



# Wedding Policy and Procedures

## Knox United Church

The following information is provided to assist you in planning your wedding at Knox United Church. We at Knox wish to help you in terms of preparations for “**the wedding**” and also with planning for your “**marriage.**” We want both your wedding day and your continuing marriage relationship to be filled with love and joy and meaning!

The Christian Church is involved in marriage because we believe that the commitment of marriage and the love and trust learned in the family relationship is of critical importance in our development as mature individuals. Furthermore, it is through our self-giving love and commitment to one another that we appreciate the depths of God’s love and care for us as revealed through Jesus Christ.

It should be remembered that the Marriage Service is an act of Christian Worship. Everything about it, therefore - words, music symbols, etc. - should be consistent with a service of worship.

Whatever the details or arrangements to be made, we want every bride and groom to remember that at the heart of Christian marriage lies a life-long commitment and promise made in the presence of God and in the light of Christian understanding of love:

*“I, \_\_\_\_\_ take you, \_\_\_\_\_, to be my wife (husband); to have and to hold from this day forward, for better for worse, for richer for poorer, in joy and in sorrow, in sickness and in health; to love and to cherish and to be faithful to you alone, as long as we both shall live.”*

### 1. **ARRANGING THE DATE**

The first step in arranging a marriage to take place at Knox United Church is to consult with the Church Secretary (416-293-4424) regarding the date and the hour you have in mind. This will, of course, be a tentative booking, for all weddings are subject to the approval and availability of the officiating minister.

### 2. **CLERGY**

A member of the ministry staff of Knox United Church must be present for all weddings at Knox and must participate in the planning for the ceremony.

### 3. **INTERVIEWS WITH THE MINISTER**

An interview with the minister should be arranged as soon as possible; **until this first pre-marital interview has been held no wedding plans can be considered confirmed.** In this and subsequent interviews, details of the ceremony will be explained and worked out under the guidance of the minister, as well as allowing the minister and bride and groom to share together in discussions about the Christian understanding of marriage. Generally, a total of four interviews are required.

### 4. **PREPARATION COURSES**

From time to time, Marriage Preparation courses are held in the area. These classes are provided under an ecumenical sponsorship. Skilled resource people are brought in to share in discussions about such subjects as: personal development, marriage law, money management, sexuality, communication, family life, etc. We require every couple considering marriage to participate in such a course, when in the local community.

### 5. **LICENCE**

A marriage licence should be obtained well in advance of the date of marriage. A marriage licence is obtained at any City Hall, and once issued is valid for **3 months.**

The licence must be delivered to the Church office **at least one week before the wedding rehearsal.**

## 6. *MUSIC*

All music in connection with a wedding must be appropriate to a Christian service of worship. Generally speaking this means that music in its entirety expresses faith in God and the implications of that faith in our human relationships.

When a wedding date has been set and has been confirmed by the first interview with the minister, then the bride and groom should **arrange a consultation with the organist** and discuss

all aspects of the music with him. This should be done **at least three months before the wedding** because all music - either vocal or instrumental - must be discussed and meet the approval of the Director of Music. He can suggest suitable music and will be happy to share ideas with you.

**It is up to you to contact the Director of Music.**

## 7. *HONORARIA & FEES*

Church policy states that the schedule of fees and honoraria relating to weddings at Knox United Church is as follows:

- a) The services of the Minister are to be recognized with an honorarium of **\$300.00**.
- b) The honorarium for the Secretary is **\$25.00**
- c) The honorarium for the Organist is **\$150.00**
- d) The honorarium for the Custodian is **\$80.00**
- e) The honorarium for the Wedding Hostess is **\$100.00**  
(The Wedding Hostess assists the bride and her bridal party during the rehearsal and ceremony. She will be at the church at your arrival, assist you to any facilities needed and organize the party to proceed down the aisle.)
- f) A fee of **\$150.00** is charged for the use of the facilities of Knox United Church. (This charge is waived for those who are members of this Church, or if either the bride or groom is a contributing supporter of this Church.)

\*\* Adjustments to any suggested honoraria may be made through consultation with the officiating clergy. \*\*

**Note:** The Knox United Church organist must either play for your wedding or be compensated as if he was playing. If other musicians are to play, they must be approved by our organist.

**Note:** All of the above honoraria should be paid in cash and placed in separate envelopes, indicating the person for whom they are intended. A note of thanks would be appropriate. These should be delivered to the church office, with your marriage licence, at least **one week prior to the wedding rehearsal**.

## 8. *PHOTOGRAPHS* (including video recordings)

**No photographs are allowed in the sanctuary except those taken by the official photographer.** The official photographer must clear instructions through the officiating minister. **NO** photographs may be taken during the actual marriage ceremony, but there are other appropriate times in which pictures may be taken (a picture may be taken of the bride and her escort as they begin the processional, during the recessional, and during the signing of the register.) It is important for everyone – including the photographer - to remember that the wedding is a service of worship and must not be disrupted.

A **video camera** may be used to record the service provided it is placed in the location designated by the minister well before the wedding begins and is not moved during the ceremony.

## 9. *FLOWERS AND OTHER DECORATIONS*

If you wish to have flowers, please arrange to have them delivered to the church by way of the north east door between 9:30 and 11:30 a.m. on the day of the wedding. If other decorations are desired, please contact the wedding hostess.

**Please - No confetti in the Church** (Please remind enthusiastic friends).

The above information is provided for the general guidance of those wishing to be married in Knox United Church.

The minister and those associated with the minister would like to help make your marriage a meaningful and significant Christian celebration. Please feel free to discuss any matters that relate to your marriage and/or the details of its arrangements. We want it to be an event enjoyed by all who participate!