

SOME PRACTICAL CONSIDERATIONS IN THE PLANNING OF A WEDDING

INFORMATION

By completing and submitting the enclosed information sheet with your gesture of commitment in the form of a deposit, along with the signed Agreement, a date and time for your marriage ceremony will be reserved, and an initial meeting with the Minister will be arranged.

You are reminded that you are liable for any loss or damage caused to or by your wedding party, participants and guests. You will be asked to indemnify the Church for any claim of damage or loss due to your use of the church facilities. You are also reminded that no smoking or alcohol is permitted in any area of the church.

LICENCE-BANNS

In the Province of Ontario, people are married either by licence or banns. The marriage licence can be obtained at any city hall. It is valid for three months from the date of issue. If you are being married under the Authority of Licence (the preferred procedure for most couples today), you are requested to have your licence at the church office at least two full weeks prior to your wedding date.

Marriage Banns, where the intention to marry is proclaimed in a Service of Worship in the home congregation of the parties concerned, are a privilege of Church Members. If you wish Banns to be read, you should make arrangements with the Minister. Banns may not be published where either of the parties to a marriage has been previously married and the marriage has been dissolved or annulled.

MUSIC - ORGANIST - SOLOISTS

Considering that the wedding ceremony is an act of worship, music must be chosen that honours the dignity of the Sanctuary and deep significance of the Service. The music for your wedding service is the responsibility of the Director of Music, who must review and approve any suggestions. You are requested to contact Mr. Annand at 613-235-8830 to discuss the music for your wedding no later than eight weeks prior to the ceremony.

Please note that the Director of Music has sole responsibility to provide music in the Sanctuary. It is possible for you to consider inviting other musicians to participate, but only with his approval. Should you wish a soloist, this must be arranged with the Director of Music. Additional honoraria will be necessary for the services of a soloist and any subsequent rehearsals, to be paid directly to the Director of Music, at least one month prior to your wedding date.

THE CEREMONY

The church allows one hour for the total ceremony. We have found that this time frame allows a relaxed entry

and exit, and time for a few pictures.

Should you require additional time, the church office must be informed as there will be an additional financial consideration.

THE REHEARSAL

You must arrange with the minister a time when those who are to take part in the wedding service will be present, to familiarize everyone with all aspects of the ceremony. You are reminded that this time is meant to be no longer than one half hour and takes place within the sanctuary, which you are asked to respect. The organist is not present for the rehearsal.

BULLETIN

You are encouraged to provide an Order of Service for your wedding. It will, however, be solely your own responsibility and expense. The Order of Service must be approved by the Minister at least 2 weeks prior to the wedding, and prior to printing.

DECORATIONS and EQUIPMENT

St. Andrew's refurbished Sanctuary is a beautiful setting for a Wedding Ceremony. Should you wish additional decorations, or use additional equipment (lighting, musical instruments, etc.) for your wedding, it will be necessary to receive approval at least one month in advance. You may wish to ask our Church Officer's assistance in matters such as reserving pews.

FLOWERS

Should you order floral arrangements, please inform your florist that the church is normally open 9 to 1 p.m. Monday to Friday. Deliveries after 1 p.m on Fridays or on Saturdays must be made by arrangement with the Church Office. If you wish to express your gratitude to St. Andrew's Church by leaving flowers for the Sunday morning service, please indicate this to the Church Secretary at least two weeks prior to your wedding - these would be gratefully received and will be noted in the Sunday morning bulletin.

PHOTOGRAPHS

Photographs are not taken during the Service of Worship that is your wedding ceremony. It is possible to take photographs during the procession and recession and during the signing of the register. A video camera mounted on a tripod in a location indicated by the Minister is a possibility.

CONFETTI

We ask your cooperation in ensuring that no confetti is thrown in or near the church. The front steps on Wellington St. are a wonderful place to blow bubbles, throw bird seed, or flower petals! (Rice is not recommended)

HONORARIA

Because your wedding will involve the use of the church building and the services of staff in extra time and duties for which they are not normally paid, a schedule of appropriate fees has been approved by the Kirk Session. Please speak with the Church Office for details of the fees, honoraria and deposit.

FINANCIAL CONCERNS:

Should it not be possible for you to meet this schedule of remuneration, please do not hesitate to request a meeting with the Minister. St. Andrew's Church will do all we can to ensure your intentions to be married before God are honoured.

ADDITIONAL EXPENSES:

If you have other people participating in your wedding ceremony, the additional remuneration for clergy, other than the Minister of St. Andrew's Church, and photographers, are to be paid by you directly to these people prior to the wedding and not through the church office. For soloists and musicians, please see paragraph under Music for payment details.

The Kirk Session, St. Andrew's Church

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