



Stairs Memorial United Church
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WEDDING POLICY

Approved at Executive Council: September 25th, 2023

Modified/Revised: _____

PURPOSE

We, at Stairs Memorial United Church, recognize that planning for a wedding can be stressful for all involved. Our hope is that this wedding policy will help alleviate some of those stresses. It will also create transparency and provide clarity for all involved with its information.

POLICY

There are a few things that you should know about our policy at Stairs:

1. If you are interested in a church wedding, then we assume you are also interested in church. It is a requirement that you attend worship at least three times between when you first approach us and the wedding. We will be lifting you up in prayer on the Sunday before your wedding, so if it is possible to attend that Sunday, we would appreciate it, although we know that work schedules and other demands may not make that particular Sunday possible for you.
2. Requests for marriage should be made at least four months in advance. You will meet with the minister a couple of times. The first meeting will take place soon to begin the process, and closer to the wedding date there will be another one to plan the actual service. You will have some choice in the wording of the prayers and vows, in what scriptures are read, etc.
3. If you are planning to have singers at your wedding, or readings other than the Bible, then the words need to be approved by the minister. Anything that is consistent with the United Church understanding of marriage will likely be approved.
4. A rehearsal date for your wedding will also need to be booked unless it is a small wedding. You can do this through the minister when you are ready. It is usually held on the Thursday afternoon or evening before the wedding. Everyone involved in the wedding is asked to be present.
5. The caretaker will open the church for you if you need to decorate the sanctuary. Please call to set up a time.
6. We allow weddings to be videotaped but ask that the person responsible check with the minister about the appropriate place to stand. Flash photographs are allowed as you walk up the aisle, sign the documents and leave. They are not permitted during the actual service. You are, however, welcome to remain after the service to “re-stage” pictures.
7. We don't allow the use of **real flowers, confetti, rice or bubbles** inside the church or on the church steps and decorations may not be attached to the pews using tape.

Faith that Matters, Love that Matters, Community that Matters

8. If you are using piano or organ music, you must use Byron Hermann, the musician on staff at Stairs. If you are using recorded music, it's your responsibility to have the music approved by the minister, and to bring the music to the rehearsal and wedding (your phone can be plugged into our sound system easily) and also to arrange for someone to play the music at the appropriate time. Soloists and other musicians are also welcome but please consult with us about your plans.
9. The consumption of alcoholic beverages or un-prescribed drugs prior to or during the ceremony by the wedding party, contributing to the state of intoxication, is unacceptable. If wedding couple, official witnesses or presiding minister are intoxicated the wedding cannot legally proceed.

COST RECOVERY

Our Office Administrator will be the one you deal with around payment. Fees are as follows:

Minister	\$300 (church, if offsite, fee is \$350)
Organist	\$125
Caretaker	\$ 75
Church Admin	\$ 50
Sanctuary	\$150
Total	\$700-750

You will receive a tax receipt for the portion to the church, which is considered a charitable donation. A deposit of \$100 is required before your wedding can be booked, and the remainder is due two weeks before your wedding date. You will also work with Office Admin to make sure that we have all the information we need for the legal documents we will sign at your wedding. Please drop the license and registration that you will get from Access Nova Scotia off at the church no later than two weeks before your wedding.