

Preparing for Your Wedding



at
The First Congregational United Church of Christ
Haworth, New Jersey



276 Haworth Avenue
Haworth, New Jersey 07641
(201) 384-1063

Revised: April 2010



The First Congregational United Church of Christ Haworth, New Jersey



WELCOME!

No matter who you are, or where you are on life's journey, you are welcome here. If you would like to learn more about our church and receive announcements of upcoming events please let us know.

WE ARE COMMITTED TO MAKING WORSHIP ACCESSIBLE TO EVERYBODY

Just ask an usher for hearing-impaired devices. Large-type bulletins are available for regular worship services and can be provided for weddings as well. Our church is handicapped accessible including convenient parking, doorway ramp, and both a wheelchair-accessible elevator and restroom.

OUR MISSION

We strive to be a dynamic Christian presence in the Northern Valley, a faithful, welcoming, caring, and inclusive community sharing the Good News of Jesus Christ, advocating for peace and justice, and reaching out to neighbors near and far.

CONTACT US AT ANY TIME

The church office is attended between 9 a.m. and 1 p.m. on weekdays and the pastor is often in his office on many afternoons. You can reach the pastor at any time at 973.951.4194 for assistance, prayer requests, and other concerns. You can also send him email at stivison@earthlink.net



CHURCH LEADERSHIP AND STAFF

| | |
|--------------------------------|--------------------------|
| PASTOR | REV. DOUGLAS S. STIVISON |
| ASSOCIATE PASTOR | MS. HYO-JUNG KIM |
| MODERATOR | MR. TOM SMITH |
| VICE-MODERATOR | MS. JEANNE MARTIN |
| DIRECTOR OF MUSIC AND ORGANIST | DR. OLGA STEPANOVA |
| ASSISTANT DIRECTOR OF MUSIC | MS. JANE KEITEL |
| CHURCH ADMINISTRATOR | MS. ANDREA MCWHIRR |
| CHURCH CLERK | MS. MARY LOU BOYD |
| CUSTODIAN | MR. PATRICK CROWE |

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201.384.1063 HAWORTHUCC@VERIZON.NET
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A Wedding Guide for Couples

This guide has been prepared for you by the Deacons and professional staff of the First Congregational United Church of Christ. We hope that the guide will prove helpful in answering questions as you make plans for your church wedding.

By choosing to be married in our church, you indicate that you want your wedding ceremony in the form of a religious worship service. We know that your wedding day will be one of the most significant days in your life and in the life of your family and friends. In this service vows are taken, symbols are shared, and a life-long covenant is made. The community of family and friends gather around you, recognizing the importance of commitment and family life, and asking God's blessing on your marriage. The church offers its support and prayers as you continue through life.

SETTING THE DATE FOR YOUR WEDDING

As soon as possible, you should call the church office (201-384-1063) and check on a date for your wedding. Some people do this a year in advance. There will be an initial application to be completed. **Please note: Wedding dates are not reserved on the church calendar, nor confirmed, until this signed form has been returned to the church office.** The pastor of the church normally officiates at the wedding service and has the authority to decide whether he or she can perform the ceremony.

Our church is used for a wide range of worship and community activities and scheduling is always an important consideration. We normally reserve the sanctuary for your exclusive use for one hour before the service to two hours after the scheduled service time.

APPOINTMENTS WITH THE PASTOR

Generally, three premarital conversations are held between the couple and the pastor. During these meetings, the pastor will ask about the background, expectations, hopes and dreams that each partner brings to the marriage. There is a great deal of flexibility and latitude in planning a service that is authentic for you and faithful to God. The pastor can work with you and can suggest a wide range of orders of worship, alternative vows, suggested Scripture readings, and a host of other options. The pastor will work with you on preparing a printed bulletin for the wedding service.

MUSIC

The church is fortunate to have outstanding acoustics, an excellent new organ and an experienced professional organist and musical director. After your initial meeting with the pastor, you should contact the musical director to discuss appropriate music. The musical director is an experienced resource available to you if you wish to incorporate instrumentalists and vocal soloists or other music as part of your wedding service.

The musical director of the church is responsible for the music at all church services. As is the custom in most churches served by the American Guild of Organists, we support the policy that our organist has the right of first refusal for all services. If you wish to have a special guest soloist, you must first clear this with the church music director.

THE CHURCH FACILITIES

Our church seats approximately 125 people comfortably and is air-conditioned. Norton Fellowship Hall may also be reserved for a reception. We discourage but do not prohibit serving alcoholic beverages on the church property.

If the reception is to be held at the church, reservations for the use of the space should be made at the same time the wedding is scheduled.

You are responsible for securing caterers, and caterers must supply their own equipment and supplies. The kitchen may be used by the caterer, but no supplies, flatware or dishes may be used without special arrangement. Of course, the kitchen must be left completely cleaned following the reception.

The church does have a supply of folding tables and chairs which may be used. However, the set-up and clean-up of these must be done by the wedding party or caterer. This includes returning all tables and chairs to where they are stored. In special situations, you may also arrange with the church sexton for his assistance in the set-up and clean-up.

DECORATIONS AND FLOWERS

The design of the sanctuary lends itself to simplicity of decor. When considering decorations, please keep in mind that no nails, tacks, or wire may be used in the walls, woodwork, furnishings, etc. We are happy to recommend local florists who are familiar with our church.

REHEARSAL

The rehearsal usually occurs the evening before the wedding and is *very* important in helping to assure that the actual wedding service proceeds smoothly. The rehearsal provides the opportunity to ask questions, work through procedural details and the flow of the service, and overcome “jitters.” The rehearsal lasts about an hour and normally involves both the minister and the organist. We *strongly urge* any musical soloists or guest musicians to attend prepared to practice through their parts as well. The bride and groom, their parents, and *all* members of the wedding party should plan to attend. Every effort should be made to have the wedding party arrive on time. Please bring your marriage license with you.

PHOTOGRAPHY

If you wish to have your service videotaped, we request that all cameras must be placed at the back of the sanctuary or the side aisles. No cameras can be placed in the chancel area (the area between the steps and the back wall with the cross). Because a wedding is a serious worship service, we discourage having the photographer moving around the sanctuary during the actual service. However, we realize that the photographic record of a wedding is a unique treasure and so we do not actually forbid the movement of photographers nor do we forbid the use of flash photography. We do, however, request that the photographer respect the sanctity of the ceremony. We are happy to facilitate posed photography anywhere in the sanctuary following the actual service.

We do require that the photographer be dressed respectfully and appropriately for a worship service — *absolutely no* tee shirts, baseball caps, shorts, and similar casual attire will be permitted.

PARKING AND HANDICAP ACCESS

Parking is available behind the church and on Haworth Avenue and Owatonna Street. Our church is handicapped accessible including convenient parking, doorway ramp, and both a wheelchair-accessible elevator and restroom. We also have amplifiers for the hearing impaired and we can arrange to produce large-type service bulletins.

MARRIAGE LICENSE

A marriage license must be obtained from the Registrar at the Board of Health. If the bride is a New Jersey resident, the license is obtained from *her* town. If the bride is from out of state and the groom is a New Jersey resident, it is obtained from *his* home town. If both the bride and the groom are from out of state, the license must be obtained from the town where the marriage takes place. In our case that would be Haworth. The following documents must be brought with you to the Registrar: Social Security documentation, Driver's License, Birth Certificate, and divorce papers, if applicable. Blood tests are no longer required in New Jersey. There is a 3-day waiting period between your filing and being granted a license. The license is valid for 30 days and the church pastor is legally required to enforce that the wedding is taking place within this legally designated period. The marriage license is given to the pastor. It will be sent after the ceremony to the appropriate town office.

MISCELLANEOUS CONCERNS

Please leave the rooms as you found them. Unless the reception is being held at the church, all property should be taken immediately after the ceremony, as the wedding party leaves for the reception. If the members of the wedding party are unable to do this themselves, please have someone responsible for handling this. If you choose to leave the altar flowers for church use, please let us know in advance.

For both environmental and safety reasons, rice cannot be thrown.

COSTS

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| Sanctuary Rental | \$350 |
| Norton Fellowship Hall | \$250 |
| Minister | \$350 |
| Organist | \$250 |
| Custodian/Sexton (ceremony only) | \$75 |
| Custodian/ Sexton (ceremony and reception) | \$100 |

Costs for the services of the minister and for the use of the Sanctuary and Norton Fellowship Hall are waived for church members.

All of the church rental fees *must* be paid in advance, two weeks prior to the wedding. Please make check payable to First Congregational United Church of Christ. Please pay the minister, organist, and sexton directly.