

CENTRAL UNITED CHURCH
131 Main Street Unionville, Unionville, Ontario L3R 2G3
Telephone Enquiries: 905-474-0183
Email Enquiries: admin@centralunitedchurch.com

WEDDING INFORMATION

Please read this package carefully and retain for future reference.

ORDER OF SERVICE

The wedding service will be conducted by our minister using a United Church wedding service, which includes Bible readings, prayers, a short meditation as well as the exchange of vows and rings. You will be given the opportunity to select your Bible readings and some of the other components of this service at a meeting with the minister. This meeting can occur anytime; however, we recommend you contact the church office and arrange for an appointment at least 3 months prior to your wedding day.

MUSIC

Before and during the service, the organist can play a variety of beautiful and melodious selections. The Cassavant pipe organ at Central United is "classical" in design and most suited to sacred and ceremonial music.

When you schedule your wedding with Central United Church, the office can book the date and time with our Organist if you decide you would like to include the organ as part of your ceremony. As an alternative option, you may wish to select your own music and have that played. Any music selections will need to be discussed with the minister prior to finalizing the details for the service. It will then be your responsibility to contact the organist several months prior to your wedding to advise your choices for a processional (coming into the church) and recessional (going out of the church) as well as any other music you wish to have played during your service.

PHOTOGRAPHY

Still Photography: Pictures of your wedding are an important remembrance, and we like to co-operate with the bride and groom in having a good record. Please let your photographer know that pictures may be taken with flash of the procession of the wedding party. During the wedding ceremony, the photographer may take pictures only from the balcony or the back of the church without flash. This will avoid unnecessary distraction and allow the wedding party and guests to get the most out of their marriage service. Flash photographs will also be allowed after the marriage service, during the signing of the register and the recessional from the church.

As we may have more than one wedding scheduled for the same day, it is important that you make arrangements with your photographer to have your group and family photos taken at another location. (Many beautiful sites are available on Main Street Unionville, Toogood Pond or the Unionville Library park area, located north of the church. If using such a site be sure to contact the Town of Markham well in advance of your wedding day to obtain the necessary permit.)

Video Photography: If you wish to arrange for a video taping of your service, please discuss this with the Minister when you meet to discuss your wedding service. At the rehearsal the minister will assist the operator in finding a discreet and stationery location.

CHURCH CAPACITY AND ACCESS

The church sanctuary can accommodate 200 guests on the main floor, plus 50 people in the balcony. Parking is available for approximately 40 cars, including handicapped parking. Some street parking is available nearby. We have wheelchair access with an exterior ramp, elevator and handicapped washroom available.

MARRIAGE LICENCE

To obtain the Marriage Licence (valid for 3 months), you will need to visit a municipal office in the Province of Ontario and make application. Further information is available from municipal websites. Please deliver the licence to the Church Office at least 10 days prior to your wedding date. Do not complete Parts 3 or 5 or write on the mailing envelope.

The Record of Marriage will be returned to you at the end of your wedding service and should be maintained permanently for future use. You will not receive any further documentation from the church. (The church and the minister are responsible for remitting the remainder of your licence to the Registrar General to register your marriage with the Province of Ontario. Once your marriage is indeed registered, we recommend you apply to the Province for a Marriage Certificate. There is a fee for this document and, to allow time for the registration process, we recommend you wait until at least 3 months after you are married. Application forms for this can be obtained from your local municipal office or from the Province of Ontario website.)

WEDDING REHEARSALS

Wedding rehearsals for Saturday weddings are usually performed on the Friday evening immediately prior to your wedding date and you should book a time with the Church Office at least three months in advance. The rehearsal takes about 45 minutes to one hour and it is helpful if everyone who has a part to play in the wedding is in attendance.

WEDDING INVITATIONS

Check time, date and directions to the church before you print your invitations. Our church address is 131 Main Street, Unionville (not to be confused with a United Church on Main Street, Markham.)

TIMING

On your wedding day, the church will open one hour prior to your wedding. The actual ceremony itself takes about ½ hour.

ON YOUR WEDDING DAY

The church hostess will be available one hour prior to your service and will supervise last minute details. Grooms, groomsmen and ushers should arrive one half hour before the ceremony. This allows time to seat guests and for the groom and best man to proceed to their designated waiting room. The bride and bridesmaids should arrive approximately 15 minutes early and will wait in our Friendship Room until the ceremony is ready to start.

WEDDING FEES

(a) Church	\$ 650.00 (includes \$100 deposit)
(b) Minister	\$ 350.00
(c) Organist	\$ 200.00
(d) Hostess	\$ 200.00
(e) Administration	<u>\$ 100.00</u>
TOTAL	\$1,500.00

If you would like your service livestreamed and recorded we can offer that optional service at a cost of \$150.00. If the Organist attends the rehearsal at your request and/or arranges for a solo vocalist/instrumentalist to assist in the wedding ceremony, there will be an additional fee.

Final payment of fees (less deposit) is due at least 10 days prior to your wedding. They should be placed in separate marked envelopes and submitted to the Church Office when you deliver your Marriage Licence. You may pay by cash or individual cheques. If using cheques, please contact the Church Office to confirm the names of the persons for items (b) to (e) above.

The Minister and staff of Central United Church look forward to helping you prepare for your marriage and wedding service. If you have any questions or require any further information, please do not hesitate to contact Sharlene Wilson-Bennett at 905-474-0183 or admin@centralunitedchurch.com.

A REMINDER: THINGS TO DO

Within 30 days of receiving this package:

1. Register in a marriage course and pay applicable fees
2. Make a deposit of \$100 to the church office
3. Complete and submit an application form to the church office

Anytime, but at least 3 months prior to your wedding date:

1. Contact the church office to arrange a meeting with the minister to discuss your wedding service.
2. Contact the Church Organist
3. Book your rehearsal time with the church office

1 to 3 months prior to your wedding date:

1. Obtain your marriage licence

At least 10 days prior to your wedding date,
deliver in person to the church office (during office hours)

1. Your marriage licence, including its mailing envelope
2. Your wedding fees (in 5 separate envelopes)

PLEASE KEEP THIS INFORMATION PACKAGE FOR FUTURE REFERENCE

Updated August 2022