

POLICY NAME: Wedding Services

1. Purpose

- 1.1. To specify policies governing wedding services offered by Deer Lake United Church.

2. Scope

- 2.1. The policy applies to the Minister, Wedding Coordinator, Organist and Church Secretary, and provides information for the Congregation and general community concerning Wedding services offered by DLUC.

3. Policy Statement

- 3.1. A Christian wedding ceremony is made available to all couples requesting this pastoral and legal duty to be performed in their life, providing they hold a valid marriage license.
- 3.2. Two brochures clearly communicate our beliefs and practices. The first document, *Getting Married at Deer Lake*, is an inquiry brochure that gives an overview of our approach. The second document, *Wedding Planning Details at Deer Lake*, is a detailed brochure that outlines policies and practices the Worship Committee has adopted for the wedding day. Both documents will be made available to couples planning their wedding.
- 3.3. At the discretion of the Minister, outside officiants may preside with, or in the absence of, the Minister when requested by the couple. In any case, the normal wedding fee, as shown in *Schedule FIN001 Fees and Payments Excluding Rentals*, applies. The couple is responsible for any additional costs incurred due to the use of requested outside officiants.
- 3.4. With the exception of extreme situations that require pastoral considerations determined by the Minister, the wedding ceremony is provided for couples who agree to pre-marriage preparation either with the Minister or through a comparable course (such as "The Marriage Project").
- 3.5. Ceremony planning with the Minister and Organist is also done, as couples design their own ceremony (i.e. music, vows, readings, etc.) Our organist will normally be available to play for the wedding. However, the couple is free to make other musical arrangements at their own discretion and cost if approved by the Minister and Wedding Coordinator. The piano may be made available at no additional cost with prior approval of the Minister and Wedding Coordinator.
- 3.6. The Media Projector belonging to DLUC may be used during the service. Those requesting this technology will need to design their own presentation, provide their own laptop and operator. The Wedding Coordinator (or person designated by Worship Committee to the task) will be responsible for over-seeing the use of the projector and that it is safely secured after the service.
- 3.7. The Sound System will be available for use during the service (see MUS002).

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Worship C'tee Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2009/02/17]

Date the current version was approved

File name: Policy WOR004 Wedding Services 2009-02-17.doc

Original Issue: [2006/03/15]

Date of the original authorisation and issue of the policy

Current Version: [2009/02/17]

Date of the most recent amendment to the policy

POLICY NAME: Wedding Services

- 3.8. Confetti, candles and other items that may potentially cause damage or require additional cleanup are permitted only with prior approval of the Minister, Stewards and Wedding Coordinator.
- 3.9. A wedding rehearsal is a strongly recommended option for couples and is offered two days prior to the wedding and cooperatively led by the Minister and the Wedding Coordinator.
- 3.10. Fees for wedding ceremonies are reviewed by the Worship Committee and approved by the Board and are listed in *Schedule FIN001 Fees and Payments Excluding Rentals*.
- 3.11. A "Marriage Enhancement Workshop", on a Sunday close to Valentine's Day, will be made available to all couples both actively involved in the congregation and in the database listing of previous weddings.
- 3.12. A wedding reception in the Fellowship Hall may be arranged at the standard fee, as published in *Schedule STW001 Fees for Facility Rentals*.

4. Definitions

- 4.1. **DLUC:** Deer Lake United Church.
- 4.2. **Wedding Coordinator:** The person who communicates and coordinates wedding arrangements at DLUC.

5. Responsibility / Owner

- 5.1. The Worship Committee is responsible for compliance, review and maintenance of this policy and the related brochures for the Board.

6. Legislative Context / External References

- 6.1. The Marriage Project
- 6.2. Weddings will be conducted in accordance with the laws of British Columbia and the Government of Canada.

7. Associated Documents / Internal References

- 7.1. Getting Married at Deer Lake
- 7.2. Policy FIN008 Wedding and Funeral Costs and Payments
- 7.3. Policy GEN004 Use of Church Computers.
- 7.4. Policy MUS002 Sound System.
- 7.5. Schedule FIN001 Fees and Payments Excluding Rentals
- 7.6. Schedule STW001 Fees for Facility Rentals
- 7.7. Wedding Coordinator Job Description
- 7.8. Wedding Planning Details at Deer Lake

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Worship C'tee Chairperson]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2009/02/17]

Date the current version was approved

File name: Policy WOR004 Wedding Services 2009-02-17.doc

Original Issue: [2006/03/15]

Date of the original authorisation and issue of the policy

Current Version: [2009/02/17]

Date of the most recent amendment to the policy