



**Wedding Information for
St. Paul United Church of Christ
401 E. Main Street, Barrington, IL 60010
Office: (847) 381-0460**

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Grace and peace to you in the name of Jesus, and welcome to St. Paul United Church of Christ. We are happy to be of service to you at this very important passage in your life journey. Your ceremony is important to us. We want the arrangements to go smoothly and for your service to be personalized and meaningful.

This information brochure is designed to help you with any questions you may have regarding the planning of your day at St. Paul. All arrangements will be finalized with the pastor, the church sexton and the music director. Please fill out the enclosed information sheet and return it to the office with your deposit. The "Ceremony Planner" Worksheet may be completed and returned when meeting with the pastor to plan your service.

If you need additional assistance, you may call the church office at 847-381-0460.

Congratulations on your life commitment to one another and this blessed event!

Reserving Your Date

St. Paul UCC schedules only one ceremony per typical ceremony day (Friday, Saturday, or Sunday.) The first step in reserving the date that you want for your upcoming ceremony is to call the church office at 847-381-0460 to check on the availability of 1) the minister's schedule and 2) the sanctuary. Upon determining that the minister and sanctuary are available, your date will be penciled onto the calendar, the church office manager will email you a copy of the wedding/civil union brochure and schedule an appointment for you to come to St. Paul, tour the facility and meet the minister. If you decide to book St. Paul as your ceremony venue after touring the church and having an initial meeting with the minister, the office manager will receive your \$200.00 non-refundable deposit to hold your chosen date. A date will not be exclusively reserved without the deposit. Once your date is reserved, the office manager will alert the church sexton and the music director about your upcoming ceremony.

Membership Requirements

St. Paul UCC welcomes all couples who are planning a wedding or civil union and does not require a couple to be church members to hold their ceremony at St. Paul. We do hope that you have an active relationship with a faith community. If you do not, you are invited to explore membership with St. Paul UCC.

Counseling and Worship Planning

The minister requires at least one 2-hour pre-marriage counseling session with all couples as soon as possible in their respective schedules. Also, a 1-hour service planning session must be scheduled no later than two months prior to the wedding. St. Paul respectfully asks that couples refrain from having children attend any of the counseling/planning sessions.

Guest Clergy

Other members of the clergy are sometimes invited to assist the minister in certain portions of the wedding ceremony at St. Paul. However, no wedding can be conducted solely by a guest minister. Protocol requires that the minister of St. Paul be consulted about the possibility of a couple desiring to have guest clergy assisting prior to the guest clergy being approached to participate in the service. After this consultation St. Paul's minister may then extend a personal invitation to the guest minister and discuss his or her role in the service. **Portions of the service that guest clergy will be invited to perform are: the declaration of intention, the pastoral prayer prior to the homily, the homily, the dismissal blessing and the introduction of the couple.** The invited minister will be welcomed to attend with the couple for the service planning, and also to attend the rehearsal.

Church Sexton

At St. Paul the involvement of the church sexton in weddings is mandatory. The church sexton helps ensure that your wedding day runs smoothly, and will meet with the couple at least once prior to the service. The sexton will be able to answer questions about the building, prepare the sanctuary for the service, receive the flowers and will unlock the doors for the rehearsal and for the ceremony. The sexton will be present during the rehearsal, on the day of the ceremony and until the couple's pictures are completed and all are ready to depart.

The Rehearsal

The rehearsal is typically scheduled on the night before the ceremony and before a rehearsal dinner. Rehearsals require all of the party, including ushers, to be present and are usually 30 minutes to 1 hour in length. Due to the fact that rehearsal day is often busy with last minute details, it is important that the entire party arrive on time.

The License

St. Paul UCC is located in Cook County. You may obtain a marriage/civil union license at any Cook County Courthouse, with the closest facility being in Rolling Meadows, IL. Please bring the license on the night of the rehearsal. The minister of St. Paul is responsible for signing the license after the ceremony is complete. Upon signing, the minister will return the license to the couple for filing with the clerk's office.

Flowers

You are welcome to have arrangements of flowers brought in for your ceremony. We do ask that flower petals be used only on the aisle runner. You are welcome to leave any flower arrangements for the church's use on Sunday or for distribution to the sick.

Candles

St. Paul has aisle candles and candelabras available to use during the service, and couples are welcomed to request the use of these items. Candles for these items must be ordered by St. Paul to ensure that the proper size candle is used. Couples are permitted to add bows or floral decorations to the aisle candles. The use of a Unity Candle in the ceremony is also encouraged, but must be purchased separately by the couple. Please make sure to discuss candle options with the church sexton.

Music

Music for your ceremony, both organ and piano, is provided by the church music director. Couples will meet with the music director at a time convenient to both schedules to choose the music for the ceremony. Couples are welcomed to invite soloists, and/or other musicians of their choice, or use the services of one of St. Paul's many soloists/musicians to provide special music during their ceremony.

Photography and Videography

Photography and videography are both permitted during the ceremony. However, photographers, and guests, should be instructed not to take flash pictures during the actual ceremony. After the processional entrance of the party, only non-flash photos may be taken from the audience. Formal pictures may be taken either before or after the ceremony. Videographers should be prepared to use minimal lighting. You may also choose to have a non-professional video recording of the ceremony done by a St. Paul video technician.

Room Usage

Rooms are available for the purpose of dressing at the church and for the party to await the beginning of the ceremony. Arrangements to use these rooms can be made at the time of your consultation with the sexton. You are welcome to bring items that you may need – beverages, snacks, flowers, etc. Please note, however, that alcoholic beverages are not allowed upon the premises. St. Paul asks that you dispose of empty containers in the appropriate waste and recycling bins in the rooms.

Rice Tradition

Rice, seed throwing and/or balloon release is not permitted on the church premises. You may substitute flower petals or bubbles outside of the church only.

Reception

The church's Fellowship Hall and Kitchen are available for rent if you would like to host your catered reception at St. Paul.

Fees

If either person in the couple, or a parent of either is an active, participating, contributing member of St. Paul UCC in Barrington, IL, the member fee schedule will apply. For persons who are not members of St. Paul, the non-member fee schedule will apply. **There is a non-refundable deposit of \$200.00 to reserve the sanctuary for your date.** This deposit should be paid to St. Paul UCC upon scheduling of the date. All fees for professional services should be paid directly to the pastor, the church sexton, the music director and any other musicians asked to provide services at the ceremony. Remaining fees for the sanctuary, bulletins and other items should be paid by check to St. Paul UCC 1 month prior to the ceremony. ***ALL FEES ARE CONSIDERED NON-REFUNDABLE.***

Ceremony Information

Contact Information

Name: _____

Address: _____

Telephone – Home: _____

Telephone – Office: _____

Telephone – Cell: _____

Email: _____

Religious affiliation: _____

Names of parents attending the wedding: _____

Name: _____

Address: _____

Telephone – Home: _____

Telephone – Office: _____

Telephone – Cell: _____

Email: _____

Religious affiliation: _____

Names of parents attending the wedding: _____

Ceremony Information

Rehearsal date & time: _____

Wedding date & time: _____

Estimated number of guests: _____

Fee Schedule

(Highlighted items are the basic wedding fees at St. Paul. Please circle the optional items you would like to use during your ceremony.)

<u>Personnel</u>	<u>Non-Member</u>	<u>Member</u>	<u>Check Payable to:</u>
Officiating Pastor	\$500.00*	\$400.00*	Rev. Jana Chwalisz
Church Sexton	\$200.00	\$200.00	Marty Gregory/Lynn Minton
Music Director	\$250.00**	\$200.00**	Renee Kruper
Soloist (optional)	\$75.00	\$75.00	Chosen Performer
Videotaping (optional)	\$50.00	\$50.00	Video Technician

Building

Sanctuary	\$500.00	No Charge	St. Paul UCC
Fellowship Room	\$200.00	No Charge	St. Paul UCC
Memorial Hall	\$200.00	No Charge	St. Paul UCC
Kitchen	\$100.00	No Charge	St. Paul UCC

Optional Services

Bulletin Printing	\$50 per 100	\$50 per 100	St. Paul UCC
Candles	\$45.00	\$45.00	St. Paul UCC
Aisle Runner Rental	\$50.00	\$50.00	St. Paul UCC

*includes at least one 2-hour counseling meeting and a 1-hour ceremony planning meeting prior to the wedding, 1-hour of rehearsal time and the wedding ceremony.

** includes music consultation prior to rehearsal, 1-hour of rehearsal time and the wedding ceremony.

Ceremony Planner

1. Arrival time at church _____
2. Dressing rooms required? _____
3. Florist
 - What time will the flowers arrive? _____
 - How many arrangements? _____
 - Runner? from St. Paul or florist? _____
4. Which candles will be used? Aisle, Candelabra, both? Unity Candle? _____
5. Attendants
 - Number for Left Side (including flower girls)? _____
 - Number for Right Side (including ring bearer)? _____
6. Ushers
 - Number of ushers _____
7. Wedding bulletins from St. Paul? _____
8. Who will hand out the programs? _____
9. Any special guests to be seated before ceremony begins? _____
10. Banners? _____
11. Kneeler? _____
12. Procession
 - Time? _____
 - Couples or singles? _____
13. Music
 - Musicians? _____
 - Song for mothers? _____
 - Song for party? _____
 - Special music? _____
14. Special readers? _____
15. Videography? from Professional? St. Paul? _____
16. Receiving line? _____
17. Who releases people – Wedding couple? or ushers? _____
18. Photographer – pictures taken before or after service _____
19. Special needs _____