

PASTORS:

F. Mark Dowdy
Amy Roon

Phone: (360) 943-1210

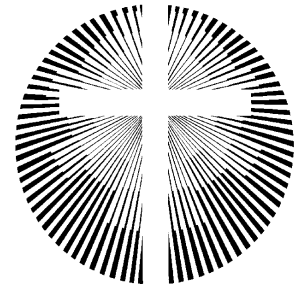
FAX: (360) 352-0897

Church E-Mail: info@theunitedchurches.org

Mark's e-mail: markd@theunitedchurches.org

Amy's e-mail: amy@theunitedchurches.org

110 11th Ave. SE
Olympia, WA 98501-2259



THE UNITED
CHURCHES

Presbyterian Church (USA)
United Church of Christ

A MESSAGE TO A SPECIAL COUPLE

Congratulations on your upcoming wedding. We welcome your inquiry and consideration of using The United Churches of Olympia for your wedding. The United Churches is a Federation of the Presbyterian Church (USA) and The United Church of Christ. Your wedding ceremony is a time of worship and prayer, a time of celebration and covenant making. Thus it is a sacred service in a holy place.

The pastor who officiates at your wedding will wish to spend a few hours with you, getting acquainted, consulting with you on marriage-related subjects, and helping you plan your wedding service. These sessions will be by appointment and will insure that your wedding is the celebration of your hopes and dreams.

The materials in this packet provide an overview of facility use, planning assistance, and staff persons available who can assist you. ***Should you choose to use The United Churches, please call Pastor Mark Dowdy, head of staff, or Amy Roon, Associate Pastor, to begin the planning process as soon as possible.***

Prayers for God's best in your future together!

THE UNITED CHURCHES WEDDING STAFF

110 11th Ave. SE, Olympia, WA 98501

Telephone: (360) 943-1210 Email: info@theunitedchurches.org

www.theunitedchurches.org

<http://www.theunitedchurches.org/weddings.htm>

Title/Staff Person	Telephone Numbers	Email Address
Pastor: F. Mark Dowdy	Church: (360) 943-1210 Home: (360) 956-3354	markd@theunitedchurches.org
Amy Roon	Church: (360)-943-1210 Home: (360) 754-0959	amy@theunitedchurches.org
Wedding Coordinators:		
Ann Olson	(360) 943-5209	sandaolson@comcast.net
Marilyn Sprague	(360) 491-6654	mjsprague@yahoo.com
Pat Fountain	(360) 754-4914	
Organist: Dee Morton	(360) 866-9250	dmorton11@comcast.net
Reception Hostess:		
Administrator (to book additional rooms):		
Sandi Hallett	(360) 943-1210	sandi@theunitedchurches.org
Audio/Visual Asst. Coordinator:		
Ed Sprague	(360) 491-6654	sprague1@yahoo.com
Custodian: Kirk Russell	(360) 943-1210	

WEDDING PROCEDURES & POLICIES

THE UNITED CHURCHES

In order to insure that your wedding is the very happiest occasion for both you and The United Churches, we ask your cooperation in honoring the following policies and procedures:

PROCEDURES:

1. Clear the date of your wedding with the pastor and the church office as soon as possible (six months in advance is advisable). The Sanctuary fee is required by nonmembers **before** the date will be reserved on the church calendar. See attached fee schedule for details.
2. Friday evening rehearsals may be held at 6:30 and 8:00. *Saturday weddings may occur up to 3:00 p.m. or after 7:00 p.m. No Wedding on most Saturdays between 4 and 7 pm.* Sunday afternoon weddings may be held at 3:30 p.m. or later, with the building available at 12:30 p.m.
3. Non-member weddings are to be considered on an individual person-to-pastor basis.
4. A meeting between the pastor and couple should be scheduled as far in advance as possible. At this time subsequent preparatory sessions will be scheduled. See the attached "Marriage Preparation" for suggested discussion topics.
5. All weddings at The United Churches are to be officiated by one of our pastors. An outside pastor may be invited to participate (co-officiate) in the service upon approval by The United Churches pastor. The pastor is responsible for issuing the invitation.
6. Wedding Coordinators: Under normal circumstances one of our wedding coordinators is to assist with all weddings....
 - o with a guest list of 50 or more,
 - o with more than two attendants, or,
 - o when there is a rehearsal.

Wedding coordinators are also available to assist with smaller weddings. Please call the coordinator at least two months before the wedding.

7. If you choose to use the Fireside Room or Social Hall for your reception, you will also need to arrange for a United Churches reception hostess. There are additional fees for the room use and the hostess.
8. You will need to contact our Director of Music. The United Churches' pipe organ can only be played by our organist / assistant organist unless pre-approved by our Director of Music. If you use our organist and musicians, the Director of Music will meet with you at least one month prior to the service. He/She will assist you in reviewing music and making selections. If possible, your soloist and/or other musicians should attend the meeting with you. Your meeting will be scheduled in the Sanctuary so that you can hear a variety of musical selections and make your choices.

Your wedding is a Christian celebration and the music must be appropriate for the occasion and place.

We respect all copyrights and cannot use photocopied music without proper permission. Music not owned by the Director of Music or The United Churches, must be purchased at your expense.

Music may start 20 minutes before the ceremony is to begin.

POLICIES:

1. This facility and its grounds are smoke and alcohol free. Non-alcoholic champagne may be served. ***Any member of the wedding party who appears to be under the influence, will not be allowed to participate in the ceremony.***
2. The bride and groom will be responsible for any damage done to the church building, grounds, furnishings, or equipment.
3. **Seasonal decorations (Lent, Easter, Pentecost, Advent, Christmas, etc.) in place for church services will remain for weddings. It is the responsibility of the wedding party to work around the church's set-up.**
4. In respect for the environment, please use bird seed or blowing bubbles rather than rice or confetti. ***Please refrain from any use of these items inside the building.***
5. We cannot be responsible for valuables and personal belongings.
6. All fees will be given to the wedding coordinator ***before rehearsal begins***. Individual checks are requested for each fee. See fee schedule.
7. Please remember to ***bring your wedding license packet*** to the rehearsal or bring to the pastor prior to the rehearsal.
8. Please bring the form entitled "Marriage Service Plans" from this packet with you to your first appointment with the pastor. This should be filled in as completely as possible.

POLICIES REGARDING PHOTOGRAPHY AND VIDEOTAPING AT WEDDINGS

THE UNITED CHURCHES
110 11th Ave. SE. Olympia, Washington 98501-2259
(360) 943-1210
info@theunitedchurches.org

This is the Bride and Groom copy

The wedding coordinator will be responsible for administering the policies. These policies will be reviewed with the photographer when he/she arrives at either the rehearsal or the wedding. Please direct any questions to the coordinator. *The coordinator will make necessary final decisions. Please do not ask the pastor or other officiator about the policies.*

- *Flash* pictures may be taken during the Processional and Recessional only, and must be taken from behind all the seated guests.
- All pictures taken before the ceremony must be completed at least 30 minutes before the service begins. If musicians and soloists need to practice, an extra 15 minutes should be allowed. This gives the wedding party time for last minute preparations and quiet.
- Videotaping may be done from the balcony or from behind the last row of guests.
- Videotaping set-up must be completed 30 minutes prior to ceremony. No extra lighting will be permitted.
- Unattended video cameras (slaves) may be placed behind the organ console or screen in the chancel area. Placement needs to be coordinated with the organist.

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This is the PHOTOGRAPHER'S COPY

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DUTIES OF THE WEDDING COORDINATOR

It is your responsibility to contact the wedding coordinator at least two months prior to the wedding.

Role: The role of The United Churches wedding coordinator is to help you plan a perfect wedding. She will coordinate, guide and direct the wedding party, families, and professionals (florist, photographer, etc.) involved with the wedding at the rehearsal and ceremony, to assure a smooth wedding service. The wedding coordinator is a representative of The United Churches. She will meet with you at least once before the rehearsal.

Duties:

1. The coordinator will meet with the bride, groom, and/or parent(s) or other relatives regarding the wedding. The coordinator reviews the date and time of the rehearsal and wedding, the fees, and completes the "Marriage Service Plans" form contained in the wedding packet if not already filled in with the pastor.
2. The coordinator will arrange for nursery attendants if they are needed and will notify the church office of nursery use.
3. The coordinator is responsible for notifying the custodian of the wedding and rehearsal.
4. The officiating pastor and wedding coordinator direct the wedding rehearsal.
5. The wedding coordinator is responsible for collecting any remaining fees from the wedding party **before the wedding rehearsal begins** and distributing the fees to the appropriate people.
6. The wedding coordinator or custodian is responsible for locking the church.
7. The coordinator will unlock the church for the wedding party if necessary and is at the church a minimum of one hour prior to the service, during the wedding, and ½ hour after the wedding.

WEDDING FEE SCHEDULE

Nonmembers pay the \$250 (\$75 non-refundable if canceled) Sanctuary fee or \$90 (\$30 non-refundable) Chapel fee **before** the date will be reserved on the church calendar.

*Sanctuary	\$250
*Chapel (maximum 80 people).....	\$100
* Reception Area (Fireside Room, Social Hall).....	prices vary/check with Administrator
(Note: Separate arrangements must be made with the Reception Hostess and Church office.)	
*None of the above fees apply for active members of The United Churches and their children.	
Pastor's Honorarium Gift (<i>Mark Dowdy / Amy Roon</i>).....	\$300
Wedding Coordinators (Lead, <i>Ann Olson; Marilyn Sprague; Pat Fountain</i>)	
Coordinator Fee.....	\$150
Aisle Candelabra (10) set-up and clean-up (to be given to Coordinator).....	\$20
Organist or pianist (<i>Dee Morton</i>)	
Planning, Rehearsal, and Wedding	\$175
Without Rehearsal.....	\$100
Rehearsal time for the Director of Music with soloists or other instrumentalists is \$15 per ½ hour rehearsal time, which shall be done at a time other than the wedding rehearsal time.	
Soloist (if provided or recommended by the church).....	\$60
Reception Hostess	\$75
Audio/Visual Assistant.....	\$12.50 hr.
An audio/visual assistant is available to assist families as needed with specific sound system or multi-media needs, such as the use of the VCR. This includes prep time and actual time during the service. This is work that is over and above what is normally provided by the pastors and musicians.	
Nursery Attendant (<i>Gayle Boyd</i>).....	\$10.00 per hour, two hour minimum
(Note: If member of wedding party needs nursery, hire attendant for minimum 3 hours.)	
Custodian (<i>Kirk Russell</i>)	
Sanctuary Wedding Service set-up and clean-up.....	\$70
Sanctuary Wedding and Reception set-up and clean-up.....	\$120
Chapel Wedding Service set-up and clean-up	\$40
Chapel Wedding and Reception set-up and clean-up	\$100
Aisle Candelabra (10) [<i>payment made to The United Churches</i>].....	\$30

For information on renting other rooms in the Church for the rehearsal, wedding, or reception, ask for a Room Use Fee Schedule from the church office.

MARRIAGE PREPARATION

FORMAT FOR CONSULTATION WITH PASTORS

During conversations, the following may be covered along with anything else you may want to discuss:

Informational Items	Service Content
Arrangements	Miscellaneous
Beliefs, Plans	

QUESTIONS TO ASK YOURSELF AND DISCUSS WITH A PASTOR OR COUNSELOR:

- What are your personality similarities / differences?
- Likes and dislikes?
- Strengths and weaknesses?
- What is your money management style?
- How do you view your relationships with parents and family?
- What are your religious views about marriage and life?
- Educational plans?
- Vocational plans?
- What are your expectations regarding sexual growth and fulfillment?
- What are your plans for parenthood and birth control?
- How do you deal with conflict and disagreement?
- What place does the church have in your lives?
- What are your expectations of one another -- roles?
- Shared interests and hobbies?
- Views on divorce?
- How do you plan to maintain good communication?
- What is your attitude about friendships and other social relationships?

YOUR WEDDING SERVICE

The wedding service at The United Churches is first and foremost a service of worship. As such, it is an occasion for celebration of life, of love, and of the joy of a deep relationship.

This worship service is an expression of the bonds of love and loyalty between you, and we hope you will find it important to personalize the service by choosing or writing words which are faithful to you as people. In this packet are some examples from which you may choose for different parts of the wedding ceremony. You may also change them or write your own statements.

EXAMPLE OF AN ORDER FOR THE CELEBRATION OF MARRIAGE

PRELUDE: During which there will be:
Seating of guests (special music)
Lighting of candles
Seating of families in front pews

PROCESSIONAL (special music)

OPENING STATEMENT

PRAYER

QUESTIONS OF INTENT: Bride
Groom
Families (special music)
Congregation

SCRIPTURE READING and/or SPECIAL READINGS (Meditation)
(special music)

VOWS: Vows
Exchange of Rings (prayer and vows)

WEDDING PRAYER followed by (The Lord's Prayer)
(Lighting of the Unity Candle; Communion)

PRONOUNCE HUSBAND AND WIFE (special music)

BLESSING

KISS
(Introduction of Couple as _____)

RECESSIONAL

MARRIAGE SERVICE PLANS

Please bring completed form to first appointment
Date form completed _____

1st appointment _____ 2nd appointment _____ 3rd appointment _____

WEDDING DATE _____ TIME _____

REHEARSAL DATE _____ TIME _____

Officiant _____ Place: Sanctuary _____

Chapel _____

Coordinator _____ Other _____

BRIDE'S NAME _____ Email _____

Age _____ Profession _____ Home # _____ Work # _____

Current address _____ Church affiliation _____

GROOM'S NAME _____ Email _____

Age _____ Profession _____ Home # _____ Work # _____

Current address _____ Church affiliation _____

Address after marriage _____

(If any addresses change before wedding, please notify the church.)

MUSIC

Organist / Pianist _____ Soloist _____

Other instruments _____

Congregational hymns _____

CEREMONY DETAILS

Number expected to attend: _____

Colors of dresses/tuxedos _____

Brass Candelabra: (30 candles total, 12" dripless candles only) _____

Aisle Candles with chimneys (10 total, 12" dripless candles) _____

Unity candle (wedding party provides; church has holder) _____

Chancel furniture (Communion Table, Lectern, Etc.) _____

Florist _____ Leave flowers for Sunday? _____

Photographer _____ Picture time _____

Videographer _____ Program: Yes _____ No _____

Audio (C-90) Yes: _____ No: _____ Nursery/Child care? Yes _____ No _____

Guest book attendant _____

Gift attendant _____

CEREMONY

Bells (ring during "Kiss") Yes _____ No _____

Bride's attendants (in order, first names) Groom's attendants (in order, first names)

Maid/Matron of Honor: _____ Best Man: _____

Others _____

Flowers girl(s) & ages (5 and over) Ring Bearer(s) & ages (5 and over)

Ushers _____

Candle lighters & ages _____

Special readings or scripture/Special participants _____

Processional order (example: families escorted, candles lit, party enters):

Bride's family _____ Groom's family _____

Signers of Certificate: _____ / _____

When sign?--- Unity Candle ___ ; After ceremony ___;

Single ring(give one ring)_____ Double ring (each exchange ring)_____

Introduction at conclusion _____

RECEPTION

Reception location _____

Receiving line at church _____

Reminders: Call the wedding coordinator, reception hostess and organist immediately. Give checks, in separate envelopes, to the

Wedding Coordinator before the rehearsal. Bring marriage license and blank certificates to the rehearsal. Get the names and correct spelling of the signers.

WEDDING PLAN FOR CEREMONIAL MUSIC

Dee Morton, Music Director/ Organist

(360) 866-9250 (home), (360) 520-5468

10138 Steamboat Island Road NW, Olympia 98502

dmorton11@comcast.net

The United Churches

110 11th Ave. SE

Olympia, WA 98501-2259

(360) 943-1210

Date of wedding _____ Time _____ Date of rehearsal _____ Time _____

Pastor: _____

Bride's name _____

Mailing Address _____

Email address _____

Phone _____ Work or mobile phone _____

Groom's name _____

Mailing Address _____

Email address _____

Phone _____ Work or mobile phone _____

Vocal soloist(s)? Yes ___ No ___ Name(s) _____ Phone _____

Maid of Honor name _____

Bridesmaids' names _____

Best Man name _____

Groomsmens' names _____

Flower girl name _____ Ring bearer name _____

Other attendants? Yes ___ No ___ If yes, how many? _____

Music Titles

1. **Pre-wedding** organ ____ or piano ____ or vocal ____ music during seating? Yes ____ No ____

Specific music request(s) for pre-wedding music? Yes ____ No ____

If yes, music title(s), with composer's name(s): _____

2. Organ ____ or piano ____ or vocal ____ music for **seating** of bride's and groom's mothers?

Yes ____ No ____ Specific music request(s) for seating of mothers? Yes ____ No ____

If yes, music title(s), with composer's name(s):

3. Organ music for **procession** of wedding party? Yes ____ No ____ If yes, music title, with composer's name:

4. Organ ____ music for **procession** of bride? Yes ____ No ____

(May be the same music selection as procession of wedding party.) If yes, music title, with composer's name:

5. Organ ____ or piano ____ or vocal ____ music for **special selections** during service?

Yes ____ No ____ If yes, music title(s), with composer's name(s):

6. Organ ____ music for **recession** of bride, groom and wedding party? Yes ____ No ____

If yes, music titles(s), with composer's name(s): _____

7. Other **special** music requests? Yes ____ No ____ If yes, please list:
