



## *A Marriage Information Booklet From Canton Church of the Savior*

*And now faith, hope, and love abide,  
these three; and the greatest of these is  
love.*

*—1 Corinthians 13:13*

### ***Marriage Ceremony***

We are excited that you are considering having your wedding at Church of the Savior. A wedding ceremony is a service of worship focusing on the promises you and your partner make to each other before God and your guests. In this worshipful setting, you will express your love for each other in the context of God's love for you (**Neither you nor your partner are required to be United Methodists to be married at Church of the Savior.**)

Whether your wedding is elaborate or simple, traditional or contemporary, your ideas will help shape the ceremony as much as possible within the guidelines set forth by the clergy of Church of the Savior. It is our practice that all weddings are worshipful - meaning that nothing is said or sung at a wedding that could not be included in a Sunday morning worship service. The specific details of your ceremony will be discussed with you when you meet with the pastor assigned to your wedding and/or the wedding coordinator.

### ***Wedding Coordinator***

Our Church of the Savior Wedding Coordinator is to assist you through the steps necessary to make your wedding experience as meaningful and stress-free as possible. This person is your liaison to Church of the Savior staff. Our Coordinator will help navigate you through all church policies and procedures. During the weeks of preparation for your marriage, you may contact your Coordinator with any and all questions.

### ***Officiating Clergy***

Church of the Savior clergy will perform **ALL** weddings held at Church of the Savior.

If you wish to have a **clergy** friend or **clergy** relative **participate** in your wedding service, our clergy will decide whether or not the participation of other clergy is appropriate.

Clergy determines the number of pre-wedding meetings to be held with you and your partner, but a minimum of one session prior to the rehearsal is required.

### ***Pre-marital Counseling***

Church of the Savior requires that you and your partner meet with a professional counselor connected to our church for two premarital counseling sessions (2).

These sessions are in addition to those scheduled with your officiating pastor.

### ***Music Selection, Musicians***

The dignity of a wedding ceremony at Church of the Savior is reflected in the music performed. Selection of appropriate wedding music must be coordinated through either our Church Organist, or our Contemporary Music Leader (keyboard, sax, etc.).

All soloists and guest musicians need to be approved by the Church Organist or Contemporary Music Leader. Any additional rehearsals, or meeting with soloists, or guest musicians will include additional fees.

Contact the Church Organist or Contemporary Music Leader one month prior to the wedding date to coordinate the music.  
**(Cont'd on next page)**

### ***Sound System and Audio Recording***

With state of the art sound, video and projection capabilities, Church of the Savior provides modern technology in a classic church setting. For an additional fee we can provide a DVD of your service, and the use of power-point projections (i.e., bride and groom from childhood to adult). Any power-point needs to be approved prior to use and needs to be into the church office a full two weeks before the service.

### ***Scheduling Weddings and Rehearsals***

Weddings are typically scheduled for Saturdays with rehearsals on Friday. Weekday weddings may be scheduled based on availability of church staff. We usually require a lead time of three months prior to a wedding date to ensure all planning/counseling sessions are properly schedule.

Wedding ceremonies are not scheduled during Holy Week (Palm Sunday through Easter), Christmas Eve, Christmas Day, New Year's Eve, or New Year Day.

Wedding rehearsals are usually scheduled 4:30 to 6:30pm the afternoon before the wedding. One hour is allowed for rehearsals. All members of the wedding party including the parents of the couple to be married, if possible, should be in attendance.

### ***Time Limits for Wedding Services***

**Four hours are allowed for each wedding.** The wedding ceremony lasts approximately 30 minutes (excluding music that may occur before the service). The bridal party can arrive at the church two hour before the music begins, and they and all guests are expected to leave the church within one hour upon the completion of the ceremony. If additional time is required, additional fees will be applied.

### ***Alcohol and Smoking***

No Alcohol or smoking permitted at any time in the church, on the church ground, or in parking lots.

### ***No Pets Allowed***

We all love our pets, but they are not permitted at weddings held in the church.

### ***Marriage License***

Obtain a marriage license by calling your county courthouse for specific information. **You must bring your marriage license to the officiating pastor at the wedding rehearsal.**

### ***Photographer***

**We ask that photographers not move once the service begins, and that no flashes be used during the wedding service.** Photographers should meet with the Wedding Coordinator or Pastor when arriving at the church on the day of the wedding.

We also encourage you to indicate "no flash photography" in your wedding bulletin.

### ***Wedding Bulletins***

The Church Office Staff can print your wedding bulletin if you like. If you want any paper used other than white, you will need to purchase it. After your meetings with the wedding coordinator and pastor, you will be able to determine your order of service. You will need to bring that information along with the names of everyone participating in the wedding ceremony (parents, attendants, ushers, etc.) and any other information you want printed in the bulletin to the church office a full two weeks before your wedding date.

### ***Candles, Flowers, and Other Decorations***

Your florist will have many ideas concerning floral arrangements for your wedding. Our wedding coordinator can assist you with any questions you may have. Your florist will have access to the church sanctuary two hours prior to the beginning of music.

Two candelabras and a Unity candle holder are available for your use with complementary candles. If you prefer to purchase your own unity candle(s), be sure to bring them with you to the rehearsal.

Pew decorations cannot be stapled, pinned, taped, glued, or clamped in any way to the pews. Check with the wedding coordinator with ideas for attaching bows or small flower arrangements to the pews. Any adornments beyond those mentioned must be discussed with, and approved by, the church wedding coordinator..

### ***Use of Rice and Other Materials***

Due to insurance liability and building maintenance issues, use of rice, confetti, birdseed, birds, balloons, large containers of bubbles or other similar materials are not permitted within or outside the church.

You may give your guests small bells or small bottles of bubbles to use as an alternative. If you would like something different than these please consult with wedding coordinator.

### ***Parking***

The parking garage directly across from the church on Cleveland Avenue is available for a fee of \$100.. This fee covers parking for all guests attending your wedding for a four hour block of time. Street parking and some parking lots near the church are typically available on Saturdays. The six parking meters on Cleveland Avenue beside the church are covered and marked "Wedding Party Only". Meters can also be marked for handicapped parking if there is someone attending your wedding that would need a close parking spot.

### ***Dressing Rooms***

A large, private dressing room is available for the bride's use as well as her bridesmaids/matrons. A full-length mirror is provided.

We encourage grooms and groomsmen to come already dressed and ready for the ceremony. They are given our fellowship hall area to relax in prior to the ceremony. We do ask that the wedding party ensure that all dressing areas are left as you found them upon arrival.

### ***Ushers***

At least two ushers are needed for every wedding in our sanctuary. Ushers should be in place and ready to seat guests at least 15 minutes before the music begins.

### ***Receptions Held at the Church***

Due to the size of our fellowship hall, dinner receptions are limited to no more than 100 people. Meals must be prepared and served by a caterer. No food preparation is to be done in the church kitchen.

"Tea Receptions" (Cake and Hot beverage/punch) serving up to 150 may also be considered. If you have any questions concerning receptions at church of the Savior, please ask the Wedding Coordinator **at your first meeting. If you think you may want a church reception, please indicate this when scheduling the church wedding with the office.**

**All costs associated with a church reception are separate from wedding fees stated in this booklet. (Security Guard, Custodial Fee, & Hall Use Fee). (No alcohol or smoking permitted in the reception hall)**

### ***Fees and Payments***

**Fees will cover staff needed to facilitate your wedding and the use of the church facilities. Staffing your wedding consists of .....**

Wedding Coordinator, Clergy, Church Musician, Custodian (Set-up, rehearsal and ceremony) Security Guard day of wedding, Pre-marital Counselor, and Sound Technician

### **Church Facilities**

Use of Sanctuary, Meeting rooms, Dressing rooms, Restrooms, Facilities for pre-wedding meetings, rehearsal and ceremony

Total Fees \$1,600\*

Additional fees for. . .

- Parking Garage
- Music rehearsal with Church Organist
- Guest soloists, musicians and guest clergy
- Use of Fellowship Hall for Reception
- Additional time beyond four hour limit (\$25/hour)
- Computer/Video Technician (\$75-\$100)

You may set up a payment schedule with the wedding coordinator, or pay all at once. **The balance of fees must be paid in full four weeks before your wedding date.** Failure to do so may result in cancellation of wedding date.

**Wedding cancellations made within four weeks of wedding date will be granted a 50% refund.**

### ***Smaller Weddings***

We are able to facilitate smaller weddings in our chapel (up to 50 people for reduced fees. If this is an option you want to consider, please talk it over with our Wedding Coordinator.

### ***To Schedule Your Wedding***

To schedule your wedding, the date must be cleared by the church office, a "Wedding Information" sheet must be completed, and a non-refundable deposit of \$200 is to be paid. The deposit will go toward full payment.

***\* Persons who are active in the life of Church of the Savior and contribute regularly to the financial welfare of the church pay a reduced fee for use of our church facilities and for staff participation.***

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