

WEDDINGS

Policy

At the request of the Ministers at Metropolitan United Church, the Wedding Coordinator begins the process of providing personal support for weddings.

Pre-Wedding

1. All weddings are booked through the Church office; the office staff or one of the ministers notifies the Wedding Coordinator of all booked weddings.
2. The Wedding Coordinator:
 - a. contacts the bride well in advance of the wedding date, and sends the bride a prepared checklist to be completed and returned
 - b. if requested, meets with the bride and her family in person to discuss the details of the wedding before the wedding rehearsal
 - c. arrives at the Church one hour before the wedding rehearsal to set up the pew bows, Unity Candle, candelabra and any other requested items (i.e., table for photos of grandparents) in the Sanctuary, and
 - d. assists the Minister throughout the rehearsal in the Sanctuary.

Wedding

1. On the day of the wedding, the Minister always tries to start weddings on time. The wedding party is informed of this at the rehearsal.
2. The Wedding Coordinator:
 - a. arrives at the Church at least one hour before the wedding begins to make sure everything is in place for the wedding;
 - b. is available to handle any additional requests or concerns that may arise;
 - c. puts a glass of water on the front pew in case the parents of the bride and groom – or anyone – needs it during the ceremony. Wedding guests are not seated in the front pew;
 - d. ensures that the photographers and videographers know the rules they are expected to follow. The wedding procedures and rules are set by the Senior Minister and the Board regarding photographers and videographers. If the wedding party wishes to deviate from the rules, approval is required from the Senior Minister. The Coordinator is then informed and acts accordingly.
3. The mothers of the bride and groom are seated at five minutes to the hour or ushered down the aisle by two groomsmen to light the Unity Candle at this time, if a Unity Candle ceremony is scheduled. After lighting the candles, the groom's mother is seated first, then the bride's mother. The ushers retreat to the Parlour to join the Minister and groom.
4. The Wedding Coordinator closes the doors to the Sanctuary and brings the bridal party into the Narthex from their limo or from the bridal lounge at the front of the church. The Coordinator helps to organize the members of the bridal party as they prepare to enter the Sanctuary. The closed doors are a signal to the organist that the procession is ready to begin. Upon hearing the music for procession, the Minister enters the Sanctuary with the groom and groomsmen and take their positions in front of the pulpit. The Wedding Coordinator then opens the Sanctuary doors, allowing the bridal party to slowly descend the centre aisle. The objective is to always keep things running smoothly and quickly.

5. While the bridal party is being organized, the Narthex doors at the Dufferin Street entrance are closed to ensure the procession is unhampered by tardy guests, who are asked to enter the Church through the entrance off the parking lot.
6. After the wedding ceremony, the Wedding Coordinator re-opens the centre aisle doors, and directs the wedding party to their left in the Narthex where they remain until all guests leave the Church by means of the Dufferin Street entrance on their right. When guests are outside, the Custodian rings the church bell as the bridal party leaves the Church by the Dufferin Street entrance on the right. The bride and groom go out first, followed by the rest of the wedding party.

Post-Wedding

The Wedding Coordinator and Custodian clean the Sanctuary:

- Pick up and discard programs, loose paper and tissues
- Straighten hymn books and Bibles in the pew holders
- Return Candelabra to the storage area behind the choir loft
- Return the pew bows and Unity Candle to their storage cupboards at the SW Wellington entrance, if the Candle belongs to the church
- Take flowers out to the guests' van or the Florist's van, and
- Vacuum the rug in the Sanctuary, if necessary.

Administration

The bride/her family makes payment to the Church for the services provided by the:

- Clergy
- Organist
- Parking Attendant, and
- Wedding Coordinator.

Related Metropolitan Policies

1. Wedding guests are often first-time visitors to Metropolitan United Church; therefore, the Wedding Coordinator and Parking Attendant keep in mind that they represent Metropolitan. Their pleasant dispositions and helpful actions are displayed at all times.
2. In January each year, the Wedding Coordinator, Parking Attendant, and Senior Minister review this policy. If changes are made, it is sent to the Board of Elders for approval.

Related Documents/External Resources

Wedding Checklist

WEDDINGS	
Approval Meeting of Board of Elders:	September 2013
Approval by Wedding Coordinator:	July 2013
Previous Version Date:	July 2013
Group/Committee Responsible:	Wedding Coordinator, Parking Attendant and Sr. Minister

METROPOLITAN UNITED CHURCH WEDDING CHECKLIST

Minister _____

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Bride _____ Phone _____ Cell _____

Groom _____ Phone _____ Cell _____

Arrival Vehicle _____

No. of Guests _____ No. in Wedding Party _____

Flower Girl _____ Age _____ Ring Bearer _____ Age _____

Florist _____ Flowers for the Church _____

Photographer _____ Phone _____

Video _____ Family _____ Professional _____

Candelabra _____ Church _____ Florist _____ Personal _____

Pew Bows _____ Church: White _____ Ivory _____ Florist _____ Personal _____

Unity Candle _____ Church _____ Personal _____ Florist _____
Candle _____ Sand _____

Family members to light the Unity Candle or the Sand _____

Music _____ Organist contacted _____ Soloist _____

Processional _____ Recessional _____

Hymn _____ Readers _____

Handicap Parking _____ Reception _____ Program _____

Seating _____ Random _____ Bride/Groom _____

Special requests if any _____

e-mail address _____

Date of contact _____