

*Getting Married*

*in*

Scarboro United Church

#unitedindiversity



## **Weddings at Scarboro**

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

Please review the following information as you go about planning your wedding. This will ensure a good fit for this important occasion.

We will try to accommodate the 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 (your reception, photographer, invitations).

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

We book our Saturday weddings in two hour intervals, usually 1:00pm / 3:00pm or 2:00pm / 4:00pm. Alternate times – and days of the week – are available by special arrangement.

## **Affirming LGBTQ2+ Couples**

Scarboro United Church is an Affirming Congregation, which means that we recognize and welcome everyone with open arms, regardless of who you are, who you love, how you identify, or where you are on your faith journey. We are honoured to conduct both opposite and same gender weddings.

## **Officiant**

One of our ministers 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 the minister).

Our ministers are Rev. Lee Spice and Rev. Erin Klassen. You are welcome to request a minister, but it will likely come down to availability and scheduling.

## **Appointments**

Our ministers have at least two appointments with couples prior to their wedding.

Appointments should ideally 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.

## **The Spiritual Significance of Your Wedding**

Marriage services at Scarboro United are acts 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. This must be the main emphasis of the marriage service.

We believe that the service, in all its component parts, expresses your faithful commitment to each other, and should reflect your spirituality, consistent with the theology of the United Church of Canada. Couples should have a positive attitude toward the Christian Church and an appreciation of the sacredness of a Christian marriage service.

We encourage you to participate in the life of the community by attending church events, worshipping with us, or even considering membership at Scarboro United Church.

We invite you to attend worship several times prior to your wedding. Our Sunday Worship Service is 10:30am. 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](http://www.pastoralcareunited.ca)

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

Calgary Presbytery offers classes specifically for same gendered couples, in addition to the standard class – which is inclusive and open to all couples. You are welcome to attend the seminar of your choice.

### **Music**

Music is an important, and often touching part of a wedding ceremony. It is important that the music selected for your wedding is suitable to a Christian worship service\*.

All musical arrangements for your wedding are to be made in consultation with our music director, who will work alongside the minister. Our music director ensures that there is a competent accompanist for all wedding at Scarboro United.

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 music director adequate notice. You may have to supply copies of the music.

#### **No pre-recorded or taped music is permitted.**

\*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.

### **Pictures**

Guests and the official photographer may take pictures of the wedding party entering and leaving the Sanctuary, and 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 beginning of the service.

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

Your designated photographer may take pictures during the service, without a flash, from behind the

wedding guests. This way their movements will not intrude on, or interrupt, the marriage service.

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

It may be possible to arrange to return to the Sanctuary for pictures following the service. Be sure to make arrangements for these photos when you meet with the minister prior to your wedding. There will be an additional \$30/hour fee for the hostess' time as it will delay cleaning 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 get really crowded. Also, having a large wedding party increases the planning and the number of moving parts on your wedding day, 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, or be able to behave as you would have hoped, and this can result in unfortunate distractions during the service.

### **Rehearsal**

A wedding rehearsal at the church is highly 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, accommodations can usually be made on a case by case basis if not everyone is able to attend.

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 charm of the church speak for itself, than to “over-dress” which can detract from the attractiveness 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**

You are welcome to decorate the Sanctuary with your own pew-markers, bows, or other tasteful decoration. They can be secured 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 License:**

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. It is easy to identify the contributions of the minister and music director, the hostess is also visible at the rehearsal and on your big day.

You may not think of the church caretaker, who has the building and grounds looking their best for your wedding day, or the church manager who handles the financial, administrative, and legal requirements. In all, our staff contribute an average of 15 working hours to your wedding.

## **Fees**

A deposit of \$50 is required 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 change so that fees can be paid out in the appropriate amounts):

1. Scarboro United Church	\$200
<b>(\$250 minus the \$50 deposit)</b>	
2. Minister	\$325
3. Accompanist	\$200
4. Hostess	\$150
5. AV Equipment (SUC)	\$100
6. AV Technician	\$50
Total (incl deposit)	<b>\$1,075</b>

If extra time is needed at the church following the wedding, there will be a cost of \$30/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](mailto:office@scarborounited.ab.ca) or by mail: 134 Scarboro 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 marriage 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.
7. All of the washrooms on our upper and middle floors are gender neutral and barrier free. The front entrance to the church on Scarborough Avenue is wheelchair accessible, and we have an elevator to provide access to the middle floor, for access to our kitchen and reception spaces.

### **Current Scarborough Staff**

Ministers:	Rev. Lee Spice Rev. Erin Klassen
Music Director:	Liz Paynter
Hostess:	Nancy Leitch
Church Manager:	Laura Maloney

### **Church Office**

403-244-1161

[office@scarborounited.ab.ca](mailto:office@scarborounited.ab.ca)

Revised June 5, 2018