

Marriage at Highland Hills Pastoral Charge

Churches: **Highland Hills United Church**

1. Legal Prerequisites

- i) Marriages are performed only by authority of a current Ontario marriage licence or Banns. The couple is responsible for obtaining their licence (e.g. at the Minden Hills Township Office) and ensuring that they meet all of its legal requirements. Marriage licences must be obtained within 3 months of the wedding date.
- ii) No wedding can or will be performed without a valid licence in hand. This licence should be left with the Presider a week or two prior to the wedding or at the rehearsal time, with the registration information filled in BUT NOT SIGNED. This is to be signed at the wedding. Please do not “white out” any errors as this is unacceptable to the provincial government.
- iii) The Presider is responsible for mailing the signed Marriage Licence to the Government.
- iv) There are many limiting conditions around using the Banns. Ask your minister if you qualify.

2. Ecclesiastical Requirements

- i) Marriage Preparation. The couple should take a marriage preparation course. An excellent, enjoyable, inexpensive weekend course is offered through the Humancare “Getting Married” Program, 235 Orchard Heights Blvd Aurora, Ontario, L40 SA2. phone (905) 841-3173 www.marriageprep.com. Or the resource www.morethanfriends.live is available. Or a brief overview class must be arranged with the Presider. A preparation course is one of the best investments a couple can make; studies show that those who take them have significantly fewer post-marriage problems.
- ii) Liturgies. There is a sample wedding service. This can be added to and / or altered in various ways (such as candle lighting, readings, solos, etc...) provided that this does not depart from the Christian context of the ceremony. These matters need to be discussed with the Presider early on in your wedding preparations.

3. Presider

- i) It is the minister’s right to perform all marriages in the sanctuary but our pastoral policy is to encourage the couple to connect with a specific minister or congregation now, at the point of marriage arrangements. This will be the usual place to inquire later about baptism, Christian education programs and marriage enrichment programs.
- ii) Couples are therefore most welcome to invite clergy from outside the parish to assist with officiating after having received permission from the minister.

- iii) The clergy fee is arranged between the couple and the Presider payable to the Presider ex: Rev. Max Ward. Do not make the cheque out to the Church for the clergy fee. Please use separate cheques for the clergy fee and the church fee. The clergy fee is normally \$200.00 for weddings in the church and \$250.00 or more for weddings in other locations.
- iv) The authority of the minister and in his/her stead the Presider, is final in all matters relating to the wedding service. Wedding Coordinators, if employed, have no authority within the church. Every effort will be made to accommodate reasonable requests.

4. Reservation

- i) To make a Reservation, return the attached application form, accompanied by a cheque for:

\$250.00 payable to Highland Hills United Church.

The fee is for the use of the church building and facilities as well as cleaning costs. Each request is subject to approval upon application and a written confirmation or refusal of the reservation is provided in approximately two weeks. *Telephone inquiries are not reservations.* Please contact the minister to make special arrangements.

- ii) Times available will be determined upon a first come, first served basis. There will never be more than three weddings on any Saturday and only rarely will there be more than two. There should be a minimum of two hours between wedding times.
- iii) A rehearsal is usually required to familiarize the wedding party with its movements during the ceremony in the church. For simple weddings, like a second marriage, a rehearsal is not always necessary. The rehearsal is scheduled in discussion with the Presider and generally occurs a day or two prior to the wedding. It should not take more than about 45 minutes.

5. Music

- i) All arrangements regarding music in the church must be discussed with the church organist and it is wise to finalize all arrangements as soon as possible after booking your wedding: You must contact the Organist immediately upon receiving a confirmed reservation. Music should be consistent with the character of Christian marriage as a sacred covenant. Many popular and folk songs may not be considered appropriate for such use.
- ii) Only with the permission of the church organist may a replacement organist be used. In this case, music selections and fee should be pre-arranged with the replacement organist.
- iii) Soloists supplied by the couple being married must rehearse with the church organist. Arrangements must be made for this in discussion with the organist and an additional fee may be required.
- iv) The organ is not to be moved, or disconnected.
- v) The fee for the service is determined by the Organist.

6. Decoration

- i) Decorating the church is the responsibility of the couple. Please have your florist contact the church to schedule an appropriate time.
- ii) The chairs or pews are not to be decorated in any way which could cause damage of any kind. Use of ribbon or elastic attachments, lead or weighted leather holders, etc... is recommended.
- iii) The couple is responsible for assuring that all decorations are removed immediately following the ceremony.

7. Photography

- i) Photographs may be taken in the chapel during the service with discretion. Usually, this is best left to one person ie. a professional photographer. No flash photography is permitted during the speaking portions of the ceremony. Specific moments may be recreated directly following the service for photo opportunities.
- ii) The use of any form of recording equipment must be cleared with the Presider at or prior to the rehearsal. If someone is designated to video record the wedding, it is best if they come to the rehearsal.

8. Confetti

- i) No confetti, rice, flower petals, birdseed or any remotely similar materials are to be used in the church or on the church property under any circumstances.

9. Miscellaneous

- i) The capacity of the church is approximately 155 guests.
- ii) Highland Hills United Church is wheelchair accessible.
- iii) Highland Hills United Church can be reconfigured to have a centre isle for an additional fee of \$50 for setup and \$50 for replacement back to two isles. Volunteer help may be employed to defray these fees at the discretion of the Presider.

10. Clarifications

- i) In cases of uncertainty, or further elaboration of these guidelines, the interpretation or ruling of the minister is final.

11. Fees

- i) The Church use fee and the Minister's fee are due with this application. A receipt will be issued if the application is accepted or the fees will be returned if the application is declined. If the wedding is not to be in the church building, the church use fee is not payable.
- ii) Any other fees such as those for organists or soloists shall also be payable to the Presider at the rehearsal unless arrangements have previously been made with the individuals concerned.

12. Cancellation

- i) A cancellation of a wedding ceremony is to be made in writing and addressed to Highland Hills Pastoral Charge; see address below. If the cancellation is received in the church office 60 days or more before the date of the wedding then a full refund of the church rental fee and minister's fee will be returned. If the cancellation is not received until after that date then half of the church rental fee and half of the minister's fee will be returned.

13. People to Contact

- i) The mailing address for reservations and the minister is:
Reverend Max Ward
c/o Highland Hills Pastoral Charge
Box 247
Minden, Ontario K0M 2K0
(705) 286-1470
Email: highhills@interhop.net

- ii) The contact information for each organist is:
Highland Hills United Church Organist
Melissa Stephens
5081 Gelert Road
Minden, Ontario K0M 2K0
(705) 455-2366
Email: melistep@gmail.com

HIGHLAND HILLS PASTORAL CHARGE
APPLICATION FOR A WEDDING

Name of the Applicant _____
Surname Given Name (s)

Address _____

City/ Town _____ Province _____

Postal Code _____ Email _____

Home Phone _____ Day Phone _____

Name of Co-Applicant _____
Surname Given Name (s)

Address _____

City/ Town _____ Province _____

Postal Code _____ Email _____

Home Phone _____ Day Phone _____

Requested Date for Wedding _____ Time _____

Location – Wedding _____

Rehearsal: Yes / No Date _____ Time _____

Location - Rehearsal _____

Have you enclosed your Cheque or Money Order or sent an E-transfer?
(If using one of the church buildings)