

Weddings At Riverside United Church

Congratulations!

We are pleased to help you in this time of planning and preparation for your wedding service and your life together in marriage. We will do our best to help you celebrate your marriage with a meaningful service of worship in which you will make your commitment to one another in God's presence.

Booking Your Wedding:

- We normally conduct wedding services for those who are a part of the congregation or who have family members involved at Riverside United. We also consider conducting services for those who live in the area and who are affiliated with the United Church and/or who plan to be a part of Riverside United Church in the future.
- We will conduct weddings at alternate locations. This would need to be discussed with the minister.
- It is wise to check with the church before you make specific plans (such as a reception hall or invitations), in case the church is unavailable on the date you would like to hold your wedding ceremony. Weddings will not be held on Easter weekend.

We require forms, available from the church office, for the Booking Request and Marriage Information to be completed. The wedding will be considered booked when the Request Form is completed and the \$100.00 deposit is received.

Our Church Staff:

Our minister and organist will be happy to meet with you to plan your wedding. Normally our staff is involved in every wedding held at Riverside United. If you wish to involve other clergy, organists or musicians, please make your request known as soon as possible.

Meeting With Our Minister:

Rev. Paul Dillman will meet with you to discuss your plans for the service, and any other issues about married life that you may wish to talk about. The time and dates of your wedding and rehearsal will normally be confirmed at your first meeting, and at a second meeting the details of the service will be finalized before the rehearsal and wedding take place.

Meeting With Our Organist:

Wayne Irschick, our Organist and Director of Music, normally accompanies all weddings at Riverside United. He will help you plan the music for your wedding. Please contact him at (613)

226-1485 at least three months before the service to discuss your music requests. All soloists and special music will be discussed in your conversations with Wayne. There is an additional fee if the organist is required for any rehearsals. If you do not require an organist, or if you plan to use an alternate organist, please speak to the minister about this at your first meeting. Alternate music would need to be appropriate for the worship context.

Marriage Preparation:

We encourage couples to participate in a marriage preparation program. Information about such programs is available.

Fees:

- a) Wedding with the use of our organist: Fee: \$300.00 made payable to Riverside United Church.
- b) Wedding where couple uses their own organist or no organist: Fee: \$150.00 made payable to Riverside United Church.
- c) Custodian's fee: Wedding only (\$65.00); Wedding & Reception (\$100.00); cheque made payable to Marc Godin.
- d) Building fee: \$200.00 made payable to Riverside Churches of Ottawa.
- e) Weddings not held at the church: \$200.00 made payable to Riverside United Church.

NOTE: A non-refundable deposit of \$100.00 is required to book a wedding. The deposit will be applied to the above costs. The remainder is due two weeks before the wedding.

Guidelines for the Wedding Service:

- a) The wedding is a time of worship; the minister will determine the order of service, in consultation with the couple. Options will be given for Scripture lessons, wording of vows, candle lighting, etc.
- b) The service will not include "the giving away of the bride." If desired, a question of blessing can be asked of the parents/families of the bride and groom.
- c) Photographs – Once the wedding party is in place at the front of the church, guests will be asked to refrain from taking photographs until the signing of the register. We also ask that any video cameras be placed on stationary tripods. Official photographers may take non-flash photos from the back of the sanctuary during the service. Arrangements can be made with the minister to pose for additional photographs following the service.
- d) Flowers/Decorations – The church is normally open one hour before the wedding ceremony is to begin. Flowers or other decorations can be delivered at this time. On some occasions decorations can also be placed in the church at the time of the rehearsal.
- e) Bulletin/Program – If you wish a bulletin for your wedding outlining the order of service and list of participants, it is your responsibility to purchase/create and produce the bulletin.
- f) Please do not use confetti inside or outside the church building. It is extremely difficult to clean up.

Legal Requirements:

The Marriage License: A marriage license can be obtained from the clerk of most cities, townships, towns or villages in Ontario. For the nearest Marriage License Issuer, check your municipal blue pages. The marriage license is valid anywhere in Ontario for three months from the date of purchase. The bride or groom (or both) applies in person to the Marriage License Issuer to obtain a license. They will need to bring identification, such as a birth certificate (along with any change of name certificates), a current passport, Record of Immigrant Landing or Canadian citizenship card, along with photo identification for both the bride and the groom. There is a set fee for purchasing a marriage license. Contact your municipal office for the current fee. Your marriage license and wedding fees should be brought to the church at least two weeks in advance of the service.

Witnesses: Two witnesses (18 years of age or older) are required.



We hope these guidelines will assist you in your wedding plans. Please let us know if you have any questions.

We pray that God will richly bless you in your life together!