Performance at the wedding
- Coordination with vocal or instrumental soloists
- Names and composers of the music for a bulletin (optional)

Additional services may be provided by the organist for a fee:

- Extra rehearsals with vocal or instrumental soloists
- Transcribing, transposing, scoring, or arranging music
- Printing out music or texts for congregational singing
- Obtaining permissions to photocopy music legally
- Locating and purchasing music not in the organist's library
- Music for receptions held at the church

Other musicians, including vocalists and instrumentalists

Other musicians are welcome to provide appropriate sacred music. Please check with the church organist for approval in advance and discuss payment with the musicians directly.

## CEREMONY INFORMATION

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_  
Officiant \_\_\_\_\_  
Guests Expected \_\_\_\_\_ Location (Chapel/Sanctuary) \_\_\_\_\_

## FAMILY INFORMATION

Partner \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_  
Birthdate \_\_\_\_\_ Occupation \_\_\_\_\_  
Parent name(s) \_\_\_\_\_  
\_\_\_\_\_

Partner \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_  
Birthdate \_\_\_\_\_ Occupation \_\_\_\_\_  
Parent name(s) \_\_\_\_\_

## WEDDING PARTY

Attendants \_\_\_\_\_  
\_\_\_\_\_  
Ushers \_\_\_\_\_  
Flower girl(s) \_\_\_\_\_  
Ring bearer(s) \_\_\_\_\_

## VENDORS

Name, company and contact information

Wedding Planner \_\_\_\_\_  
Florist \_\_\_\_\_  
Photographer \_\_\_\_\_  
Videographer \_\_\_\_\_  
Reception loc. \_\_\_\_\_

Deposit amount _____	Payment date _____
Payment balance _____	Balance due date _____
	Balance paid date _____

To Office     Calendar     ACS