

Evangelical Reformed Church United Church of Christ

Wedding Policy



**15 West Church Street
Frederick, MD 21701**

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Your wedding is a sacred occasion and service of Christian worship. For these reasons, we have prepared the following guidelines as you prepare for your marriage at ERUCC.

- Calendar – careful planning is necessary for all weddings. The date of the wedding is set in consultation with the pastor and the office administrator. Scheduling of the facilities for weddings is on a first-come, first-served basis. In the event of more than one marriage service on the same day, a recommended time of three (3) hours shall elapse between services.
- The Pastor will assist you in every way possible and will discuss with you arrangements for premarital counseling with you and any other matters relating to the ceremony.
- The music selected for a wedding service is a very personal and significant part of the ceremony, and individual tastes vary. At the same time, it is important to keep in mind that a church wedding is a worship service, and the music should be in keeping with the reverence that is customarily observed in worship. You should call the church organist after confirming your date. The church organist will give assistance in the selection of appropriate music. If a guest organist is approved by the ERUCC organist, the ERUCC organist will still receive a bench fee of \$150.
- Photography – Because the wedding is a sacred service of worship, there should not be a flash camera or other special lighting used during the ceremony. Pictures taken during the ceremony should be noiseless and out of view of the congregation.
- Video recording is allowed as long as no additional lighting is used and cameras are stationary and unobtrusive to participants. The use of the balcony is encouraged.
- Liability – Persons using ERUCC are held responsible for damage incurred to furnishings, and/or facilities while in use for your rehearsal, service or reception.

SCHEDULE OF FEES

	Non-Members	Member Families**
Church Sanctuary Trinity Chapel Social Room	\$500 \$200 \$200 (Social Room & Kitchen – 4 hours)	No charge to member families. A donation is encouraged.
Clergy	\$300 paid of officiating clergy (for counseling, service preparation, rehearsal and wedding.)	No charge to member families. ERUCC pastors are not paid but other clergy officiating on behalf of the church are paid a \$300 fee by the church.
Organist	\$250 paid directly to the church organist	Fee also applies to member families
Other Musicians	The family contracts separately with other instrumentalists and soloists.	Applies to member families.
Church Sexton	\$150 fee paid directly to the church and forwarded by the church to the sexton.	Applies to member families.
Sound Technician	\$50 paid directly to the church and forwarded by the church to the sound technician	Applies to member families.

**In order to receive the member rate for weddings, one must be an active member in good standing at ERUCC for no less than 6 months BEFORE SCHEDULING WEDDING. The member rate is not given to nonmember relatives of ERUCC members.

Payment of Fees: At least half of your required fees are due no later than two weeks after the couple's initial meeting with the pastoral and wedding coordinator. No dates will be "held" without meeting the obligation of our fee schedule. The remainder of the fees are due no later than one month prior to the wedding. Fees can be adjusted at the discretion of the pastor.

MISCELLANEOUS INFORMATION

- A marriage license must be obtained from the Frederick County, Maryland County Clerk's office (located at the Frederick County Court House). Note that the license is valid for six months from 48 hours after received. You may bring your license to the church office at any time, and no later than one week before your ceremony.
- Flower arrangements are the responsibility of the couple.
- If you choose to use a Unity Candle, you shall provide all candles. You may provide your own candle holders, or use one of the sets provided.
- Parking spaces at city parking meters may be reserved for a fee on the day of the wedding by contacting the Frederick City Parking Department. Note that meters are in effect until 5pm on weekdays and Saturdays. The permit can only be applied for 24 hours before the wedding.
- ERUCC does not provide wedding bulletins. These are your sole responsibility, but the final draft must be approved by your officiating pastor.

Other Church Policies:

- No alcoholic beverages may be served on church premises.
- No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages.
- No rice or confetti may be thrown inside or outside church property.
- Designated rooms for the members of the wedding party to dress will be provided.
- Any pew decorations are to be attached with a soft ribbon. No tape or metal or plastic clips are allowed.

January 2015