

# Christian Wedding at Southwood United

Our Southwood church family supports your wish to have your celebration of marriage blessed by God in our sanctuary. Our staff: pastor, wedding coordinator, musician, and sound technician will make your wedding day very special.

## **What's The First Step?**

Book the date you have chosen as soon as possible to ensure that the church sanctuary, our minister, and our pianist are available. Call the church office at 253-2979, and our office administrator will be pleased to begin arrangements for your wedding service.

## **Next Steps:**

1. Meet with Ed (our minister) in order to talk about the ceremony .
2. Consider pre-marital counseling options with Ed.
3. Don't forget to get a Marriage License
4. Attend the wedding rehearsal with your wedding party

## **The Sanctuary**

You will find the sanctuary to be a welcoming and warm place. Please remember that you are a guest in someone else's worship space. Symbols and furnishings should not be removed without first talking with our Wedding Coordinator, Barbara Burris.

## **Photography/Videography**

Please talk with our staff about what is best in terms of photography and video taping the service.

## **Music**

Discuss your music requirements and requests with our pianist six to eight weeks before your wedding. Our pianist has a broad repertoire of musical styles from which to choose, and has access to soloists who can be hired to accentuate the musical component of your service.

**Confetti, flower petals, rice, etc.** are not permitted within the Church building or on the Church property.

## **Fees**

A deposit of \$150 is due at the time of booking your wedding. Fees are paid in full on the Monday before the wedding. If recorded music is used, or if you wish the service recorded, the services of our Sound Technician are required and this must be arranged at least a month in advance of your wedding date.

<b>Church facilities, Minister, Wedding Coordinator</b>	\$520.00
<b>Pianist</b>	140.00
(additional \$15 fee charged to rehearse with soloist)	
<b>Sound Technician</b>	60.00

## **License**

You are responsible for obtaining your marriage license from any branch of the Alberta Motor Association in Calgary; the Bureau of Vital Statistics at McDougall Centre (455-6<sup>th</sup> St. SW), or from any Registry Office. Please deliver your license to the Church office at the time when you pay the fees.

## **Postponement and Cancellation**

The initial deposit may be applied to a confirmed later date if there is a necessary postponement of your service. In case of cancellation, kindly notify the office at least 60 days in advance of your booked date. \$100 of your initial deposit will be refunded. \$50 is retained for administration.

## **Rehearsal**

Arrange a time for your rehearsal (usually the evening before your wedding day). The Wedding Coordinator and the Minister conduct the wedding rehearsal at the church. It is helpful if only the wedding party and parents of the bride and groom are in attendance (excepting parents of younger flower and ring attendants), and the photographer, if you wish.

## **Wedding Coordinator**

Our Wedding Coordinator, Barbara Burris, coordinates the rehearsal and wedding service, opening and closing the Church building, greeting participants on arrival, managing the foyer on the day of the wedding, providing security, sanctuary set up and decoration - flower arrangements, pew markers, candelabra, unity candles, usher assistance, choreography for bridal procession, clean up etc.