

Getting Married

in



Scarboro
United Church

Weddings at Scarboro

Thank you for considering Scarboro United Church for your wedding ceremony.

Please review the following information on our policies and expectations as you go about planning your wedding, to ensure a good fit for this important occasion.

We will try to accommodate your requested date and time for your wedding, however, it is not always possible. It is very important that you book your wedding date here *before* finalizing other plans (i.e. reception, photographer, invitations, etc.).

Normally weddings are solemnized on two Saturdays a month. We do not accept Sunday weddings. We also do not have weddings between Christmas and the New Year's, on Easter weekend, or on Statutory or Civic holidays.

Officiant

Our minister officiates all weddings that take place at Scarboro United Church, and is in charge of both the wedding and the rehearsal. In special circumstances, other clergy may be invited to participate (after consultation between the couple and our minister).

Our current minister is Rev. Lee Spice.

Appointments

Our minister usually has least two appointments with couples prior to their wedding.

Appointments should be scheduled within the minister's regular working hours (Monday to Thursday,

between 10am – 5pm). Other times may be arranged under special circumstances.

The date and time of your wedding will be confirmed at your first appointment.

Please bring this Wedding booklet with you to your first appointment with the minister.

Times for Weddings

We plan our Saturday weddings at intervals of two hours, usually at 1 pm / 3 pm or 2 pm / 4 pm.

Alternate times – and days of the week – are available by special arrangement.

The Religious Significance of Your Wedding

We consider your interest in being married at Scarboro United Church as an act of Christian faith and commitment. The Marriage Service itself is an act of Christian devotion, in which two people make their marriage vows in the presence of God within the context of worship, and in which God's blessing is sought upon the marriage. At all times, this must be the focal point, and the main emphasis of the Marriage Service.

We believe that the Service of Marriage in all its component parts should convey a sense of Christian worship, of commitment to God and to each other, of religious awareness, and of spirituality.

Couples should have a positive attitude toward the Christian Church and an appreciation of the sacredness of a Christian Marriage Service. We encourage couples to participate in the life of our community by participating in the activities of the

congregation, worshipping with us, or considering formal membership at Scarboro United.

Our expectation is that you will join us for worship several times prior to your wedding. Our Sunday Worship Service is 10:30 am. Come early for coffee and get to know your new community!

Marriage Preparation Course

The Official Board of Scarboro United Church requires attendance at a recognized Marriage Preparation Course through Calgary Presbytery (403-287-0375) or www.pastoralcareunited.ca

Verification of attendance at a Marriage Preparation Course must be presented to the minister no later than your last appointment.

Music

Music is a significant part of a wedding ceremony. It is important that the music selected for your Marriage Service is suitable to a Christian Worship Service.

The Official Board of Scarboro United Church has set guidelines regarding the suitability of music for weddings, and the Church staff is responsible for following these guidelines.

All musical arrangements for your wedding are to be made in consultation with our Music Director, who will work with the minister. Our Music Director will ensure that there is a competent organist for all weddings.

Soloists, whether vocal or instrumental, must use approved musical selections. If you are having a

soloist or additional music of any kind, be sure to give our organist adequate notice. You may have to supply copies of the music for the organist.

No pre-recorded or taped music is allowed.

Pictures

Guests and the official photographer may take pictures of the wedding party entering and leaving the Sanctuary as well as during the signing of the Marriage Register. *No pictures by the guests are allowed during the Marriage Service.* An announcement to this effect is made prior to the wedding ceremony.

Restricting photography assures that the wedding ceremony proceeds in a dignified and worshipful way, and it also allows your guests to be fully present.

When a designated photographer is present at the Church, they may take pictures during the Service, without flash, and from behind the wedding guests where their movement is not intrusive.

You may record your wedding ceremony, without the use of artificial lighting and with only one stationary video camera.

It may be possible to arrange to return to the Sanctuary for pictures following the ceremony. Be sure to make arrangements for these photos with the officiating minister prior to your wedding. There will be an additional \$20/hr fee for the hostess' time as she will have to wait to clean up the Sanctuary.

Attendants

You can have as few or as many attendants as you wish. However, the front of the Church is only so big, and a large number of attendants can be overly crowded. Also, the more attendants you have increases the planning and logistics for your wedding, which can be stressful.

If you have a Flower Girl and/or a Ring bearer, we strongly recommend that they be no younger than five years of age, and preferably older than that. If they are younger, they may not understand the significance of the occasion, and this can result in unfortunate distractions during the ceremony.

Rehearsal

A rehearsal for a wedding is recommended. At the rehearsal, everyone involved in the wedding should be present and on time: the couple, the attendants, the ushers and the couple's parents.

While it is preferable to have everyone there, we understand that this is not always possible, and accommodations can usually be made on a case by case basis.

Rehearsals should be scheduled for a day or two before the wedding in the late afternoon or early evening. The rehearsal will take about an hour.

Confetti

Please be aware that neither confetti nor rice are to be used in the Church or on the grounds. You are responsible for making this known to your guests. An announcement to this effect is made to the guests prior to the wedding ceremony.

Decorations

Any decorations in the Church should add to the beauty already inherent in the building. It is better to “under-dress” and let the beauty of the Church speak for itself, than to “over-dress” which detracts from the charm of our heritage building.

Flowers

Please consult with the minister beforehand about the placement of floral arrangements. Usually flower arrangements are removed from the Church following the wedding.

If you wish to leave flowers in the Church to be used during the Sunday Worship Service, let us know a week prior to your wedding so that we can acknowledge your gift in the Sunday bulletin.

Candles

Candles may be used for a late afternoon or evening wedding. Usually the candles are lit by a member (or members) of the wedding families.

The Church can supply two candelabra, upon request, which hold seven candles each. You are responsible for providing the candles. They must be good quality, **dripless** standard taper candles.

Pew Markers

If you wish to use pew-markers, bows, or decoration you will need to supply your own. They can be affixed with elastic or ribbon. Tape or clamps are not permitted.

Removal of Decorations

Please remember to assign someone to remove your flowers, candles and pew markers/bows after the Service.

Legal Requirements - Marriage Licence:

Available through private Registry Offices or from the Bureau of Vital Statistics, 455 – 6 Street SW (403-297-6432 or 403-297-6499). Licences are also available through AMA if you are a member.

The Licence should be in to the Church Office at least two weeks prior to your wedding.

A Marriage Licence is valid for three months from date of issue.

When applying for the Licence the couple must be present and both have proof of identity such as a Birth Certificate, Driver's Licence, Landed Immigrant papers etc. If you are divorced, you must show proof of your divorce.

Church Staff

There are a number of people who contribute their time and talent to your wedding:

- The place of the Minister is quite apparent.
- The Organist is also easily identified.
- We provide a Hostess who assists at the rehearsal and at the wedding ceremony.
- The Church Custodian has the building and grounds ready for your wedding day.
- The Church Manager will handle the financial, administrative and legal requirements.

In all, members of the church staff contribute an average of 15 working hours to your wedding.

Fee Schedule

A deposit of \$50 is to be submitted with your Application. The deposit may be paid in cash or by cheque. If writing a cheque, please make it payable to Scarborough United Church.

If you make a change of plans before your first appointment with the minister, your deposit will be refunded in full. If you cancel your wedding any time after your first appointment with the minister, there will be no refund.

The balance of the fees are due two weeks prior to the wedding. You may pay with separate cheques, or in cash (please provide correct denominations so that fees can be paid out in the appropriate amounts):

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|---------------------------------------|---------|
| 1. Scarborough United Church | \$200 |
| (\$250 minus the \$50 deposit) | |
| 2. Minister | \$325 |
| 3. Organist | \$200 |
| 4. Hostess | \$150 |
| 5. AV Equipment (SUC) | \$100 |
| 6. AV Technician | \$50 |
| Total (incl deposit) | \$1,075 |

If extra time is needed at the church following the wedding, there will be a cost of \$20/hr to be paid to the Hostess.

Application Form

Please return the "Application for Marriage" form to the Church Office in person, by email: office@scarborounited.ab.ca or by mail: 134 Scarborough Ave SW, Calgary, Alberta T3C 2H1

Some Odds and Ends

1. Under no circumstance can anyone in the wedding party be under the influence of liquor or other drugs at the wedding or at the rehearsal.
2. Early planning and keeping your wedding simple will reduce your stress level in the lead up to your wedding. The more details there are to a wedding, the greater the amount of stress and anxiety.
3. If you have hired a Wedding Consultant, that person is secondary to the minister when it comes to arrangements for Wedding Service.
4. Please arrive promptly for your wedding and rehearsal. This shows consideration for your wedding guests who are giving you their time.
5. Street parking is available around the Church, please watch for posted parking restrictions. There is also a parking lot located down the hill at the back of the Church.
6. If you are using a Limousine Service or Taxi Service for your wedding, please be specific about the location and the time of your wedding. Allow sufficient time for delays caused by unforeseen circumstances.

Current Scarborough Staff

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|-----------------|----------------|
| Minister: | Rev. Lee Spice |
| Organist: | Liz Paynter |
| Hostess: | Nancy Leitch |
| Church Manager: | Laura Maloney |

Church Office

403-244-1161

office@scarborounited.ab.ca

Revised October 1, 2017