



The Congregational United Church of Christ
40W451 Fox Mill Boulevard • St. Charles, Illinois 60175
(West of St. Charles in Campton Hills)
630-584-0929 • office@uccstc.org • uccstc.org



NON-MEMBER WEDDING INFORMATION

It is a privilege for us to be a part of your wedding.
We hope to make this a joyous celebration for you, your family and friends.

A nonrefundable deposit of \$250 (credited to total bill) is required to be paid at the time wedding is booked in the church office.

Wedding date is reserved **ONLY WHEN** deposit and form are received.
The form does not have to be complete, send us as much information as you can at this time and then notify us of changes and additions as soon as possible.

All services and rooms are included\$1200
Includes Sanctuary, Brides Room, Groom's Room, Rehearsal,
and Church Minister, Organist and Custodian

Fees include a 1 hour rehearsal, and the church will be open 2 hours before the wedding and one hour after the wedding. If the building needs to be open other than these times a fee of \$50 per hour will be charged. If decorating is done during regular office hours there will be no extra fee charged. If decorating is done outside office hours a \$20/hour fee is charged.

To receive church member pricing the bride, groom or an immediate family member must have been a church member for a year before the wedding.

When church staff are not involved in a wedding, a representative from the church will need to be present at rehearsal, before and after wedding service to unlock and lock doors and to be available.

Please mail or bring your balance due to the church office, one-two weeks before the wedding.

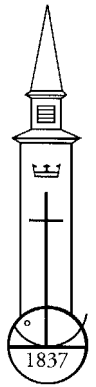
Make your check payable to The Congregational UCC Church. THANK YOU!

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*40W451 Fox Mill Boulevard
St. Charles, Illinois 60175-6507
West of St. Charles in Campton Hills*

*(630)584-0929 • FAX (630) 584-1433
www.uccstc.org • office@uccstc.org*

*Dr. John R. Rodgers, Senior Minister
Rev. Suzy R. Daly, Associate Minister
Rev. Patricia G. Kitner, Assistant Minister*



WEDDING POLICY & PROCEDURES

Marriage is a holy estate, ordained of God. It is fitting that the marriage of Christian people should be held in Church. For the guidance of those contemplating Christian marriage at Church, the following information is given.

The wedding date should be set after consulting with one of the ministers, followed by arrangements for use of the church, time of rehearsal and place for reception. Invitations, reception lists, arrangements for caterers, photographers, florist, organist, soloist and attendants should follow the consultation.

Enclosed is our church wedding form, which needs to be filled out by you and returned to the office. Your wedding is on our calendar, and your date and time are reserved **ONLY WHEN** this form and a \$250 deposit are returned. The form does not have to be complete. Send us as much information as you can now and then notify the church office of changes and additions (i.e. organist and florist). Please clear any changes made to the starting times of the wedding or the rehearsal. If starting times are not set when the wedding is booked, please consult the church as soon as possible.

MUSIC

If you desire organ/piano music for your wedding we require that you contact our organist/pianist as soon as possible. The organist/pianist, Dennis Beiermann (847/464-1207, dbeiermann@burlington.k12.il.us) should normally be contacted at least two months before the wedding. If Dennis is not needed for your wedding please let us know ASAP. It should be remembered that all music used in the church ceremony must be discussed and agreed upon by the minister and organist. If he is unable to play for your wedding, he may recommend an acceptable substitute.

REHEARSAL

Because of many details involved, it is strongly encouraged that the entire wedding party be present ushers, attendants, groomsmen, all parents, etc. Out of consideration for all concerned, the rehearsal should begin promptly at the time scheduled. Your wedding rehearsal is scheduled for **one hour**. Each wedding participant has responsibilities to be fulfilled during the service and is carefully briefed at this time. The bride/groom should contact the church office concerning dressing rooms, time church is to be open, etc. Thursday wedding rehearsal times must be scheduled around church events/choir rehearsals. That usually means your rehearsal must end before 6pm unless the choirs are not practicing (summer).

PLEASE BRING MARRIAGE LICENSE TO THE REHEARSAL

DUTIES FOR MAID OF HONOR AND BEST MAN

The Maid of Honor's duties are to assist the bride before, during and after the ceremony, and to arrange the bride's train as she moves during the ceremony. The Best Man cares for the bride's and groom's rings and all other details.

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USHERS

Ushers should arrive at least 45 minutes before the wedding. Ushers will seat all guests, particularly family, light the candles, and pull the runner, if one is used.

WEDDING ASSISTANTS

The wedding assistant for your wedding (from a committee of church members) will be in contact with you before the wedding to answer your questions about the church. She will help the wedding party before the wedding ceremony; check the brides' room, make sure everyone has the correct flowers, help organize the receiving line, check lights, help the ushers, and help with the flow of the wedding. She will be present at both the rehearsal and wedding.

FLOWERS

You may use any florist you wish, but we would like you to inform us as to your decorating plans. Discuss this with your wedding committee assistant. No flowers can be added to green silk arrangements behind the altar; you can move them out of the way. Nothing can be attached to the pews or walls without permission. We have special holders that can be used on the pews (there are 9 pews down the center aisle on each side (18 total). If the flowers are to be given to the church after the wedding, the church office should be notified a week or two before the wedding. The church is open 2 hours before the start of the ceremony. Please advise your florist and photographer.

RUNNER

If a center aisle runner is desired, this is obtained from your florist (not required). The length of the aisle is fifty feet. If a runner is not used, flower girls may not toss fresh flower petals.

CANDLES

Two candelabras are available for use (7 candles each). Candelabras and the two altar candles are liquid oil filled. Candles should not be removed from their holder, moved or tipped.

PICTURES

We recognize how important the role of the photographer will be in your wedding.

We request that during the ceremony itself:

- a. Time exposures, without flash, may be taken from the back of the sanctuary. It is helpful to put a note in your wedding program that all photos during the ceremony should be taken without flash.
- b. Photos of the bridal party may be taken from the back before they start down the aisle and as they leave the altar at the end of the ceremony.
- c. Video cameras should be placed appropriately in a stationary position.
- d. All picture taking before the ceremony should be concluded 1/2 hour before the service begins.

NO FLASH PICTURES DURING THE CEREMONY!

PHOTOGRAPHER

The bride should provide a copy of these photography guidelines to her photographer.

Have the photographer and/or video photographer check with minister prior to the wedding ceremony.

NO CONFETTI, RICE OR BIRDSEED ALLOWED

FOOD is allowed **ONLY** in the bride's and groom's rooms, not in the entrance or Sanctuary.

NO SMOKING CAMPUS

Please inform your wedding party and guests that the church building, all grounds and parking lot are smoke free.

NO ALCOHOL is permitted in the church building or on the grounds or in the parking lot.

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PLEASE SHARE THIS INFORMATION WITH YOUR Wedding Photographer

PICTURES

We recognize how important the role of the photographer will be in your wedding.

We request that during the ceremony itself:

- Time exposures, without flash, may be taken from the back of the sanctuary.
- Photos of the bridal party may be taken from the back before they start down the aisle and as they leave the altar at the end of the ceremony.
- Video cameras should be placed appropriately in a stationary position.
- It is desirable that all picture taking before the ceremony be concluded 1/2 hour before the service begins.

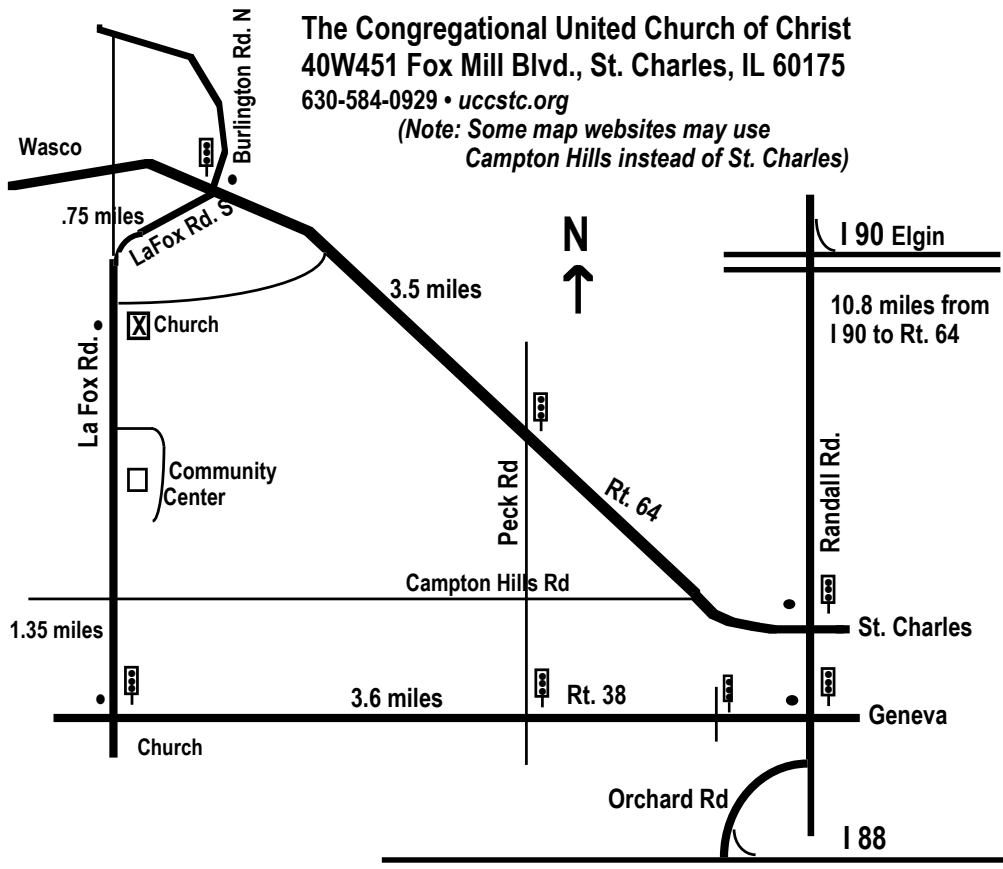
NO FLASH PICTURES DURING THE CEREMONY!

PHOTOGRAPHER

The photographer and/or video photographer will please check with Minister prior to wedding ceremony.

Good photo ideas we have observed in and around the church:

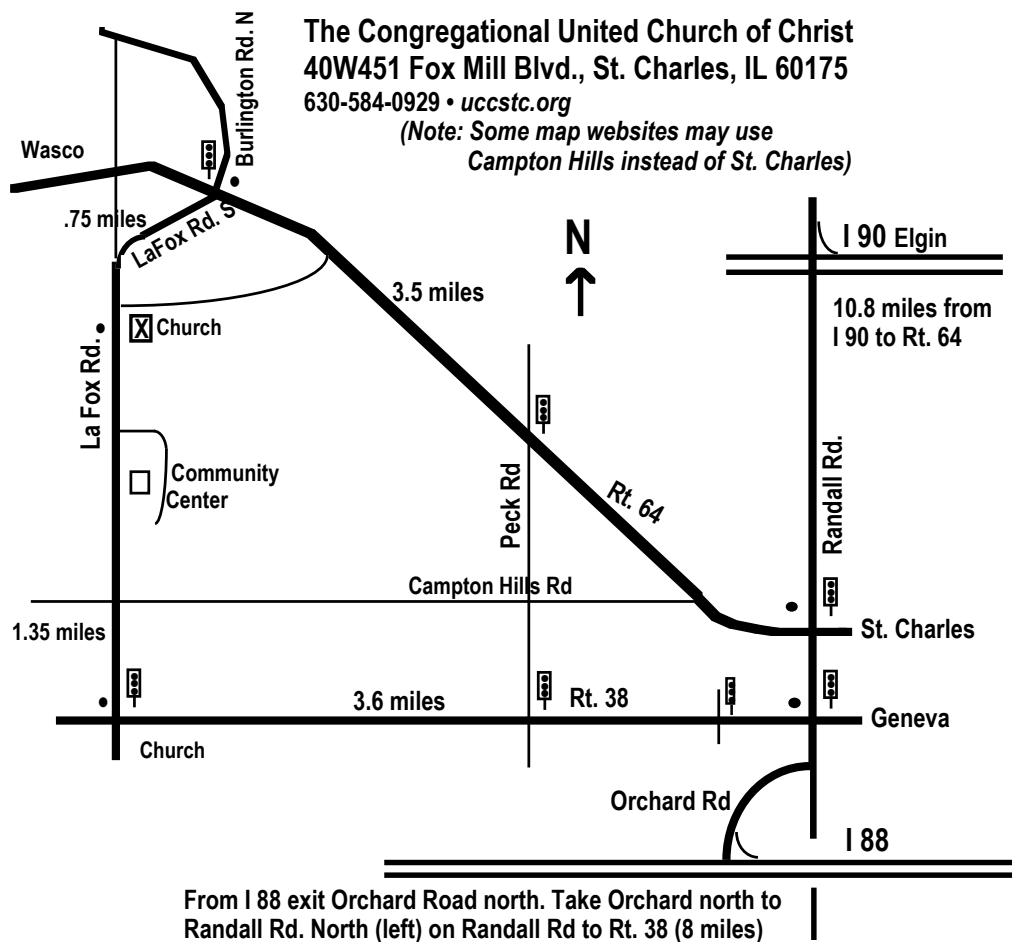
- In front of the stained glass windows in the balcony.
- Outside behind the church by our Memorial Fountain and flower beds.
- Standing in the grassy field behind the church with fountain of Chapel Lake in the background.



From I 88 exit Orchard Road north. Take Orchard north to Randall Rd. North (left) on Randall Rd to Rt. 38 (8 miles)

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Note: the church is located at least 15 minutes west of St. Charles from Randall Road. Make sure your guests know how long it will take to get to your wedding. You don't want them to be late.



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WEDDING DEPOSIT FORM

MINISTER _____

WEDDING DAY - DATE - YEAR - TIME

Rehearsal _____ Day, Date, Time

Wedding Conference _____ Day, Date, Time

Address of Wedding—if not at Congregational UCC, St. Charles _____

CEREMONY DETAILS

ORGANIST _____

(Dennis Beiermann is our church organist)

Runner? _____ (Provided by florist—need 60 ft)

Florist _____

Flowers to remain for use in church on Sunday? _____

Photographer _____
(Name & Phone)

Video? _____ If yes, _____
(Name & Phone)

Music Soloist _____
(Name & Phone)

Number of Guests expected _____

Number of Attendants—Bride' _____ Grooms _____

Separate Ushers (How many?) _____

Ring Bearer? _____ (Age) Flower Girl? _____ (Age)

Wedding will be scheduled when this form is returned with \$250 deposit. It does not have to be complete. (Call us with additions and changes.)

GROOM _____
(Full name, underline name to be used in ceremony)

Address (Residence) _____ (Age) _____

Phone _____

Cell Phone _____

Place of Business _____

Address _____

Phone Number _____

Religious Affiliation _____

BRIDE _____

(Full name, underline name to be used in ceremony)

Address (Residence) _____ (Age) _____

Phone _____

Cell Phone _____

Place of Business _____

Address _____

Phone Number _____

Religious Affiliation _____

Brides Last Name after Marriage _____

E-Mail Address _____
(Bride or Groom's)

Name & phone of contact person in the area _____

Source of Contact with Congregational U.C.C. _____

THIS PART FOR CHURCH OFFICE USE ONLY

Betrothal _____

Vows _____

Support _____

Rings _____

Readings _____

Solo _____

Unity Candles _____

Church Wedding Committee Coordinators

_____ Date & Time OK'd with Pastor

_____ Forms Given/Sent

_____ Date Returned

_____ Deposit Paid

_____ Balance Paid

_____ Counseling Forms Given

_____ Counseling Forms Returned