



# Jordan Station United Church

The United Church of Canada



## Wedding Policy OCTOBER 2021

### ***Congratulations on your Engagement!***

#### **Your Wedding at Jordan Station United Church**

It is the desire of our Minister and the Session of Jordan Station United Church, through this policy, to help you plan your wedding. We believe the marriage ceremony is an act of Christian worship that is centered on forming a covenant between the couple in the presence of God. Our Minister will assist you in planning a Christian marriage service that will be meaningful to you and your family. We pray that the love and joy that you experience before God on your wedding day will endure and that your years together will be rich with blessing.

This information is offered as you make plans for your wedding. It is our hope that it will answer some of your practical questions about the possibilities and traditions of how weddings can be conducted in and through our church. We do our best to accommodate everyone who comes to us to be married. You do not have to be a member of the congregation or a member of the United Church of Canada to be married by our Minister.

#### **Getting Started**

If you would like to get married at Jordan Station United Church the first step is to contact the Church Office at 905-562-4454, or by email at [admin@jordanstationunitedchurch.org](mailto:admin@jordanstationunitedchurch.org). When you first speak to the Office Administrator, any question you may have about this policy can be answered. If you wish to be married at Jordan Station United Church, you will be asked to make an appointment with the Minister to discuss your plans in detail. It is expected that both parties to the marriage will be present at this and subsequent meetings.

#### **The Date and Time for Your Wedding**

When you first speak with the Administrator at Jordan Station United Church, a date and time for your wedding should be discussed. Every effort will be made to allow you the time and date of your choice, but the schedule of the church and Minister, and others who have booked their wedding previously, must be respected. The time of the rehearsal will also be set. The Administrator will confirm that the church facilities are available. This may take a day or two.

Once the date and time for your wedding is confirmed, it is reserved for you. Should you decide later that you would like to discuss changes in this date and time, contact the Administrator promptly. Please also inform the Administrator if you decide for any reason to cancel your wedding. Always ensure that the Administrator and Minister has your current address and telephone number.

### **Your Wedding Service**

There are certain legal requirements that the service must include, and the Minister will communicate them to you. Also, your wedding service needs to be respectful of you as a couple, and of our Church and Community. Within that respectfulness, there is much freedom for expression and variety in your Marriage Service.

### **The License or Banns**

Marriages for residents of Ontario may be conducted by license or by Banns. If both parties to the marriage have previously established a regular habit of attendance at Worship in a particular congregation in Canada for a period of not less than two years, an announcement of Banns can be made over three weeks before the marriage. The marriage can then be solemnized on the basis of the reading of those Banns. A reading of the Banns must be included as a part of the wedding service order.

The more common option is to be married by license. When parties to the marriage have been married previously, the law requires a license. A license is obtained from the Civil Authority. In St. Catharines, a Marriage license may be obtained from City Hall downtown, during regular business hours. A license currently costs approximately \$160.00. It is your own responsibility to obtain (and pay for) a Marriage License. You will be required to show identification. You must be 18 years of age, and if you are divorced, you must have the original copy of the certificate of divorce, with the file number. If your divorce took place outside of Ontario further steps are required and can take up to 90 days to complete so speak with City Hall immediately.

A marriage license expires three months (90 days) after the date it is issued. The license must be purchased and delivered to the Minister no later than one week before your wedding. It is important to check early if you have all the documents you need to obtain a marriage license.

Your wedding cannot proceed without a valid license or a valid announcement of Banns in the weeks before your wedding. On the day of your wedding, two witnesses over the age of 18 are necessary for the service to proceed.

After your wedding, the Marriage License will be sent to the Office of the Registrar General for Ontario by the Minister, and the Minister will register your marriage in the church's Marriage Register. The Marriage Certificate presented to you is legal proof of your marriage.

You will need to provide the Municipal Authority with information for the provincial registrar. This information will also be entered in the church register. This will include: your date and place of birth, your parents' birth names (middle names and maiden names), and their places of birth, as well as your current residence (if rural, we need the address as it appears on your driver's license), and your type of employment.

### **Weddings in our Sanctuary without our Minister Presiding**

Requests for a marriage using our sanctuary and conducted by an outside minister are considered on an individual basis and can be discussed with our Minister, but it is generally not our practice to allow this.

## **Music**

The music (or lack of it) at your wedding is your choice. You are encouraged to discuss your intentions with the Minister as well as our musicians.

The Church Musician at Jordan Station United Church will be happy to assist with music at your wedding. In addition, it is possible for you to provide a musician for your wedding, or to use recorded music. A Cassavant pipe organ (with the permission of our Church Music Director) and piano are available, as well as a sound system capable of connecting to musical instruments or music players.

## **At The Rehearsal**

Unless waived by the Minister, it is understood that there will be a rehearsal for your wedding at a mutually agreed time. The rehearsal is an important opportunity for you and your wedding party to become comfortable in the church with the Minister and musician(s), so that your day can be devoted completely to celebrating your wedding.

All members of the wedding party, including parents and guardians, musicians and readers are strongly encouraged to attend the rehearsal. Usually, a wedding rehearsal takes approximately 1 hour.

## **Facilities**

The Jordan Station United Church Sanctuary accommodates a maximum of 140 people.

The Church Hall (Auditorium) at Jordan Station United Church can accommodate banquets for up to 150 people. If you are interested in these facilities, please ask for the Facilities Rental Policy.

**NOTE:** # of people allowed in Sanctuary and Auditorium may vary due to COVID protocols.

Bookings for the use of the Church Hall (Auditorium) should be made through the Church Office, at 905-562-4454.

## **COVID Protocols:**

1. All persons entering the Church building must:
  - a. provide proof of double vaccination (for those eligible) or a Doctor's note exemption.
  - b. sign-in, providing name and phone number for contact tracing
  - c. sanitize their hands utilizing the provided hand sanitizer
  - d. wear a mask at all times, unless seated and actively consuming food or beverages.
  - e. maintain a 6-foot physical distance from those not in the same household whenever possible.

## **Decorating the Sanctuary**

It is your responsibility to arrange for decorating the sanctuary. It needs to be understood that decorating will not involve any permanent damage to the building or furniture. Please do not use nails, pins or tacks. It is your responsibility to provide candles or sand ceremony vessels, if you wish them.

## **Photographers**

Photographers are welcome in our church at weddings and rehearsals!

### **Alternatives to Confetti**

Please do not use Confetti of any kind anywhere at any time. If the wedding party desires an expression of joy, we strongly encourage the use of bubbles. You are welcome to use flower petals (silk or real) in the aisle of the church.

### **The Church, Your Wedding, and Money**

It has been our experience that persons who wish to be married at Jordan Station United Church appreciate straightforward discussion of finances and their wedding.

<b>Required Fees:</b>		<b>How to pay:</b>
Sanctuary	\$150	Cheque/cash payable to Jordan Station United Church
Minister	\$500	Cheque/cash/e-transfer to Minister
Caretaker	\$50	Cash
Sound Technician - to operate Ministers mic and music (if required)	\$25	Cash
Host - Church opening/closing, set up, oversee all aspects including seating, parking, elevator usage, assist Minister, etc.	\$45	Cash

### **Optional Fees:**

Music (for ceremony only)	\$125	Cash
Music (ceremony & rehearsal)	\$150	Cash
Soloist/Guitarist (if desired)	\$100	Cash

A refundable deposit of \$100.00 is required at time of booking.  
All fees can be paid at the Rehearsal or on the day of the Wedding.

Please refer to the Rental Policy for fees for additional facilities including the Church Hall and Kitchen.

**Thank You!** for taking the time to read this information. If you have any questions or comments, please contact the Office Administrator or the Minister. We ask God's blessing on you as you plan not only for a wedding, but also for a lifetime together!

Please note that the Revenue Canada Act, under the Tax Treatment of Public Charities, section 02.184 demands that Jordan Station United Church, as a registered charity, require members and contributors pay the same honoraria, charges and fees as non-members and non-contributors, in order to retain Registered Status as a Charity.