

Your Wedding



Gloucester Unitarian Universalist Church

The First Universalist Church in America

Organized in 1779 as The Independent Christian Church

10 Church Street

(corner Middle & Church Streets)

Gloucester, Massachusetts 01930

Guidelines for Using our Church

January 2012

Welcome:

The Gloucester Unitarian Universalist Church hopes that your wedding will be a beautiful occasion filled with meaning and lasting memories for you. We are eager to help. Your decision to be married here suggests that you respect our religious beliefs, and appreciate the beauty and history of our building.

The following procedures and directions are provided to assure that your wedding service will proceed with meaning, dignity, and joy. Please read these directions carefully and then contact the church office administrator if you wish to be married at the Gloucester Unitarian Universalist Church.

Before making a final decision about the date and time of your wedding, please contact the church office to make sure that the facility is available. The church office staff will confirm the dates of your wedding and rehearsal, and place them on the church calendar after your deposit is received.

Printed wedding invitations should use the following form of address for the church:

Gloucester Unitarian Universalist Church
[corner of Middle & Church Streets]
10 Church Street
Gloucester, MA 01930

The Rehearsal:

The wedding rehearsal is essential preparation for all but very small, informal wedding services. The best rehearsal time is on the evening before the wedding. The rehearsal will last approximately one hour. In addition to the bride and groom, the entire wedding party and the parents of the bride and groom should attend. If music is to be provided for the wedding, the Music Director will be present to play during the rehearsal. Everyone is urged to arrive early, so the rehearsal can begin and end on time.

The License:

The required Massachusetts marriage license, which may be applied for at any municipal office, is valid for the period beginning 24 hours after receipt and for 60 days following. The minister must receive the license no later than the time of rehearsal.

Music:

The Church recommends that the professional services of the church’s Music Director be used for weddings. This fee includes a meeting with the parties (to discuss and choose appropriate music), the rehearsal, and the wedding itself. The Music Director must be contacted at least six weeks in advance of the wedding for these services. Services of another organist or pianist may be used after consultation with the Music Director at least four weeks in advance of the wedding.

Flowers and Adornments:

Flowers provided by the wedding party are always permissible. Most local florists are familiar with our church procedures and know it is not permissible to put nails, tacks or tape into or on the woodwork. Please be sure your florist observes these restrictions. Rice, confetti, salt, birdseed, etc. shall not be thrown inside or outside the building.

Additional Guidelines:

Weddings may be scheduled on Saturdays (9am-4pm)
Sundays (2pm-4pm), and weekdays (9am-6pm).

The piano and organ are tuned on a regular basis (twice a year) to suit the needs of the church. Renters who wish to have an instrument tuned specifically for their events may consult with the church in advance. If the instrument in question is not due for a regular tuning and the church feels it to be in acceptable tune, the renter may, with the church’s permission, have the instrument tuned at the renter’s expense.

Reverend Wendy Fitting has the “right of first refusal” to officiate at weddings, i.e., she must officiate at all weddings held at the church unless specifically agreed otherwise at the time of booking. If her schedule permits, she may also officiate at weddings of non members. All persons married by Rev. Fitting are required to meet with her two times prior to the wedding. The same “right of refusal” is true for the Music Director if the organ is to be used.

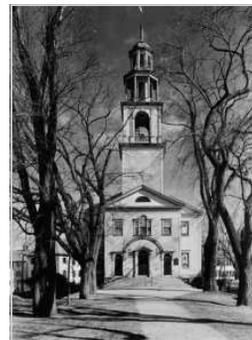
If you wish to use an officiant other than our minister, Reverend Fitting must grant permission before the date is confirmed on the church calendar.

All of the fees below, are due in the church office at least one week before the wedding rehearsal.

Fees:

Sanctuary (up to 4 hours)	\$300
Minister (consultations, rehearsal and wedding)	\$450*
Music Director (consultation, rehearsal and wedding)	\$250
Sexton (Sanctuary only)	\$100
(Vestry and Kitchen only)	\$100
(Sanctuary, Vestry and Kitchen)	\$175
Program Work (layout and/or printing if desired)	\$20/hour plus cost of printing

**Minister’s fee is negotiable; all others firm.*



Gloucester Unitarian Universalist Church
10 Church Street
Gloucester, MA 01930
(978) 283-3410
gloucesteruu@earthlink.net

The Reverend Wendy Fitting
(978) 281-7836
wfitting@earthlink.net