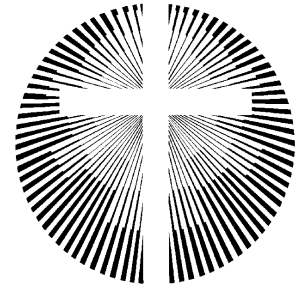


# WEDDING INFORMATION PACKET



THE UNITED  
CHURCHES

Presbyterian Church (USA)  
United Church of Christ

## **PASTOR:**

Rev. Tammy Stampfli

Phone: (360) 943-1210

FAX: (360) 352-0897

Church email: [info@theunitedchurches.org](mailto:info@theunitedchurches.org)

Tammy's email: [tammy@theunitedchurches.org](mailto:tammy@theunitedchurches.org)

110 11th Ave. SE

Olympia, WA 98501-2259

## **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, counseling with you on marriage-related subjects, and helping you plan your wedding service. These sessions will be by appointment.

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 Rev. Tammy Stampfli to begin the planning process as soon as possible.**

Prayers for God's best in your future together!

The Wedding Staff of The United Churches

*Updated 9/2011*

# THE UNITED CHURCHES WEDDING PERSONNEL

110 11th Ave. SE, Olympia, WA 98501  
Telephone: (360) 943-1210      Email: [info@theunitedchurches.org](mailto:info@theunitedchurches.org)  
[www.theunitedchurches.org](http://www.theunitedchurches.org)

<b>Title/Staff Person</b>	<b>Telephone Numbers</b>	<b>Email Address</b>
<b>Pastor:</b> Rev. Tammy Stampfli	Church: 360 943-1210	<a href="mailto:tammy@theunitedchurches.org">tammy@theunitedchurches.org</a>
<b>Church Administrator:</b> Sandi Trudeau	360 943-1210	<a href="mailto:sandi@theunitedchurches.org">sandi@theunitedchurches.org</a>
<b>Wedding Coordinators:</b> Ann Olson (Lead)	360 943-5209	<a href="mailto:sandaolson@comcast.net">sandaolson@comcast.net</a>
Marilyn Sprague	360 491-6654	<a href="mailto:mjsprague@comcast.net">mjsprague@comcast.net</a>
<b>Director of Music:</b> Dee Morton	360 866-9250	<a href="mailto:dmorton11@comcast.net">dmorton11@comcast.net</a>
<b>Administrator (to book reception and/or additional rooms):</b> Sandi Trudeau	360 943-1210	<a href="mailto:sandi@theunitedchurches.org">sandi@theunitedchurches.org</a>
<b>Reception Coordinator:</b> Renette Gillihan	360 459-1260	

# 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 and time 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. Non-member weddings are welcomed and will be considered on an individual person-to-pastor basis.
3. 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.
4. Weddings at The United Churches are to be officiated by one of our pastors. An outside pastor may officiate in the service upon approval and invitation by The United Churches pastor.
5. Wedding Coordinators: One of our wedding coordinators is to assist with all weddings. A meeting with the wedding coordinator must take place at least 2 months prior to the wedding.
6. Should you choose to use the Fireside Room or Social Hall for your reception, please make arrangements through the Church Administrator. There are additional fees for room use and Reception Coordinator.
7. You need to contact our Director of Music as soon as possible prior to your wedding. The United Churches' pipe organ can only be played by our organist unless pre-approved by our Director of Music. 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.

A wedding is a Christian celebration and the music should 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. Decorations 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. *Refrain from 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 with as much information as possible for the pastor. A completed copy to go to the wedding coordinator.

## **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.***

- Ø ***Flash*** pictures may be taken during the Processional and Recessional only, and must be taken from behind all the seated guests.
- Ø 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.
- Ø Videotaping may be done from the balcony or from behind the last row of guests.
- Ø Videotaping set-up must be completed 30 minutes prior to ceremony. No extra lighting will be permitted.
- Ø Unattended video cameras (slaves) may be placed behind the organ console in the chancel area. Placement needs to be coordinated with the organist.

## **POLICIES REGARDING PHOTOGRAPHY AND VIDEOTAPING AT WEDDINGS**

THE UNITED CHURCHES  
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### **This is the Photographer 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.***

- Ø ***Flash*** pictures may be taken during the Processional and Recessional only, and must be taken from behind all the seated guests.
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***IT IS THE BRIDE/GROOM'S RESPONSIBILITY TO CONTACT THE LEAD WEDDING COORDINATOR AT LEAST TWO MONTHS PRIOR TO THE WEDDING TO SCHEDULE AN APPOINTMENT FOR PLANNING***

## **DUTIES OF THE WEDDING COORDINATOR**

**Role:** The role of The United Churches wedding coordinator is to help you plan your 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 \$100 (\$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 Coordinator and Church office.)
- \* Pastor’s Honorarium ..... \$300
- \*None of the above fees apply for active members of The United Churches and their children.**

Wedding Coordinators ( Lead, *Ann Olson; Marilyn Sprague*)  
 Coordinator Fee..... \$150

Organist or pianist (*Dee Morton*)  
 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 Coordinator ..... \$75

South Booth Coordinator .....\$25  
 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 ..... \$10.00 per hour, two hour minimum  
 (**Note:** If member of wedding party needs nursery, hire attendant for minimum **3** hours.)

Custodian:  
 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

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 SERVICE PLANS

Please bring completed form to first appointment

1st appointment \_\_\_\_\_ 2nd appointment \_\_\_\_\_ 3rd appointment \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

Officiant \_\_\_\_\_ Place: Sanctuary \_\_\_\_\_

Coordinator \_\_\_\_\_ Chapel \_\_\_\_\_  
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 \_\_\_\_\_

## CEREMONY DETAILS

Number expected to attend: \_\_\_\_\_

Colors of dresses/tuxedos \_\_\_\_\_

Brass Candelabra: (30 candles total, 10"- 12" dripless taper candles only) \_\_\_\_\_

Unity candle (wedding party provides 1 column candle plus 2 tapers; church has holder) \_\_\_\_\_

Aisle Candles with chimneys (12 total, 8" or 10" dripless candles) \_\_\_\_\_

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 \_\_\_\_\_

Responsible Person \_\_\_\_\_

Guest book attendant \_\_\_\_\_

Gift attendant \_\_\_\_\_

CEREMONY:

Bells (ring during "Kiss") Yes \_\_\_\_\_ No \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Certificate Witnesses: \_\_\_\_\_ / \_\_\_\_\_

When sign?--- During Ceremony After Unity Candle Lighting \_\_\_\_\_ ; 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, organist and, if appropriate, reception coordinator 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 marriage certificate witnesses.

