

St. Andrew's United Church  
60 Athabasca Street East, Moose Jaw, SK S6H 0L2  
Phone: 306-692-0533\*E-mail: st.andrews.mj@sasktel.net



## WEDDING BOOKING

### PACKAGE

1. Wedding Policy Booklet
2. Wedding Booking Form
3. Sask Registry Worksheet

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*WEDDING  
POLICY BOOKLET*



**St. Andrew's United Church**  
**60 Athabasca Street East,**  
**Moose Jaw, SK, S6H 0L2**  
Phone: 306-692-0533 ° Fax: 306-692-0534  
**E-mail: st.andrews.mj@sasktel.net**

Minister: Rev. Jim Tenford

Office Administrator: Donna Merrifield

***Please Note:***

*The Minister, Rev. Jim Tenford is to be contacted by e-mail, [jimtenford@sasktel.net](mailto:jimtenford@sasktel.net) before a wedding booking can take place. Also, the Wedding Policy must be reviewed and accepted before completing the booking request form.*

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**Wedding Policy and Forms approved by Church Council of  
St. Andrew's United Church, September 18, 2012**

## **CHURCH MARRIAGE ARRANGEMENTS**

### **1. Your Marriage and St. Andrew's Church**

Your wedding is one of the key moments in your life. Couples that choose to be married at St. Andrew's Church can be assured of the interest and concern of the staff. The church staff wants to help you plan and carry through a wedding service that fulfills your highest expectations and that is consistent with the United Church theology and understandings of the significance of Christian marriage. Because marriage is an integral part of the life of the church community; you are encouraged to make St. Andrew's your church home if you do not already have one. The Christian wedding ceremony is a service of worship, and as such requires little embellishment. Suitable music is helpful in providing an appropriate setting. Both the church sanctuary and chapel are available for weddings. When the number of guests is no more than eighty, the chapel provides an attractive setting. Weddings at St. Andrew's Church cannot be booked on Sundays or on the following dates: Christmas Eve, Christmas, New Year's Day, Maundy Thursday through Easter Monday, annual Conference weekend (usually last in May), Thanksgiving Day or Remembrance Day. For a Saturday wedding, the Rehearsal ordinarily is held on the preceding Friday. Rehearsals should be scheduled when you book your wedding.

### **2. Officiating Minister and Service Preparation**

St. Andrew's has a Minister who is available for weddings, but if the minister is unable to officiate due to schedule conflicts, or another reason, then St. Andrew's will supply a United Church minister to conduct your wedding at St. Andrew's. A marriage service becomes part of the public witness of the congregation, therefore the content of the service is subject to the approval of the St. Andrew's minister. All couples planning marriage are required to meet with the officiating minister in order to plan the service and attend to other necessary details.

### **3. The Minister and Pre-Marriage Counseling**

Couples are expected to arrange for a suitable course of pre-marriage instruction. We recommend either: Pre-Marriage Weekend offered periodically at Minto United Church of Moose Jaw, (306) 693-6148 or Calling Lakes Centre at (306)332-9611 and web site: [www.callinglakes.ca](http://www.callinglakes.ca). You will be required to present a certificate or letter of confirmation upon completion of your Pre-Marriage Counseling to the St. Andrew's Office.

### **4. The Wedding Music**

The services of St. Andrew's Music Director, Karen Trafford are utilized at all weddings requiring organ or piano music. The Music Director must be notified at least two months prior to the wedding. Contact Karen Trafford by e-mail at: [mktraff@sasktel.net](mailto:mktraff@sasktel.net).

Other organists or pianists may be involved only with the permission of St. Andrew's Minister.

A Church wedding is conducted in the house and the presence of God. The selection of music must be appropriate to a service of worship, and the lyrics must be in keeping with the teachings of Scripture and the Church. This would preclude the use of some selections of music within the wedding itself.

If still desired, such selections could be utilized at the reception or family gathering. In worship, live presentation of musical selections is preferable to the use of pre-recorded pieces, whether commercially or privately produced. Requests to use recordings are subject to approval by St. Andrew's ministry staff, and should be forwarded for consideration well in advance of the wedding. St. Andrew's United Church observes all applicable copyright law. Detailed information on matters pertaining to use of copyrighted material is available at the church office.

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## 5. Wedding Fees

There is an all-inclusive wedding fee for *Sanctuary* weddings of \$1000.00 and *Chapel* weddings of \$525.00. If you have a Soloist, there is an additional fee of \$50. for rehearsal with the organist; if a *St. Andrew's* soloist is requested, there is an additional fee of \$100. Couples will make a \$100 *non-refundable deposit* to confirm the wedding; once the deposit is received, couples may be assured that the above advertised fees will remain despite future rate increases in wedding fees. The balance must be **paid at least one month prior to the wedding date**; payments may be by cheque - payable to "St. Andrew's United Church," or by cash/money order.

## 6. Photographs and Videos

Since the taking of pictures severely detracts from the marriage service, *no* pictures may be taken *by anyone during the service itself*. Pictures of the bridal couple, both entering the church and retiring, posed pictures of the vows, kiss and ring exchange at the conclusion of the service, and pictures of the signing of the register, may be taken. The "official" photographer is required to check with the minister prior to the service.

A video camera may be used for the entire service. The operator may move and adjust the camera *only* during the processional, recessional, picture-taking time and signing of the register. During the spoken part of the service, the operator will fix the camera on a tripod in one position.

## 7. Confetti

Please notify your friends that no confetti, rice or grain is to be used on the premises. Signs will be in place.

## 8. "Decorations" (Sanctuary and Chapel)

St. Andrew's United Church provides a beautiful sanctuary and chapel that *require no decorations*. St. Andrew's candelabra are available at no extra cost to the couple—please *do not* bring other candelabra to the church, and if there are small children attending the wedding please do not use the Candelabra.

## 9. Animals

We do not allow any animals to be used in the wedding ceremony or be present in the Sanctuary unless it is a working dog, such as a Seeing Eye dog(s).

## 10. On Time!

It is essential to be prompt for your rehearsal and wedding! This is important for the sake of other weddings and is a basic courtesy expected by your guests; the minister and organist often have other obligations right afterwards.

## 11. The Ministers and Receptions

Unfortunately, it is very rare that the minister is able to attend wedding receptions because of the pressures of Sunday worship preparation, other church duties or other weddings. Recognizing this, if couples still want to give an invitation to the minister, it needs to be extended quite some time *in advance* of the wedding date.

## 12. Deadline for Booking

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It is our policy that if we do not hear from you with Two (2) weeks of receiving this material, we will assume you have made other arrangements. Please remember that no wedding is confirmed "booked" without our receipt of the forms and the deposit of \$100.00.

**SIGNATURE PAGE – WEDDING POLICY (please return original to Church office, retain a copy for your records)**

### **13. Signatures**

We accept the Terms and Conditions of this Wedding policy as noted above for St. Andrew's United Church.

Signed: \_\_\_\_\_

\_\_\_\_\_

Spouse

Spouse

Date Signed: \_\_\_\_\_

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**WEDDING BOOKING FORM**

Please Note: Before completing the booking request form please contact the Minister,  
 Rev. Jim Tenford. E-mail address: [jimtenford@sasktel.net](mailto:jimtenford@sasktel.net)

Date:			
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Proposed Wedding Date:		Time:	
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Proposed Rehearsal Date:		Time:	
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Please indicate where you would like your Ceremony to take place:

Sanctuary Wedding:		Chapel Wedding:	
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(Seating up to 600)		(Seating up to 80)	
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Costs for Sanctuary/Chapel Wedding are all inclusive (except when Musician rehearses with your Soloist there is an additional charge of \$50.00 and for a St. Andrew's soloist the additional charge is \$100.00)

Cost for Sanctuary Wedding	\$ 1,000.00	Cost for Chapel Wedding	\$525.00
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Personal Information

<b>Spouse</b>		<b>Spouse</b>	
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Surname		Surname	
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Given Name(s)		Given Name(s)	
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Birthdate		Birthdate	
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Home Phone #:		Home Phone #:	
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Cell #:		Cell #:	
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Work #:		Work #:	
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Address:		Address:	
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E-Mail Address:		E-Mail Address:	
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Are you presently members of St. Andrew's United Church?	
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If not, please indicate your Church involvement/Membership	
Are you interested in membership in St. Andrew's United Church?	
May we add you to our mailing list? (For Newsletters/Information)	
Questions or remarks:	
We agree to abide by the policies set out in the "Church Marriage Policy" information supplied by the Church. We recognize that this booking is confirmed only after the Deposit of \$100.00 has been paid.	
Spouse's signature	Spouse's signature

<p><b>Music:</b>          Please refer to the Policy Booklet for information. St Andrew's United organist/pianist performs at all weddings. Please contact Karen Trafford by e-mail to advise her of your wedding music plans/questions. Karen's e-mail is: <a href="mailto:mktraff@sasktel.net">mktraff@sasktel.net</a></p>
<p><b>Wedding Music information:</b></p>
<p><b>Sound:</b> Please indicate if you will be requiring extra microphones, etc.</p>



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<b>Decorations:</b>	Please answer the following questions.	
Will you be using:		
<b>Unity Candle:</b>	(Provided by Wedding couple)	
<b>Candelabra:</b>	(With candles) (Provided by St. Andrew's at no charge)	
<b>Pew Bows:</b>	St. Andrew's provides elastics to hold the bows in place.	
When signing the Registry papers would you prefer:		
1. Communion Table		
2. Small table at front of Sanctuary		
<b>Special Notes:</b> The Marriage License, Registry Worksheet(if not completed with the Booking form) and the balance of the Wedding Fees are required by St. Andrew's One (1) month prior to the wedding ceremony.		

**Please return this form, the Registration Worksheet and your Wedding Deposit within Two (2) weeks from your request to book your date.**

**Sask. Gov't Registry – Worksheet Questions**  
**Please complete and return with Booking Request Form.**

Spouse	Spouse
Surname:	Surname:
Given Names:	Given Names:

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Marital Status: <input checked="" type="checkbox"/> Never Married: <input type="checkbox"/> Widowed: <input type="checkbox"/> Divorced: <input type="checkbox"/>				Marital Status: <input checked="" type="checkbox"/> Never Married: <input type="checkbox"/> Widowed: <input type="checkbox"/> Divorced: <input type="checkbox"/>			
Religious Denomination:				Religious Denomination:			
Date of Birth:			Sex	Date of Birth:			Sex
Month	Day	Year	Age	Month	Day	Year	Age
Place of Birth: City, Town or Place, Province or Country				Place of Birth: City, Town or Place, Province or Country			
If registered under the Indian Act: (optional) Name of Band _____ Registry No.				If registered under the Indian Act: (optional) Name of Band _____ Registry No.			
Residence: (Your current complete address)				Residence: (Your current complete address)			
City, Town or Place				City, Town or Place			
Province		Postal code		Province		Postal code	
Surname of Father:				Surname of Father:			
Given Name(s):				Given Name(s):			
Birthplace of Father: City, Town or Place, Province or Country				Birthplace of Father: City, Town or Place, Province or Country			
Maiden Surname of Mother:				Maiden Surname of Mother:			
Given Name(s):				Given Name(s):			
Birthplace of Mother: City, Town or Place, Province or Country				Birthplace of Mother: City, Town or Place, Province or Country			

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(The information contained on the form will be used strictly for completion of the Sask. Registration of Marriage  
with Saskatchewan Health Vital Statistics currently maintained by Information Services Inc.)

Revised September 18, 2012