



Wedding Guide

For Non-Members

URBANDALE UNITED CHURCH OF CHRIST

3530 70th Street
Urbandale, Iowa 50322
Phone: (515) 276-0625
Fax: (515) 276-2451

Pastor: Rev. Robert A. Butterfield, Ph.D.
Church phone: 276-0625
bob.butterfield@urbucc.org

Organist: Bobby Stinnett
991-7615
bobby.stinnett@urbucc.org

Office Coordinator: Tara Aukes
Church Phone: 276-0625
tara.aukes@urbucc.org

Custodian: Church Phone: 276-0625

Dear Friends,

We are delighted that you are thinking about having your wedding at Urbandale United Church of Christ (UUCC). We have prepared this booklet for you to help guide you through the process so your wedding ceremony will be a meaningful worship service.

As a faith community, UUCC believes in supporting the covenant relationships of all its members. The congregation is an “Open & Affirming” church and has endorsed a policy of “Marriage Equality for All.” Therefore, all couples enjoy the same rights, rites, and responsibilities of the marriage covenant.

We look forward to helping you, your beloved, your families, and your friends celebrate in worship what God is doing, has already done, and is yet to do in your relationship!

Rev. Robert A. Butterfield, Ph.D.

GENERAL GUIDELINES

1. An ordained or licensed minister with Urbandale United Church of Christ will preside at all weddings held at church. A clergy person not affiliated with UUCC may, in consultation with the pastoral staff, be invited to participate.
2. Premarital meetings (aka counseling) are required. In consultation with the couple, the UUCC affiliated minister will decide the number of meetings needed and who will facilitate the meetings.
3. These guidelines apply to all weddings held at the church. Couples wishing to have a wedding at another location may arrange this with the minister.

A WORD ABOUT OUR STAFF

We have found that a **wedding coordinator** is an essential part of a well-planned wedding. The coordinator will help with church related details in planning, will help organize the rehearsal, and will take care of important details on the day of the service. The coordinator is available to answer questions and to share helpful hints from prior experience. The coordinator will help with any church-related questions or requests you may have.

The **organist** of Urbandale United Church of Christ plays for all weddings at the church. You will need to make an appointment with the organist to discuss musical choices. If you wish to have soloists or special instrumentalists, you will need to arrange this directly with the organist. We discourage the use of recorded music.

The **custodian** of Urbandale United Church of Christ is a necessary and important part of the set-up for the wedding and the clean up afterwards. The exact times that you will need to be in the sanctuary for decorating should be arranged through the church office.

WEDDING CONFIRMATION FORM

We, the undersigned, have read the policies of the Urbandale United Church of Christ regarding weddings and the fee schedules in this booklet and agree to abide by these provisions.

We understand that our reservation for the wedding is not confirmed until this agreement is received by the wedding coordinator, along with the non-refundable deposit.

We agree that all fees will be paid in full one month before the wedding.

We agree that if there are any changes in the details of the wedding, the wedding coordinator or the church office will be notified immediately.

Date Signed: _____ Date of Wedding: _____

Partner's signature: _____ Print name: _____

Address: _____
street address *city* *zip code*

Phone Numbers: _____ E-Mail: _____
day *evening*

Partner's signature: _____ Print name: _____

Address: _____
street address *city* *zip code*

Phone Numbers: _____ E-Mail: _____
day *evening*

IMPORTANT INFORMATION

Wedding of: _____ and _____
(please print)

Is either partner a member of Urbandale United Church of Christ? Yes _____ No _____

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Place of Wedding: Sanctuary _____ Other _____ If "Other," please specify: _____

Approximate number of guests attending: _____

Number of Attendants (each side): _____ Ushers: _____ Acolytes: _____

Will you have a Flower-bearer? _____ Age: _____ Will you have a Ring-bearer? _____ Age: _____

Will there be a Unity Candle? Yes _____ No _____ Single or Double-ring Ceremony? _____

Do you desire Communion? Yes _____ No _____ Fellowship Hall for Reception? Yes _____ No _____

MUSIC INFORMATION

Will you want organ music? Yes ____ No ____

Will there be a vocal soloist? Yes ____ No ____

Name and phone number of soloist:

Will there be an instrumentalist? Yes ____ No ____

Name and phone number of
instrumentalist:

Are there particular pieces of music you would
like to discuss with the organist?

PARTNER'S INFORMATION

Full Name: _____

Home Address: _____

City: _____

Zip Code: _____

Phones: Home _____

Business _____ Cell _____

E-Mail Address: _____

Occupation: _____

Date of Birth: _____

List Parent(s) names: _____

Number of Brothers: _____ Sisters: _____

Which immediate family members will be attending? _____

FLORIST INFORMATION

Name of Florist: _____

Contact Person: _____

Address: _____

Phone Number: _____

Delivery Date: _____ Time: _____

How did you choose Urbandale United Church
of Christ? _____

PARTNER'S INFORMATION

Full Name: _____

Home Address: _____

City: _____

Zip Code: _____

Phones: Home _____

Business _____ Cell _____

E-Mail Address: _____

Occupation: _____

Date of Birth: _____

List Parent(s) names: _____

Number of Brothers: _____ Sisters: _____

Which immediate family members will be attending? _____

GENERAL INFORMATION

SANCTUARY: The sanctuary seats up to 250. Extra chairs may be added as needed.

MUSIC: The UUCU Organist plays for all weddings. The organist's fee includes the wedding service, wedding rehearsal, and one soloist rehearsal. The organist will determine if additional rehearsals are necessary.

FLOWERS: Please include the name of the florist on the wedding information form so delivery can be arranged.

AISLE RUNNER: Our carpet is very plush and a runner does not work well on it. Please no aisle runners.

SANCTUARY DECORATIONS: The Sanctuary is available for weddings "as is." At various times in the year, artwork and decorations hang in various places in the Sanctuary. These items remain for weddings.

CANDLES: In addition to the communion table candles, the church has 2 candelabras with 7 candles each. If the couple desires to use these candelabras, there will be an additional charge for the candles. (The candles must be purchased through the church.) If candelabras are furnished by a florist, they must use hurricane lamps.

PHOTOGRAPHS: NON-FLASH photographs by a professional photographer are permitted during the service. Please inform family and friends that NO OTHER photography is permitted during the service. Photographing before the service is to be completed at least a half-hour before the service begins. Videotaping is allowed from a non-obtrusive, stationary position.

ALCOHOL: No alcoholic beverages are permitted on the church grounds.

SMOKING: No smoking is allowed on the church grounds.

THROWING RICE AND BIRDSEED is prohibited on all church property.

THE MARRIAGE LICENSE is to be filled out ahead of time then brought to the rehearsal so it may be completed before the wedding day. An Iowa Marriage License will be needed and requires a 3-day waiting period unless waived by a judge.

CARE OF THE BUILDING: It is expected that all the facilities of the church will be given careful use and treated with respect.

RECEPTIONS: Fellowship Hall is available for receptions. The fees are listed separately.

FIRST STEPS

This booklet is designed to help you with the arrangements for your wedding. Please read this material carefully and be sure to follow the steps outlined here in order to avoid confusion or disappointment.

1. Clear a tentative date with the church office, (515) 276-0625, to ensure that the minister and the facilities are available at the time you desire. Be sure to give your name and address so that materials can be forwarded to you.
2. **The couple needs to read this booklet carefully.** Please sign and return the enclosed agreement form.
3. A non-refundable deposit is required along with the signed agreement form to reserve the wedding date. This deposit is applied toward the total wedding fee.

4. The assigned wedding coordinator will contact the couple to arrange an appointment to discuss the details of the wedding.

FEES

The total package for A NON-MEMBER TRADITIONAL WEDDING is \$1,200.00. This includes the fee for the wedding coordinator, the minister, the organist, the custodian and the use of the sanctuary. The rehearsal is included in this amount.

If you are interested in a very SIMPLE WEDDING, you may inquire in the office regarding this alternative.

TRADITIONAL WEDDING

Sanctuary	475
Wedding Coordinator	150
Organist	175 *
Custodian	150
<u>Minister</u>	<u>250</u>
Total	1,200
<i>Deposit</i>	<i>300</i>

	with wedding	without wedding**
RECEPTION:		
Fellowship Hall/Kitchen	300	475
Reception Coordinator	100	150
<u>Additional Custodial</u>	<u>100</u>	<u>150</u>
Total	500	775
<i>Deposit</i>	<i>125</i>	<i>200</i>

OTHER OPTIONS:

* Additional rehearsals with soloists	\$25 per rehearsal
Sound System Manager	negotiable
Candles for Candelabras	20
Table Cloth Cleaning Fee	15 each

** This is an available option if the wedding takes place off campus, such as a home or other venue.

A package can be negotiated to include a Rehearsal Dinner rental.

Date of Wedding: _____

Total Charges: _____

Deposit Paid: _____

Date Paid: _____

Balance Due: _____

NOTES



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Urbandale Church is an active and dynamic congregation with a rich history and an exciting ministry to the community.

Our church is a part of a blend of four major Protestant denominations that united together in 1957 to form the United Church of Christ. We claim the early Pilgrim and Puritan settlers of this country as part of our heritage, and embrace the thought of Pastor John Robinson, who in his farewell remarks to the Pilgrims as they were leaving for the “new world” said,

“There is still more light and truth to break forth from God’s holy word.”

It is that pioneering spirit that calls us to continue “Moving Forward in Faith.” It is that same spirit that calls us to covenant together to be “a community which remains open to the challenges of the Christian faith.” GOD IS STILL SPEAKING, As such:

“We welcome into this community of faith, and affirm the participation in all aspects of church life, persons of every age, race, gender, nationality, ability, and sexual orientation. We will continue our efforts toward inclusiveness, and stand against all forms of discrimination. We will empower ourselves, our children, and one another to be fully present in the world, living in Christ’s image and striving for justice and peace.”

We welcome you into the full life and participation of this lively congregation. If our church staff can be of assistance to you in any way, please feel free to call upon them.

- Rev. Dr. Bob Butterfield, Interim Senior Pastor bob.butterfield@urbucc.org
- Rev. Amy Murray, Ministry Program Coordinator amy.murray@urbucc.org
- Elsie P. Naylor, M.M., Music Program Director..... elsie.naylor@urbucc.org
- Bobby Stinnett, M.M., Organist,
Children/Youth Choirs and Handbell Director..... bobby.stinnett@urbucc.org
- Tara Aukes, Office Coordinator tara.aukes@urbucc.org
- Sadmir Omerhodzic sadmir.omerhodzic@urbucc.org
- Rev. Gayle Strickler, Jr.,
Adjunct Minister for Community Concerns..... gayle.strickler@urbucc.org

Church Office hours are 9:00a to 3:00p

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