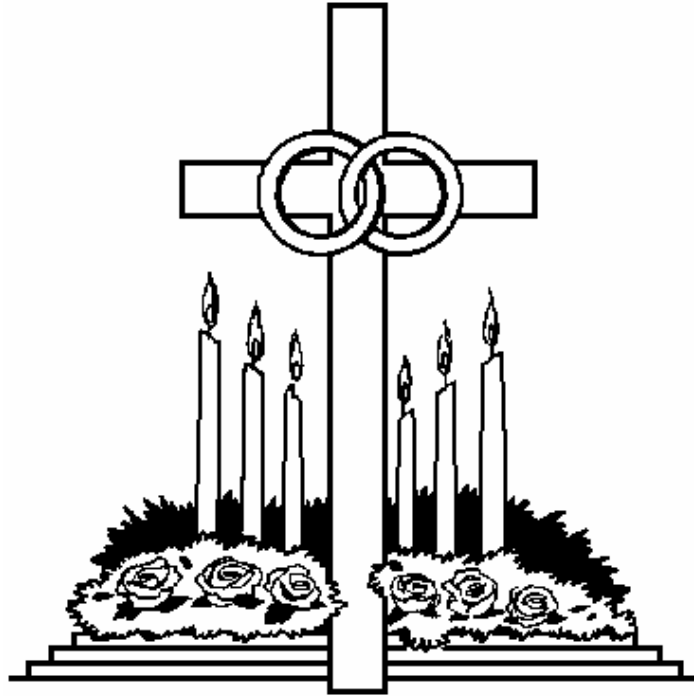
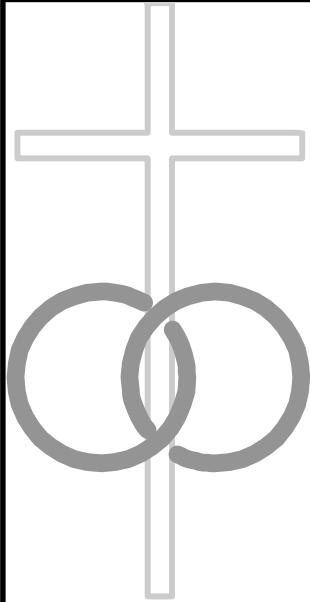


# *Wedding Booklet*



*First Congregational Church  
of Stoughton  
United Church of Christ*

*76 Pierce Street  
Stoughton, MA 02072*



Congratulations on your engagement!

This booklet has been prepared to introduce you to The First Congregational Church of Stoughton, United Church of Christ, and our approach to weddings. We ask that you take a few minutes to review the following pages.

Having a wedding at our church conducted by our pastor means that you value this faith community. Even if you plan a wedding officiated by our pastor at an off-site location, having a Christian minister conduct your wedding means that you understand the sacred covenant of your Christian wedding vows and that God — who is Love [1 John 4:8] — is the author of your marital relationship.

If you have not already done so, please attend at least one of our Sunday worship services so that you might come to know our pastor and our family of faith better.

Our Sunday service begins at 10 am.

We hope that you will continue to worship and grow in your faith with us so that, together, we can support each other in Christian love and community. We pray you God's blessings for a marriage full of joy and love.

In Christ's love,  
The First Congregational Church  
of Stoughton  
United Church of Christ

## Table of Contents

Why a Wedding Officiated by a Christian Pastor?..	4-5
Arrangements to be Made with the Church.....	5
Pre-Marital Discussions .....	6
People Who Will Be Working with You .....	7-8
Marriage License.....	8
Church Facilities Available for Use.....	9-10
Policies and Guidelines .....	10-11
Fee Schedule .....	12-13
Directions to the Church .....	14-15
Contact Information.....	16

Why a Wedding  
Officiated by a Christian Pastor?

Unless the Lord builds the house,  
Those who build it labor in vain.  
Psalm 127:1



You could get married in three minutes by someone with  
the authority to declare you legally married.

You could be married by a Justice of the Peace  
or a ship's captain.

You could be married in a garden,  
or at a country club, or in a function hall.

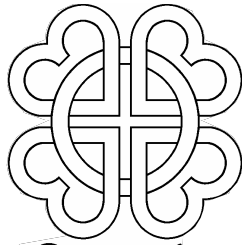
However, when you choose to have a  
Christian wedding service officiated by our pastor,  
whether in our church or at an off-site location, you . . .

. . . declare before your family and friends  
— and, more importantly, before God —  
the deep level of your commitment to one another. . .

. . . affirm your understanding of marriage as not merely  
a legal contract, but indeed a sacred covenant. . .

. . . and show your understanding that God is the  
author of your marital relationship.





A cord of three strands  
is not easily torn apart.

Ecclesiastes 4:12

“One in the  
Bond of Love”

It takes three strands woven together to produce a tight and secure braid. In the same way, when God is the third strand of your marital braid, the bond that you create on your wedding day will be strengthened, and God will be the cord that holds the two of you together when the occasional storms or everyday tempests of life threaten to unravel the precious knot God has tied at your wedding.

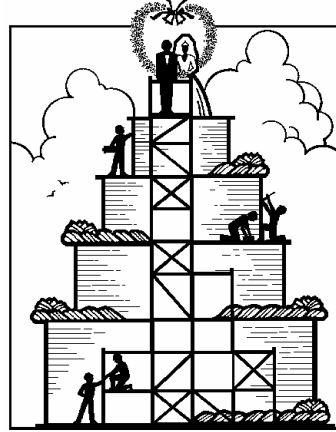
### **Arrangements to Be Made with the Church**

1. If, after reading this booklet, you feel comfortable with our policies and approach to weddings, please contact the Pastor directly to set up an initial consultation.
2. At the initial meeting, you and the Pastor will get to know each other better and mutually determine the next steps.
3. A *non-refundable* deposit of \$250 is required to secure the dates of the rehearsal and wedding.
4. The Pastor will conduct at least three pre-marital sessions with you, the couple.
5. If your wedding is to be on-site in the church, the Wedding Coordinator will set up a meeting with you to go over the specifics of the ceremony.
6. For on-site weddings, the Wedding Coordinator will serve as your liaison to the Organist and will inform him of your requested musical selections. The Wedding Coordinator will also contact the Custodian regarding specifics of your wedding.

## Pre-Marital Discussions

Before a date can be set for your wedding, an initial consultation will be scheduled so that you and the pastor can become acquainted and determine the next steps toward a Christian marriage. This will include scheduling pre-marital counseling sessions within several months of the wedding date.

PREMARITAL COUNSELING



**BUILD A STRONG  
FOUNDATION**

The purpose of these pre-marital meetings is for you and the Pastor to develop a relationship based on understanding, trust, and cooperation.

We also hope to offer you wisdom and experience to help you understand each other better so that you enter into your Christian marriage with informed and realistic expectations.

The Pastor, as a minister of the gospel, will also be interested in encouraging you on your faith journeys so that you as a couple — and (potentially) as parents — can nurture your relationship with God, both as individuals and as a family.



## People Who Will Be Working with You

### Pastor

In addition to pre-marital discussions (see page 6), the Pastor will assist you in selecting the prayers, vows, scriptures, and liturgy for your wedding ceremony. You may also discuss with the Pastor your desires to include Holy Communion or other elements, such as a Unity Candle, and any other questions or concerns you may have regarding the sacred aspects of your service. The Pastor also welcomes any questions or discussions regarding our church; our denomination, the United Church of Christ; your spiritual journey; or faith in general.

### Wedding Coordinator

For on-site weddings, the Wedding Coordinator will contact you once your deposit has been received, and she will review the contents of this booklet with you. The Wedding Coordinator will keep a file of information regarding the details of your wedding service, and will forward all pertinent information to the Pastor, the Church Secretary, the Music Director, the Custodian, and — if applicable — the Kitchen Committee.

The Wedding Coordinator will arrive at the church 30 minutes before your wedding rehearsal and one hour before your wedding ceremony. She will ensure that the church is open for deliveries from your florist, and she will also assist your photographer, videographer, and wedding guests.

### Organist/Music Director

For on-site weddings, our Organist/Music Director is

responsible for the music during your ceremony, and he can select music that is appropriate for Christian weddings. If you want special selections, you are asked to supply the sheet music.

### *Custodian*

For on-site weddings, our custodian will be at the church during your ceremony and will ensure that the building is ready for your special day, to include regulating the indoor temperature, setting up candelabras, and fulfilling other special requests. He will also supervise the parking area to ensure that "no parking" zones are observed and that the lobby entry is available for your wedding party. In addition, he will secure the building after all of your guests have left.

### **Marriage License**

During a wedding ceremony, whether it be on-site or off-site, the Pastor serves as both a representative of the Church and an agent of the Commonwealth of Massachusetts. For the marriage to be legally recognized by the state, you must present a marriage license issued by a Town Clerk.

It is recommended that you apply for a marriage license at least one month prior to your wedding date. The license must be given to the Pastor at the wedding rehearsal; she will sign and return the license to the designated Town Clerk following the ceremony.

A record of your marriage will generally be obtainable from your Town Clerk several weeks after the date of your wedding.

## Church Facilities Available for Use

The following rooms are available for your wedding:

### Sanctuary:

Our sanctuary seats 310 people. Eight pew candelabras and two free-standing candleholders are available for candlelight wedding ceremonies. (A word of caution: the ceiling fans CAN NOT be on if pew candles are used.) Our main aisle is 67 feet long (for aisle runners).

### Outdoor Chapel:

Our rustic outdoor chapel, located on the northwest side of the church building, has bench seating for approximately 70 people.

### Fireplace Room:

This formal room is off the main lobby; it is well suited for formal wedding pictures and is an excellent location for receiving lines. It can also be used for wedding showers; however, no food or beverages are allowed in the room.

### Fellowship Hall:

For a reception, our hall can accommodate 160 people seated at tables, or 200 with chairs only.

### Kitchen:

The kitchen, which adjoins both the Fireplace Room and the Fellowship Hall, is fully functional with sinks, a stove, refrigerator, and dishwasher. Caterers may use the kitchen, but not the dishes or utensils. At least one member of the church's Kitchen Committee must supervise the set-up, use, and clean-up of the kitchen. Should you need use of the kitchen, the Wedding Coordinator will contact a member of the Kitchen Committee.

*(continued on next page)*

*Coat Rooms:*

Two coat rooms are located in the main lobby.

*Wheelchair and Accessibility:*

A wheelchair is available for use, and an outside wheelchair ramp leads to the main entrance of the church.

*Restrooms:*

Handicap-accessible Women's and Men's restrooms are located off of the Fellowship Hall.

*Parking:*

Our church parking lot is available for all vehicles. There is a handicap parking space behind the church, near the wheelchair ramp. There is also on-street parking along the fence at Halloran Park, across the street. Parking in the fire lanes is strictly prohibited.

**Policies and Guidelines**

**Guest Clergy**

The Pastor of the First Congregational Church of Stoughton, United Church of Christ, will officiate at weddings held at the church. When an additional clergyperson's participation is desired, this should be made known to the Pastor, who can then extend the invitation.

**Musicians**

The church Organist will play at weddings. Before you engage another organist, you must notify the church organist, who has the right of first refusal. Other participating musicians are to be coordinated through the Organist, whether or not he is involved in accompanying

them. The organist has an additional fee for accompanying soloists.

### **Photography/Videography**

Flash photography and videography requiring artificial light will be permitted as the wedding party is entering the sanctuary, and also during the recessional. In keeping with the sacred tone of the wedding ceremony, ***no flash photography or videography with lighting is allowed during the wedding ceremony. Please ensure that your photographer, videographer, and wedding guests aware of this policy.***

Photographers are not allowed on the chancel or in front of the first row of pews. Videographers are not to be in motion in the aisle or on the chancel. The ceremony may be re-staged after the guests have departed.

### **Timing**

The church building will be open one hour prior to the scheduled time of the wedding ceremony. The service must begin within 30 minutes of the scheduled time.

### **Alcohol**

When the reception is held in our Fellowship Hall, one alcoholic toast is allowed. Alcohol is otherwise strictly prohibited in the building or on church property.

### **Smoking**

Smoking in the church building is strictly prohibited.

### **Confetti/Rice**

No rice or confetti is allowed on church premises.

### Fee Schedule

	Fees for Members <sup>1</sup>	Fees for Non-Members
Pastor	\$250.00 <sup>2</sup>	300.00 <sup>2</sup>
Church Secretary <sup>3</sup>	25.00 <sup>4</sup>	25.00 <sup>4</sup>
Wedding Coordinator	100.00	100.00
Organist (without rehearsal)	100.00	125.00
Organist (with rehearsal)	175.00	200.00
Custodian (wedding only)	50.00	50.00
Custodian (wedding and reception in Fellowship Hall)	100.00	100.00
Sanctuary Use <sup>5</sup>	No Charge	200.00
Fellowship Hall (4 hours)	200.00	200.00
Kitchen (4 hours) <sup>6</sup>	50.00	150.00

### Footnotes to Fee Schedule

- <sup>1</sup> To be eligible for member rates, either member of the wedding couple, or a parent of either member of the wedding couple, is to meet the requirements of Active Membership according to the by-laws of the First

Congregational Church of Stoughton, United Church of Christ. An Active Member is one who has been officially received as a member of the First Congregational Church of Stoughton and regularly attends worship and/or contributes to the church.

- <sup>2</sup> In addition to the Pastor's fee, the wedding couple will also pay the expenses (travel, overnight accommodations, etc.) incurred by the Pastor for off-site weddings and rehearsals.
- <sup>3</sup> If you desire, the Church Secretary is available to help you put together a Wedding Program. Bulletin covers are available for purchase, and a catalog will be supplied by the Wedding Coordinator upon request. A separate check is required for bulletin covers.
- <sup>4</sup> Plus cost of wedding program covers.
- <sup>5</sup> This applies to either our indoor sanctuary or our outdoor chapel and includes the use of the Fireplace Room for photographs.
- <sup>6</sup> You are expected to clean up the kitchen after its use.

The *non-refundable* deposit of \$250, payable to the First Congregational Church of Stoughton, must be paid before pre-marital counseling can commence.

The balance due must be paid at or before the rehearsal. If there is no rehearsal, then the balance due must be paid on or before the day before the wedding.

### Directions to the Church

**From the South via Rte. 24:** Rte. 24 North to the Rte. 27 — Stoughton, exit. Follow Rte. 27. Bear left at the fork, continuing on Rte. 27. Go past Farley Funeral Home (on the right) and Bob's Market (on the left). After Bob's Market, take a right onto Leach Street (a small sign for the church is at the corner). After passing Halloran Field (on the left), take a left onto Pierce Street. The church is on the right.

**From the South via Rte. 3:** Rte. 3 North to Rte. 24 South. Follow Rte. 24 to the Rte. 139 Stoughton/Randolph exits (take Stoughton). At the fork, bear right, following Rte. 139. Go through the set of lights and continue past Jimmy's Market on the left. Approximately 1/4 mile after Jimmy's Market, turn left onto Prospect Street. At the top of the hill on Prospect, turn right onto Walnut Street and follow for approximately 1/4 mile. Turn left onto Pierce Street. The church is down the road on the left.

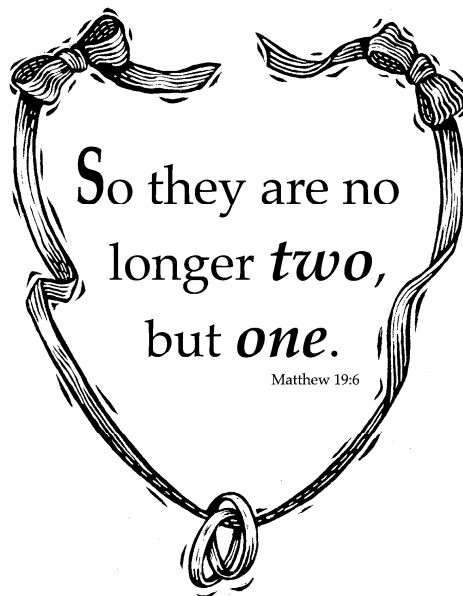
**From the North via Rte. 93:** Rte. 93 South to Rte. 24 South. Follow directions for "From the South via Rte. 3."

**From the North via Route 95:** Rte. 95 South to Rte. 93 North. Take the Rte. 138 Stoughton exit. Follow into Stoughton Center and bear left in the center onto Rte. 27 (Park Street). Follow directions for "From Stoughton Center on Rte. 27."

**From the South via Rte. 95:** Rte. 95 North to Rte. 27 exit. Follow Rte. 27 through Sharon Center and past Cobb's Corner into Stoughton Center. (Continued below.)

**From Stoughton Center on Rte. 27:** Continue approximately 1/4 mile south from Stoughton center. Turn left at Stoughton Public Library onto Walnut Street. Turn right after the Jones School onto Pierce Street. The church is down the road on the left.

**From the South via Rte. 138:** Rte. 138 North to Rte. 27 in Stoughton Center. At the stop sign, take a sharp right onto Rte. 27. Follow directions for "From Stoughton Center on Rte. 27."



**Contact Information**

**The Rev. Jean Niven Lenk, *Pastor***

*Pastor's Study: 781-344-2395*

*Email: revjeanlenk@uccstoughton.org*

**Al DuBois, *Organist and Choir Director***

**Nancy Sullivan, *Church Secretary***

**Donna Connor, *Wedding Coordinator***

**Church Office Hours:**

**Tuesdays through Fridays**

**9:00 am to 1:00 pm**

**First Congregational Church of Stoughton**

**United Church of Christ**

**76 Pierce Street, Stoughton, MA 02035**

*Church Office: 781-344-2371*

*Email: office@uccstoughton.org*

*Website: www.uccstoughton.org*

May God Bless Your Marriage