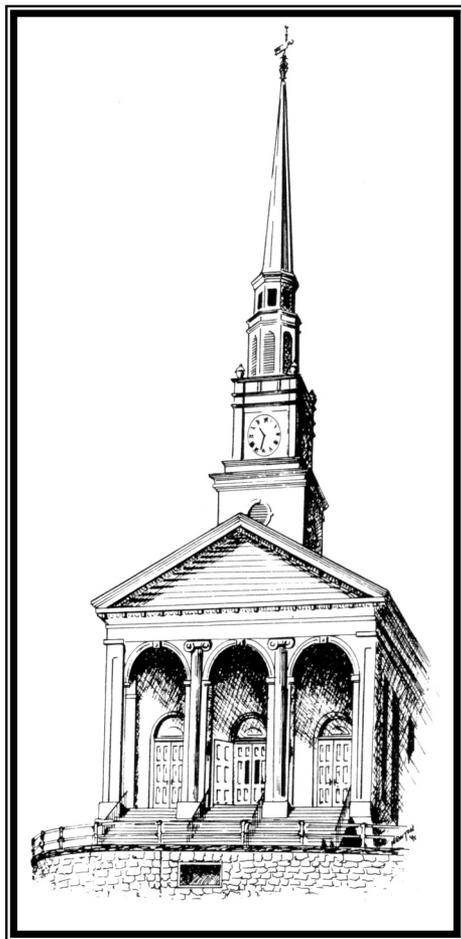


The Union Baptist Church of Mystic
gathered in 1765 on Baptist Hill in Mystic, Connecticut 06355

Telephone 860-536-9659

Fax 860-536-8848

Email: office.ubc.mystic@gmail.com
www.ubcmystic.org



Wedding Guidelines
&
Information

Description of Service

Congratulations on your forthcoming wedding! This will be one of the most memorable moments in your life and in the lives of your families. We are pleased that you plan to celebrate your wedding and the beginning of your married life together at Union Baptist Church.

A marriage is, at the least, a legal occasion, in that all marriages must conform to the laws of the state in which they are performed. It may also be a social occasion when family and friends gather together and, borrowing from a rich array of customs and traditions, join in celebrating the union of a couple.

A Christian wedding is far more than a legal and/or social event; it is above all a service of worship. By choosing to be married inside the church you as a couple are making a “faith statement” to all your family and friends which in effect says, “We are two people who desire to make a marriage covenant before God and in the presence of God’s people. In a service of worship we want to stand before God’s altar and commit ourselves to each other for the rest of our lives. We are inviting God’s life and love to be at the center of our marriage.”

Important Guidelines

The Service

- The Service, as is normal in the Church, will be planned and conducted by the minister of the Union Baptist Church. Suggestions about the order or content of the service may be submitted to the minister in advance, but content of the service is determined by the ministerial staff of Union Baptist Church.
- The Minister of Union Baptist Church will consult with the prospective bride and groom several times prior to the wedding. The minister may refuse to perform any given wedding ceremony.
- Union Baptist Church seats 250 people in the downstairs portion of the sanctuary.

Music

- It is expected that weddings performed at Union Baptist Church, will utilize the organist of the church. If he is not available, an alternate organist is listed. The organist will be asked to advise in the selection of your wedding music. It is your responsibility to contact the organist. Routinely the organist does not attend the rehearsal. If the organist is needed at the rehearsal, additional compensation is required. The organist used by Union Baptist Church is Dr. John Dreslin (860-535-4814). Our alternate organist is Mr. Michael Noonan (860-535-1315).
- The church's soprano soloists are Mrs. Clare Rogers (860-536-2927) and Mrs. Kay Pere (860-572-0629). Be sure to confer with the musicians well in advance of the service.

Photography and Videotaping

- The Union Baptist Church does not allow photography other than video during the wedding ceremony. The use of flash, artificial lights, and shutter-clicking interrupts the sanctity and flow of the service. It is permissible for the photographer to take flash photos of the attendants and bride at the end of the aisle in the narthex, behind the glass windows. It is also permissible for the photographer to take flash photos of the bride and groom as they leave the sanctuary. We understand the importance that most married couples place upon the preservation of their wedding day in photographs and will provide opportunities for pictures to be taken before and/or after the ceremony. As a courtesy to our staff, if any photographs are to include the minister, it is expected that he or she will be in the first photographed.
- We invite you to take posed pictures of the wedding party before the service in the sanctuary or on the front steps. Please notify the minister if you plan to have photographs taken prior to the wedding so that he or she may coordinate your being there with

the church staff. Any pre-wedding photography taken inside the church must be finished no less than 45 minutes before the beginning of the service.

- Videotaping of the service may be done only if the camera is stationary, capable of running without a camera operator and does not require the use of distracting lights. A portable microphone may be used, but it is important for the videographer to check beforehand whether it interferes with the church's sound system.

Flowers, Candles, Aisle Runners

- Floral pew markers may be used, but care must be taken not to damage the wood when affixing or removing the markers from the pews. There are a total of 24 pews in the center of Sanctuary (12 of each side).
- The church owns two candelabras, each holding seven candles. If the candelabras are to be used, the bride and groom must provide the 12" dripless candles at the time of the wedding rehearsal.
- Throwing rice or birdseed is not allowed on the church grounds.
- The center aisle length is 45ft. from stage to foyer door, and 65ft. from stage to front porch. Width of center aisle is 39in.

Marriage License

Connecticut Law states marriage licenses are issued by the Registrar of Vital Statistics only in the Town where the ceremony is performed, also known as the Town of Occurrence. It is important to note that Union Baptist Church is in the Town of Groton. Therefore your marriage license **must** be obtained at the Town of Groton Town Hall (45 Fort Hill Rd., Groton, CT). The license must be given to the minister at the wedding rehearsal. The minister is responsible for completing the license and returning it to the Town Hall.

Fees

Plan on paying the church fees, the musicians, the custodian, etc. on or before the wedding rehearsal night. Traditionally, this service is done by the Best Man. At the discretion of the ministers the fee schedule may be modified.

Minister

Member*	No fee
Non-Member	\$350.00

<u>Organist</u>	\$175.00
<i>Rehearsal, if required</i>	additional \$75.00

<u>Soloists</u>	\$100.00-\$300.00*
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<u>Wedding Host</u>	\$150.00
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Church Use Fee

Member*	No fee
Non-Member	\$500.00

*NOTE: Soloists fees vary from \$100.00 to \$300.00

*** Members**

Members participate regularly in the public worship service and the general life of Union Baptist Church, or those who would participate except for valid reasons such as illness, military service, or students residing outside the area.

All financial obligations are payable on or in advance of the wedding rehearsal night. Checks should be made payable to:

- Senior Minister..... *Rev. Dr. Lonnie A. Brown*
- Organists for Weddings..... *Dr. John Dreslin*
.....*or Mr. Michael Noonan*
- Soloists.....*Mrs. Clare Rogers or Mrs. Kay Pere*
- Wedding Host Fee
- Church Use Fee

Church Office Phone Number 860-536-9659
Monday-Thursday 9:00 A.M - 3:00 P.M.; Friday 9:00 A.M - 12:00 P.M.

Revised January 2018

The Union Baptist Church
Wedding Ceremony Photography & Videography Policy

The Union Baptist Church does not allow flash photography of any kind during the wedding ceremony itself. The use of flash, artificial lights, and shutter-clicking interrupts the sanctity and flow of the ceremony. It is permissible for the photographer to take flash photos of the attendants and bride at the end of the aisle in the narthex, behind the glass windows. It is also permissible for the photographer to take flash photos of the bride and groom as they leave the sanctuary. We understand the importance that most married couples place upon the preservation of their wedding day in photographs and will provide opportunities for pictures to be taken before and/or after the ceremony. If any photographs are to include the Minister, it will be greatly appreciated if he or she could be in the first photographed.

We invite you to take posed pictures of the wedding party before the service in the sanctuary or on the front steps. Please notify the Minister if you plan to have photographs made prior to the wedding so that he or she may coordinate your being there with the church staff. Any pre-wedding photography taken inside the church must be finished no less than 45 minutes before the beginning of the service.

Videotaping of the service may be done only if the camera is stationary, capable of running without a camera operator and does not require the usage of distracting lights. A portable microphone may be used, but it is important for the videographer to check beforehand whether it interferes with the church's sound system.

This policy must be given to the photographer/videographer and returned to the Union Baptist Church no later than two weeks before the service.

Enclosed is a copy of the church photography & videography policy which must be given to the photographer and videographer and returned to the church no later than two weeks before the service.

**The Union Baptist Church
Wedding Ceremony Photography Policy**

On the reverse side of this document is the Wedding Ceremony Photography & Video Policy at the Union Baptist Church. Please read through the policy and fill out the agreement form below, detach, and return to us no later than two weeks before the service.

In advance, we thank you for your cooperation.

The Union Baptist Church

I, _____, have read and fully understand the wedding photography & videography guidelines established for the Union Baptist Church. It is my intention to respect and follow these guidelines.

SIGNATURE: _____

FIRM: _____

ADDRESS: _____

OFFICE
PHONE: _____

NAME OF
BRIDE/GROOM: _____

Please return to:

The Union Baptist Church
119 High Street
Mystic, CT 06355

Attention: Wedding Materials

UNION BAPTIST CHURCH

119 High Street
Mystic, CT 06355
Phone (860) 536-9659 Fax (860) 536-8848



Request for Celebration of a Wedding at Union Baptist Church

Request to celebrate our wedding at Union Baptist Church on ____/____/____ circle day of week - S M T W Th F S

(Bride)

(Groom)

(Mailing Address)

(City) *(State)* *(Zip)*

Weddings at Union Baptist Church are performed by our clergy, unless other arrangements are authorized by Union Baptist Church Staff.

Fees for staff, organist, and use of the church are found in the Wedding Guidelines and Information book and are payable at or before the Wedding Rehearsal.

Today's date: _____. My membership status at the time of reserving the church *(check one)*:

Bride: Member Non-member

Groom: Member Non-member

(Bride's signature)

(Groom's signature)

(Phone number)

(Phone number)

(Cell number)

(Cell number)

(email)

(email)

By signing above, you agree that you have read the Wedding Guidelines & Information and agree to all policies and fees. This form does not guarantee your wedding will be performed as requested. Your date will be finalized and confirmed once the Minister and church calendar have been consulted.

For UBC Staff use only. Please do not fill out.

FIRST ENDORSEMENT

FROM: Church Office Church Calendar reviewed Conflict with Church Calendar

TO: Building & Grounds Team, Music Director

VIA: Minister

Comments _____

Administrative Assistant _____

SECOND ENDORSEMENT

FROM: Minister

TO: Buildings & Grounds, Music Director

Available Unavailable

Comments _____

Minister _____

Union Baptist Church Wedding Ceremony Checklist

First things first:

- Read completely the Union Baptist Church's Wedding Guide.
- Fill out and sign the Use of Facility request form and return to the church within two weeks of receipt. **This form does not finalize or confirm your wedding date. Your date will be finalized once the Minister and church calendar have been consulted.**

Six months before the wedding:

- Call the Minister to make initial arrangements for pre-marital counseling
- Call the Organist to schedule him/her for your wedding

Two months before the wedding:

- Go to the Town of Groton Town Hall (**45 Fort Hill Rd., Groton, CT**) and obtain a Marriage License. To be married at Union Baptist you must get your license from the Town of Groton.

One month before the wedding:

- Send your photographer and videographer the Wedding Ceremony Photography & Videography Policy form
- Complete the Wedding Detail Sheet and return to the church at least two weeks prior to the wedding

**Union Baptist Church
Wedding Detail Sheet**

Bride's full name _____

Groom's full name _____

Date and time of wedding _____

Wedding _____

Rehearsal _____
Date and time

Scripture Readings:

To be read by:

Old Testament _____

Epistle _____

Gospel _____

Other

Readings _____

Will there be special music (other than organ)? NO YES

If so what type? Instrumental What instrument? _____

Who is playing? _____

Vocal

Who is singing? _____

Other

Please explain: _____

Will there be a limousine? NO YES

Will pictures be taken at the church? NO YES

If yes, before or after the ceremony? _____

Name of photographer _____

Will video be taken at the church? NO YES

Name of videographer _____

Will there be a receiving line at the church? NO YES

Floral Decorations:

- | | | |
|---|-----------------------------|------------------------------|
| Will there be arrangements on the pews? | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| Will other arrangements be used? | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| Will the candelabra be used? | NO <input type="checkbox"/> | YES <input type="checkbox"/> |
| Will an aisle runner be used? | NO <input type="checkbox"/> | YES <input type="checkbox"/> |

Approximate number of guests: _____

Wedding Party:

Number of Attendants _____

Bride's Attendants	Groom's Attendants
Names: _____	_____
_____	_____
_____	_____
_____	_____

Flower Girl _____ Ring Bearer _____

Please any additional attendants on the back.

Address after marriage

Return this form to the Union Baptist Church two weeks prior to the wedding. Fees for staff, musicians, and use of the church are found in the Wedding Guidelines and Information book and are payable at or before the wedding rehearsal.