

# Wedding Guide



WHOM THEREFORE GOD HAS  
JOINED TOGETHER  
LET NO ONE PUT ASUNDER.



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[www.fedchurch.org](http://www.fedchurch.org)



## FEDERATED CHURCH

United Church of Christ  
An Open and Affirming Congregation



## *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 wedding service.

\*Non-members and inactive members are welcome to rent the Federated Church for their ceremony,. However, in order to reserve priority use of the facilities for active participants, space cannot be reserved by non-members prior to 12 months before the event. This restriction does not apply to wedding ceremonies held at the Family Life Center in conjunction with a reception there.

## *Venues for the Ceremony*

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 is equipped with a pipe organ and a grand piano and seats 300 people on the main floor and 150 in the balcony.

- *The Chapel*

The Chapel is equipped with an organ, a baby grand piano and an electric piano and is especially appropriate for smaller weddings. It seats approximately 100 people.

- *The Chancel Area of the Chapel*

The chancel of the Chapel can be used for weddings when fewer than 25 guests are expected and when a less formal but reverent atmosphere is desired.

- *The Family Life Center*

  - Garden Labyrinth*

An outdoor wedding can be planned in the beautiful setting of the Family Life Center. A maximum of 100 guests are allowed on the labyrinth in the gardens. Only chairs with rubber tips on their legs are allowed and they must be rented by the family from an outside vendor. (See page 9 for details.)

- *Family Life Center Indoors or Grounds*

The Family Life Center has a Hearth Room and a Chapel that can accommodate a small wedding ceremony of up to 50 people. Cost will vary according to the room used and number of guests. Contact the church to discuss options. (See page 9 for details.)

## *Schedule of Ceremony Fees*

Venue	Seating Capacity	Room Fee*	Sound Fee	Organist/Keyboardist Fee**	Minister's Honorarium
Sanctuary	450	\$1200	\$50	\$200/\$225	See p 4
Chapel	100	\$600	\$50	\$200/\$225	See p 4
Chapel Chancel	25	\$0 ***	\$0 ***	\$0 ***	See p 4
Family Life Center	Varies	Call for details			

\*The Room Fee is waived for active church members with a personal or family history of participation in the life and ministry of Federated Church. All other couples are expected to pay the appropriate "Room Fee" in full. Organist/Keyboardist and Sound Fees apply to both members and non-members.

\*\* Organist/Keyboardist Fee of \$200 includes one rehearsal. If a soloist or instrumentalist is involved, the fee increases to \$225.

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

## *Payment of Fees*

**MEMBERS:** Fees are due at the time of the rehearsal. Payment for the Sound Fee is to be made with a check made out to the sound technician. Payment for musical services are to be made with a check made out to the organist/keyboardist. Payment of the Minister's Honorarium is to be made with a check made out to the minister. (See page 4) All checks can be given to the Wedding Host who will distribute them.

**NON-MEMBERS:** For the Room Fee a deposit equaling 50% of the fee is due at the time of booking to confirm the reservation. The balance of the Room Fee is due one month prior to the wedding. The deposit is fully refundable up until one month before the wedding. Checks should be made payable to: The Federated Church. The remaining fees are due at the time of the rehearsal. Payment for the Sound Fee is to be made with a check made out to the sound technician. Payment for musical services are to be made with a check made out to the organist/keyboardist. Payment of the Minister's Honorarium is to be made with a check made out to the minister. (See page 4) All checks can be given to the Wedding Host who will distribute them.

## *The Officiating Clergy*

It is customary and preferred that one of The Federated Church ministers officiate at any wedding held in our Sanctuary or Chapel at 76 Bell Street. 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.

## *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 for this purpose should be made soon after booking the wedding, by contacting the officiating minister directly.

## *The Minister's Honorarium*

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. Checks should be made payable to the minister and given to the Wedding Host volunteer for distribution.

## *Music*

A wedding held in our Sanctuary or Chapel at 76 Bell Street 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 Federated Church organist/keyboardist 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/keyboardist. The list of music is available to all couples who choose to be married at Federated, 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 on CD is available on loan from the Church Office. Most of this music can also be played on piano or portable keyboard.

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

Our organist/keyboardist has 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 our organist/keyboardist in order to maintain the sacred music standards we have set for weddings held in our Church. Recorded music is generally not allowed.

Any pre-recorded media must have prior approval .

## *The Organist/Keyboardist*

It is customary and preferred that you use The Federated Church organist/keyboardist to provide music at our Church. It is necessary for you to confirm the date by contacting him or her directly. If he or she is unavailable to play, he or she will suggest suitable substitutes for you to contact.

## *The Organist/Keyboardist Fee*

As described on page 3 the Organist/Keyboardist Fee of \$200 includes one rehearsal. If a soloist or instrumentalist is involved, the fee for the organist/keyboardist increases to \$225. That check should be made payable to the organist/keyboardist . Checks for soloists or instrumentalists should be made payable to those individuals. All checks can be given to the Wedding Host who will distribute them.

## *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.

### *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.

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. 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 furnish these clips.

It is necessary that the florist deliver all the flowers to the Church and complete their work in the Chapel or Sanctuary **not later than one hour before the start of the ceremony**. It is important that the florist understands and agrees to this upon being engaged.



## *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. Non-flash pictures and video may be taken from the rear of the Sanctuary or the Chapel during the ceremony. **It is important that the photographers and videographers understand these guidelines upon being engaged.**

Photographers and videographers are asked to contact the officiating minister upon their arrival at the Church.

We also suggest that you use your wedding program to remind your guests that flash photography is not allowed during the ceremony. Photography by guests can be a distraction for other guests and the participants in the wedding and an impediment to the professionals hired to photograph and record your ceremony. A gentle reminder to your guests that they have been invited to witness the service, not to document it, might help with this.

## *Wedding Host Ministry*

We wish to extend a warm Federated welcome to the families and guests of those being married at our Sanctuary or Chapel at 76 Bell Street through our Wedding Host Ministry. A volunteer lead host from this ministry will attend the rehearsal and, on the day of the ceremony, be with you from the time you arrive at the church through the departure of all guests. This ministry will also provide other volunteers on the day of the wedding to answer questions and to help your guests with parking and navigating the building. A lead host will be assigned to your wedding after it has been confirmed on the Church Calendar and will contact you about a month before your wedding. This service is free—a gift from Federated.

## *Other Guidelines*

- **NO ALCOHOLIC BEVERAGES** are to be served or consumed in the Church building or on the grounds at 76 Bell Street.
- Alcohol (beer, wine & liquor) is allowed at wedding receptions at The Family Life Center.
- Confetti and rice may NOT be used at all.
- Bird seed and bubbles may be used outdoors only.

## *Weddings & Receptions at the Family Life Center*

The Family Life Center at 16349 Chillicothe Road in Bainbridge Township welcomes weddings and receptions and has multiple spaces available to be considered.

Whether you have an intimate gathering of 50 or a large group of 350, your special day will be perfect in our elegant facility and gardens. The Family Life Center has Preferred Caterers or you may use a caterer of your choice for an additional fee. Alcoholic beverages are allowed.

There are several places at the Family Life Center where marriage ceremonies can be performed.

The **Grounds and Prayer & Memorial Gardens** provide beautiful settings for an outdoor wedding. A maximum of 100 guests are allowed on the labyrinth in the gardens.

The **Hearth Room** and the **Chapel** may be considered for weddings with up to 50 guests.

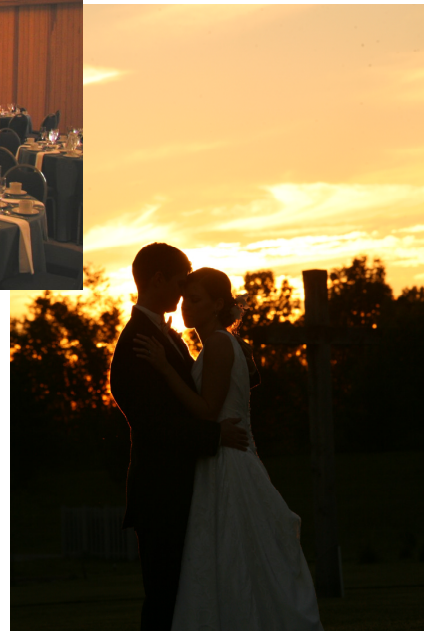
The **Great Hall** (pictured below) can accommodate up to 350 guests and is a popular choice for a beautiful sit-down reception.

Visit [www.federatedfamilylifecenter.com](http://www.federatedfamilylifecenter.com) for photos and more information. Contact the church to make an appointment to discuss the options, availability and costs.

Note: The policies regarding officiating clergy (page 4) and approved music (page 5) do not apply at the Family Life Center, however, we ask that you treat our gardens and facilities with appropriate respect as they are sacred spaces to our congregation.







# FEDERATED CHURCH

## Family Life Center

[www.federatedfamilylifecenter.com](http://www.federatedfamilylifecenter.com)  
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16349 Chillicothe Road  
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