

**FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST
DOWNERS GROVE, ILLINOIS**

WEDDING FORM – NON MEMBERS

Date of Wedding _____

Time of Wedding _____

Date of Rehearsal _____

Time of Rehearsal _____

Bride's Name _____

Groom's Name _____

Address _____

Address _____

Bride's Telephone

Groom's Telephone

home _____ cell _____

home _____ cell _____

office _____

office _____

email _____

email _____

Church membership:

Bride _____

Groom _____

1. Contact the church office well in advance to secure a mutually agreeable date for yourself, the church, and the minister. (ALL SUNDAY weddings must begin **after 2:00 p.m.**)
2. All weddings must be officiated by the ministers of our church. Another minister can participate or officiate only by an invitation from the Senior Minister. However, arrangements with the other minister are the responsibility of the couple.
3. Reserve the space desired with the church office and make decisions about setup (white runner, candles, use of organ, etc). The setup may not be changed less than 7 days prior to the wedding. Flowers may be delivered two hours prior to wedding time.

Please note that the Sanctuary and Chapel are decorated according to the seasons of the liturgical calendar. Banners, poinsettias/Easter lilies, and other such accessories will remain on the chancel area.

4. Contact the Church Music Director, Kelley Calpin, at (630) 301-8471 to schedule time and to discuss and select the music. All music and other organists must be approved Kelley Calpin at least 30 days prior to the wedding. Music used during the ceremony must be appropriate for worship.
5. Photography is permitted during the processional and recessional only. During the rest of the service, No flash or spotlights are allowed. No photographer or video equipment or operator is allowed in clear view during the service or to any way be distracting to the wedding covenant.
6. Secure a marriage license from the DuPage County Clerk's Office, County Farm Road in Wheaton. This license is valid for 60 days and must be received at least 24 hours before the marriage service. Bring the marriage license to the Church Office one week before the wedding.
7. No alcoholic beverages and No smoking in the church building.

A \$100.00 security deposit is required to reserve church facilities.
The deposit will be applied to the total cost of the ceremony.

**TO HOLD YOUR WEDDING DATE,
PLEASE MAIL YOUR \$100 SECURITY DEPOSIT TO THE CHURCH OFFICE AS SOON AS POSSIBLE.**

PLEASE CHECK (✓) THE DESIRED SPACE AND SETUP

- A. SPACE USAGE
- Sanctuary/Parlor \$ 700.00
 - Chapel \$ 400.00
- B. SETUP
- Aisle Runner\$35.00
 - Candelabra (2 with 7 candles each)..... 50.00
 - Aisle Candles (single candle on every other pew)..... 100.00
 - Audio Needs (There will be no charge for nominal audio services such as amplification from a microphone in the pulpit. If special services are needed [recordings, PowerPoint video etc. per hour] 50.00
 - Web-Streaming/Video Production\$150.00
 - Reserve parking in front of church for limousine..... No charge
 - Early opening of church\$25 per additional hour
Open church at _____
 - Prepare Enrich, relationship counseling survey\$35.00
- C. MINISTER: \$300.00 covers premarital counseling, rehearsal, preparation and wedding ceremony.
- D. MUSIC DIRECTOR: \$250.00 covers the conference to select the music and the wedding ceremony.
- E. COORDINATOR: \$150.00—The coordinator opens and locks the church and provides necessary assistance during the rehearsal and wedding. Doors will be opened two hours before the wedding.
- F. CUSTODIAL: \$150.00 covers the above setup and cleaning.
- G. SOLOIST: A fee of \$100.00 is recommended for vocal or instrumental soloists. Please discuss fees directly with soloist.

**Please make check out for the above fees one month prior to wedding date to
First Congregational Church, 1047 Curtiss Street, Downers Grove, IL 60515
630 968 0358 www.uccd.org**