

Wedding Ceremony & Reception Guidelines & Fees

707.823.2484 • www.uccseb.org

WELCOME

Thank you for considering The Community Church of Sebastopol as the venue for your Wedding Ceremony. In our denomination, the United Church of Christ, a Wedding Ceremony is a time to celebrate a covenant between two people during a public service of worship with family and friends who witness your love for one another in the presence of God.



As an Open & Affirming congregation, The Community Church of Sebastopol, United Church of Christ, welcomes the full participation of people from every religious background, sexual orientation, family composition, physical and mental ability, ethnicity, age, and gender expression and identity.

The information provided in this document will assist you in making decisions about your ceremony. A schedule of fees is included for your information. We look forward to working with you and giving you the best possible guidance in planning your wedding.

Next steps once you have decided to hold your wedding at Community Church:

- Confirm the availability of the facility with the Office Manager and provide a \$100 non-refundable deposit to reserve the day, time, and place.
- Our Lead Minister will contact you to arrange a meeting to plan the ceremony.
- Our Ceremony Coordinator will contact you to make additional arrangements.

GUIDELINES

AVAILABILITY: Due to our church facility's multiple uses and full schedule, availability may be limited. Every effort will be made to reduce potential conflicts. Ceremony spaces will be available for a total of 3½ hours, beginning 2 hours prior to ceremony time. Facility is available for the rehearsal for a total of two hours. Receptions are limited to 2 hours, plus ½ hour clean up time. (Requests for increased time are subject to additional rental fees.)

OFFICIATING MINISTER: The officiating minister will contact you to arrange a time to meet. The minister is responsible for the liturgical details of the ceremony. A guest minister may conduct the service only by invitation from the church's Minister. In the case of a guest minister, a hosting fee of \$100 will apply.

CEREMONY COORDINATOR: All couples will meet and coordinate with our church's Ceremony Coordinator who is responsible for logistical details surrounding the ceremony itself. The Ceremony Coordinator acts on behalf of our church and will meet with you to discuss details of your ceremony, explain policies and procedures, and review fees.

KEYBOARDIST: The Ceremony Coordinator will put you in touch with an organist or pianist to discuss the music for the ceremony. The church encourages the use of live music for all aspects of the ceremony, but most especially the processional and recessional.

REHEARSAL: With the exception of small, intimate ceremonies, a rehearsal is necessary. Typically 1 hour in length, the rehearsal is usually in the afternoon or evening on the day before the ceremony. The Officiating Minister and Ceremony Coordinator will lead the rehearsal. All participants in the ceremony are requested to be present and on time.

CEREMONY BULLETIN: If you choose to have a bulletin (program) available for your guests, it is your responsibility to have it printed and delivered to the church.

PHOTOGRAPHY: We encourage pictures to be taken before the ceremony. During the ceremony, flash photography is permitted only as the participants come down the aisle and as they leave. No equipment is to be set up in the aisles. Photographers are not permitted on the chancel or in front of the guests. Please make sure your guests and attendants understand this is a religious ceremony and that picture-taking is not appropriate. The ushers for the ceremony are the best persons to communicate this to your guests.

FLORIST: You are responsible for all floral arrangements used in the service, and for having the arrangements removed after the service.

CANDLES: We can offer candelabras for your use for an additional fee. Because we are concerned about fire prevention, the church does not permit other candles to be used in the ceremony, except for a Unity Candle with lighting tapers which, if used, are to be provided by you.

SOUND SYSTEM: A member of our church's Tech Team will provide support for the rehearsal and ceremony.

DRESSING AREAS: There is a Dressing Room in the Fireside Room. Other rooms may not be used by ceremony participants without approval by the Ceremony Coordinator. Consumption of alcoholic beverages in the dressing areas is prohibited.

SHOWERING: The use of rice, birdseed, confetti, and real flower petals is prohibited. Bubbles or artificial flower petals are the suggested alternatives.

LICENSE: A valid California marriage license must be obtained prior to the ceremony and given to the Ceremony Coordinator at the rehearsal. Licenses are available through the Sonoma County Clerk-Recorder Office: sonomacounty.ca.gov/CRA/Clerk-Recorder/Marriage-License/ or 707.565.3800.

RECEPTIONS: Depending on the size of your event, one of two rooms with kitchens may be available for receptions. Additional fees apply for Reception Host and Facility Usage.

PAYMENT: The Ceremony Coordinator will provide an invoice for payment, with names of individuals providing services. All fees are due two weeks prior to the rehearsal date, with checks made payable to individuals. The church reserves the right to adjust prices without notice.

We hope the information in this document will help you in planning your special day. For further information, please contact the church office at 707.823.2484.

SCHEDULE OF FEES

Basic Professional Services:

Officiating Minister: \$500.00

Ceremony Coordinator: \$300.00

Keyboardist: \$200.00*

Sound Technician: \$100.00 (minimum)

*If the couple engages the services of another keyboardist, a bench fee may apply.

Additional Services:

Reception Host: \$200.00

Assisting Minister: \$200.00

Keyboardist rehearsal with Guest Soloist: \$100.00

Video Technician: \$100.00 (minimum)

Custodian/Administrative: \$25.00 (minimum)

Guest Clergy Hosting Fee: \$100

Facility Usage:*

Sanctuary (capacity 300): \$600.00 (available 2 hours prior to and 1.5 hours after start of service)

Chapel (capacity 50): \$300.00

Fellowship Hall/Kitchen: \$300.00 (2 hours following service plus 1 hour clean up)

Memorial Hall/Kitchen: \$750.00 (2 hours following service plus 1 hour clean up)

*No Facility Usage fees apply for active Community Church members. For the purpose of these guidelines, an "active member" means at least one member of the immediate family is a Member or Associate Member who has regularly attended worship services and contributed financially to the church during the past 12 months.

