

A
Wedding
Guide

*“Whom therefore God has
joined together
let no one put asunder.”*



THE FEDERATED CHURCH
United Church of Christ

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A Message from The Ministers

A Church wedding signifies a covenanted commitment that has its foundation in the faithfulness of God's love in Christ. The presiding minister acts as a representative of the Church in asking God's blessing on the marriage. The congregation joins in affirming the marriage and in offering support and thanksgiving for the new family.

Marriage is compared by the Apostle Paul to the mystical union between Christ and the Church, a relationship of total self-giving and unconditional love. Therefore, it should not be entered into lightly or casually, but reverently, with the deepest commitment and a life-long decision to love.

Couples desiring to be married at The Federated Church will first confer with the Church Office staff who will consult the Church's calendar to be sure appropriate space is available on the desired date. They will then meet with one of our ministers to plan the service, which will lift up the couple's relationship in the context of deep commitment before God. This *Wedding Guide* is prepared to help you in planning such a service.

Hamilton Coe Throckmorton, Senior Minister
Mark Simone, Associate Minister
Dan DeWeese, Associate Minister

Where Marriages Are Performed

There are several places at The Federated Church where marriage services are ordinarily performed: the Sanctuary and Chapel at 76 Bell St., Chagrin Falls, and the Family Life Center and Prayer & Memorial Gardens on Rte. 306 in Bainbridge.

- The Sanctuary

The Sanctuary seats 350 people on the main floor and 150 in the balcony.

- The Chapel

The Chapel is equipped with a pipe organ and is an especially appropriate place for smaller weddings. It seats approximately 120 people.

- The Chapel Chancel

The chancel of the Chapel is often used for weddings when fewer than twenty-five guests are expected and when a less formal but reverent atmosphere is desired. Guests are seated in the choir pews, conveying a sense of intimacy and participation.

- The Norling Prayer & Memorial Gardens

An outdoor wedding can be planned in this beautiful setting. A maximum of 100 guests are allowed. Rubber-tipped chairs only are allowed (outside rental).

- The Family Life Center

The Family Life Center has numerous spaces that can be utilized for a wedding and/or wedding reception.

The Officiating Clergy

It is customary and preferred that one of The Federated Church ministers officiate at any wedding in our Church or at the Family Life Center. If there is a desire to have a relative or close friend of the bride or groom assist at the ceremony, the officiating minister from The Federated Church should be consulted before arrangements are made with the guest minister. The invitation to assist at the ceremony should also be extended by one of The Federated Church ministers.

Certificates of Marriage are provided by the Church and will be completed by the officiating clergy.

The Premarital Conference

The officiating minister will want at least one conference with the bride and groom prior to the wedding ceremony. Typically, several sessions are held exploring many facets of Christian marriage. An appointment should be made by the couple for this purpose as soon as possible.

The Organist

It is customary and preferred that you use The Federated Church organist, Marcia Snavelly, to play for your wedding. It is necessary for you to confirm the date by calling her at (440) 338-6606. If she is unavailable to play, she will suggest suitable substitutes for you to contact. (The schedule for the organist's fee appears on page 8.)

Music

A wedding held in a church is a Christian worship service. Therefore, the music used during the service should be appropriate and in keeping with the standards of our church. The organist and the officiating minister will collaborate with the couple to select the music for the wedding. A list of suitable suggestions for wedding music has been prepared by our organist and can be found at the end of this booklet. You may detach this list, mark your preferences, and mail it to Marcia Snavelly, 138 Southwyck Dr., Chagrin Falls, OH 44022.

A couple who has in mind a selection which does not appear on the list may consult with Marcia regarding its suitability for use. If the couple wishes, the organist will be happy to prepare a program of her own choosing for the proper length of time.

The organist and the ministers have contacts with both vocalists and instrumentalists and can make recommendations if you wish. Their use is optional. A single trumpet, trumpet trio, or trumpet quintet is available upon request.

If you would like to use your own vocalist(s) or instrumentalist(s), please discuss your choice(s) with Marcia in order to maintain the sacred music standards we have set for weddings held in our Church.

Floral Arrangements

- The Chapel

The Chapel is simple, intimate and beautiful. A floral arrangement on the altar adds beauty to the service and is the most popular choice among couples and their florists. The arrangement should not extend higher than the horizontal portion of the cross on the altar which is thirty inches. Additional decorations seem unnecessary in this room.

- The Sanctuary

The Sanctuary has a more spacious altar than the Chapel and a higher cross. Therefore, the altar floral arrangement needs to be larger than its counterpart in the Chapel. It, too, should not extend higher than the horizontal portion of the cross which is four feet. Palms, ferns, or other decorations, although not necessary, may be used.

- Additional Decorating Information

We do not permit the use of an aisle cloth (runner) in our Chapel or Sanctuary, because they have proven to be a safety hazard for wedding guests.

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Additional Decorating Information (cont'd)

If you want to use candles for your wedding, you must use the Church's candles, which are oil-filled, wax-less candles. They look exactly like normal tapers but do not drip and cause damage to carpets and furniture. The Church has a pair of seven-branch candelabra as well as two large altar candles. All of them are available for your use. There is an added charge of \$15 for candles. If you wish, the florist can add greenery and/or flowers to the candelabra.

If you are planning to use pew decorations (bows, greens, flowers, etc.) you will need to secure them with pew clips. Tape or wire cannot be used because of the damage it causes to our pews. Your florist can probably furnish these clips. If you have difficulty, the Church Office or Larry Trace from our Church staff have samples of what you need.

A special concern is that the florist deliver all the flowers to the Church and complete their work in the Chapel or Sanctuary **not later than thirty minutes** before the guests begin to arrive. It is important that the florist understands and agrees to this upon being engaged.

(An insert to be given to the florist is included
in this booklet.)

Photography & Videography

Because this is a religious ceremony, flash pictures are not to be taken in the Sanctuary or the Chapel during the actual wedding ceremony. It is permissible for the photographer to take flash pictures of the bridal party during the processional or the recessional but not during the ceremony. Time exposures may be taken from the rear of the Sanctuary or the Chapel during the ceremony.

The photographer and/or videographer are asked to contact the officiating minister upon their arrival at the Church. If you plan to have the service videotaped, be sure to discuss our guidelines with the Clergy performing the ceremony.

(Inserts to be given to the photographer and the videographer are included in this booklet.)

Other Guidelines

- **NO ALCOHOLIC BEVERAGES** are to be served or consumed in the Church building or on the grounds.
- Weddings/receptions at The Family Life Center allow wine only.
- Confetti and rice may NOT be used at all.
- Bird seed may be used outdoors only.

Schedule of Fees

The following schedule of fees has been determined by our Board of Finance & Stewardship for weddings performed in The Federated Church:

	<u>The Sanctuary</u>		<u>The Chapel</u>		<u>Prayer & Memorial Gardens</u>	
	<u>Members</u> *	Non- <u>Members</u>	<u>Members</u> *	Non- <u>Members</u>	<u>Members</u> *	Non- <u>Members</u>
Room Use:	\$ 00	\$1000	\$ 00	\$750	\$00	\$1000
Custodian:	\$100	\$100	\$100	\$100	\$100	\$100
Organist:**	\$175 or \$200	\$175 or \$200	\$175 or \$200	\$175 or \$200	NA	NA

A very small wedding in the Chapel Chancel requires no fees as long as there is no rehearsal and no music.

The Prayer & Memorial Gardens are groomed weekly. If additional attention is requested it will be at the family's expense. Arrangements are to be made through the Family Life Center and payment is to be made to The Federated Church.

* Active church members with a personal or family history of participation in the life and ministry of Federated Church are exempt from the "Room Use" fees listed above. All other couples are expected to pay the appropriate "Room Use" fee in full. Custodian and Organist fees apply to both members and non-members.

** Fee of \$175 includes one rehearsal. If a soloist or instrumentalist is involved, the fee is \$200.

Wedding Reception
Arrangements and Fees

The Federated Church has facilities at 76 Bell Street to handle a small reception and may be able to make them available to *members only*. All arrangements for receptions are to be made with Melinda Smith in the Church Office.

	<u>Fellowship Hall</u>	<u>The Lounge</u>
	Members Only	Members Only
Room Use:	\$750	\$600
Custodial:	\$100	\$75

If additional custodial staff members are necessary, the fee is \$30 per hour per person.

When outside caterers are used, a member of our Church custodial staff needs to be present in the kitchen at a fee of \$30 per hour.

The Family Life Center welcomes weddings and receptions and has multiple spaces available to be considered. It will be necessary to make an appointment by contacting Wendy Pierce at the Family Center, to discuss the options, availability and cost estimates.

Payment of Fees

To assure prompt payment of our custodial and music staff, we suggest the following:

- Fees for building use should be paid in the Church Office prior to the wedding rehearsal. Checks should be made payable to: The Federated Church.
- Payment for musical services should be made directly to the musicians, preferably at the time of the rehearsal.
- Payment for custodial services should be made directly to the custodian, preferable at the time of the rehearsal.

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The Minister's Fee

MEMBERS: It has long been a tradition that, for members, no fee is charged, *per se*, but rather an honorarium is given to the minister at the time of the rehearsal.

Since many people ask for help in deciding upon an appropriate honorarium, we suggest that you consider the following factors:

- The number of professional hours the minister has spent with you in premarital conferences. Different ministers and different couples work together in a variety of ways, and these individual approaches need to be considered. The time our ministers devote to marriages is usually not during hours they normally devote to performance of their regular duties.
- The hourly compensation one customarily pays to other professionals who serve in the community.
- The total cost of the wedding. Since the wedding ceremony is the most significant part of the proceedings, it sometimes helps to consider whether the honorarium reflects an appropriate percentage.

Honorariums of at least \$400 are customary and appropriate, and we hope that, using the above guidelines, you will be able to decide an amount which expresses both your appreciation to the minister for the time he or she has spent with you and your respect for his or her professional counseling which is designed to enhance the meaning of this special occasion in your lives.

NON-MEMBERS: The fee for non-members is \$400 and is due at the time of the rehearsal.

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Music for Weddings

This list of music is suggested to all couples who choose to be married in the Church, keeping in mind the joyous solemnity of the occasion as well as the desire that the entire nuptial service, including its instrumental and vocal music, be thoroughly complementary to the reverent and God-centered spirit of worship.

To give the couple an opportunity to hear some of this music before making their choices, an audio recording of the organ music is available on loan from the Church Office.

Pre-Nuptial Recital Music

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|--|--|
| 1. Introduction | 11. Largo (Vivaldi) |
| 2. Abide With Me (Bach) | 12. Prelude & Fugue in C Major (Bach) |
| 3. Adagio From Sonata I (Mendelssohn) | 13. Rhosymedre (R. Vaughan Williams) |
| 4. Air for the G String (Bach) | 14. Sheep May Safely Graze (Bach) |
| 5. Allegro (Handel) | 15. Soul Adorn Thyself with Gladness (Brahms) |
| 6. Allegro from Concerto V (Handel) | 16. St. Anthony Chorale (Brahms) |
| 7. Andante from Organ Concerto II (Handel) | 17. Symphony from the Bell Anthem (Purcell) |
| 8. Arioso (Bach) | 18. Toccata in F. Major (Buxtehude) |
| Canon in D (Pachelbel) | 19. Vivace (Handel) |
| 10. Jesu, Joy of Man's Desiring (Bach) | Any Bach Prelude & Fugue
Any Bach Chorale Prelude |

Processionals and Recessionals

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|---|---|
| 20. Introduction | 30. Psalm XIX* (Marcello) |
| 21. Adagio in A Minor (Bach) | 31. Rondeau* (Mauret) |
| 22. Allegro Maestoso (Handel) | 32. Solemn Processional
from Water Music
(Handel) |
| 23. Aria in F Major (Handel) | 33. Toccata from
Symphony V* (Widor) |
| 24. Carillon Sortie* (Franck) | 34. Trumpet Tune (Purcell) |
| 25. Finale from Concerto V
(Handel) | 35. Trumpet Voluntary
(Purcell) |
| 26. Finale Jubilante* (Willan) | 36. Wedding March from
Lohengrin (Wagner) |
| 27. Hornpipe from Water
Music (Handel) | 37. Wedding March*
(Mendelssohn) |
| 28. La Rejouissance* (Handel)
(The Rejoicing*) | |
| 29. Ode To Joy (Beethoven) | |

*Suitable only for Recessional or Postlude.

Vocal Selections

Please consult with the organist and soloist for suggestions. Contemporary, popular music may be used during the Prelude before the beginning of the wedding service, but not during the wedding service itself. You may wish to have them played on the Sanctuary piano rather than on the organ.

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Directory of
Numbers & Email Addresses

For scheduling contact the Church Office staff at 440-247-6490
Melinda Smith smithm@fedchurch.org

Contact the Ministers through the Church at 440-247-6490.
Rev. Hamilton Throckmorton..... hamthrock@fedchurch.org
Rev. Dan DeWeese ddeweese@fedchurch.org
Rev. Mark Simone msimone@fedchurch.org

Contact the Family Life Center by calling 440-247-6490
Wendy Pierce..... wpierce@fedchurch.org

For music contact Marcia Snavely at 440-338-6606
Marcia Snavely marciasnavely1@aol.com