

# Wedding Guide



## **Congregational Church of Boca Raton**

251 SW Fourth Avenue  
Boca Raton, Florida 33432

# CONGREGATIONAL CHURCH of BOCA RATON

251 Southwest Fourth Avenue  
Boca Raton, Florida 33432  
561.395.9255

Pastor  
Thomas C. Lacey

Fax 561.395.6409 (call first)  
Email: [office@churchofboca.org](mailto:office@churchofboca.org)

## A Message to the Bride and Groom:

We are delighted that you, as a couple, are planning to embark upon this highest of all adventures — the adventure of marriage. It is with a great deal of sincerity that we extend to you the privilege of using our Church and its facilities for this happy and holy time in your lives.

The Marriage Ceremony is one of the most sacred and meaningful acts of worship that two people have the opportunity to share. In the service you seek the blessing and guidance of our faithful God. You also pray that the life you are to share together will be filled with love, wisdom, beauty, and strength.

At Congregational Church of Boca Raton, we try to do everything within our power to enrich the experience for those who are married here. Because of this, we who are the pastors here desire the opportunity to talk honestly with you. We covet the opportunity to discuss with you the character of the home you are about to establish. We hope to consider the qualities that each of you brings to marriage, in expectation of celebrating those during the wedding service.

We are glad to be part of this happy moment and pray we shall be able to help guide you as you make plans for your wedding.

*Pastor Tom Lacey*

## **YOUR WEDDING ARRANGEMENTS**

Arrangements for weddings are made through the church office and with one of our pastors. A pastor of this church must officiate at all weddings in the sanctuary. Our pastor shall determine whether another clergy person may be invited to participate in the service. All plans should be discussed with the officiating pastor before any wedding arrangements are completed. This will avoid disappointment. No date is confirmed until after a premarital counseling appointment with a pastor. An application for use of any of the church facilities must be made by the bride or her parents as soon as possible. This application must be approved by one of the pastors in order that the appropriate church facilities may be reserved.

It is understood that the pastor will have consultations with the prospective bride and groom in order that the Christian meaning of marriage may be discussed.

## **THE SANCTUARY**

The sanctuary is dedicated to the worship of God. Therefore, a service which takes place in the church must be in keeping with the high purpose to which the church is dedicated.

The rehearsal and the wedding will be conducted in the Christian spirit and with dignity, since this is one of the most sacred of our religious services. It is to be understood that members of the wedding party will refrain from alcoholic beverages immediately prior to both the rehearsal and wedding. Eating and drinking is not permitted in the sanctuary or any of the offices. Smoking is not permitted anywhere in the building. It is your responsibility to make these restrictions known to all members of your wedding party.

## **DIVISION OF RESPONSIBILITIES**

A wedding is one of the greatest ventures of life. It is anticipated not only by the bride and groom, but the parents as well. It sometimes helps if the couple and the parents understand their respective roles in the wedding and reception.

Obviously, the wedding belongs to the bride and groom. They are the ones to be joined together in holy marriage. It is obvious, also, that the parents of the bride and groom, particularly the bride's mother, know more about weddings than their children. After all, they have been married and have attended many weddings. The parents are sometimes tempted to offer so much good advice that the wedding becomes more a reflection of their attitudes than those of the bride and groom.

The reception belongs primarily to the bride's parents. It is their party given in honor of the bride and groom. Generally then, the bride's parents should exercise their initiative in the reception, leaving the planning of the wedding in the hands of the bride and groom.

## **LICENSE**

The marriage license must be obtained in the State of Florida. In Palm Beach County, you may call the South County Courthouse at 561.276.1360. The license is valid for 60 days. The license should be brought to the rehearsal and left with the officiating pastor.

## **TRADITION AND FORM**

The throwing of RICE or PAPER inside or outside the church causes great inconvenience in the care of the building, as well as presenting a safety hazard to the elderly. *IT IS STRICTLY FORBIDDEN*. A charge of \$50.00 will be levied for the clean-up of any rice or paper-substitutes. The social details of dress and form may be had from any reliable book, such as Post's ETIQUETTE. Form should never stand in the way of a joyful occasion. It is better to be informal and happy than formal and worried. It is never necessary to be extravagant.

## **MUSIC FOR THE WEDDING SERVICE**

Music plays an important part in the wedding service and, as such, should be carefully considered along with the other major items in the overall planning. Ordinarily the church organist will provide music for the wedding. In special cases the couple may request another "qualified" organist who **MUST BE APPROVED** by the regular organist.

The organist will be glad to meet with the couple to plan the selection of music. The music chosen should be appropriate to the setting of the service. "Popular" Music is best reserved for the reception. You may contact the church organist by leaving your number with the pastor or the church office secretary, and the organist will phone you.

## **THE PROCESSIONAL AND RECESSIONAL**

Music for processions need not be in march style; it is enough that it should have a feeling of movement and a mood of dignity and joy. The members of the bridal party should walk naturally, with slow, short steps, without the use of the hesitation step. Many couples are getting away from the traditional "Here Comes the Bride" music which was originally composed for a tragic opera, and are using more meaningful and classical selections.

## **USHERS**

Ushers should be in attendance even for the smallest group. Guests need to be assured that they are in the right church and pew. Ordinarily, we suggest 2 ushers for up to 75 guests and 4 for the maximum crowd. **NOTE:** If the ushers are to stand with the wedding party during the service, then the groom should arrange for 1 or 2 friends to assume the role of ushers during the time they are engaged, so that late-comers may be seated and general assistance be available, if needed.

## **DECORATIONS**

Flowers are nice, but not necessary. Candelabra are available. Please note: care should be taken to protect the furnishings in planning special decoration. Nails or tacks in the woodwork or pews, foliage or potted plants which get water on the woodwork and carpets, and candles which get tallow on carpets are obviously destructive to this sanctuary. We reserve the right to levy full charges for damages from such.

## **PICTURES**

The photographer must speak with the officiating pastor prior to the ceremony as to the proper time and place for taking pictures. Floodlights or photo flashes are not permitted during the ceremony. Video-taping, with existing lights only, will usually be allowed by the pastor conducting the wedding ceremony. The pastor can restage the ceremony for picture taking after the actual ceremony.

## **TIPS TO FACILITATE YOUR WEDDING DAY**

1. Ask a friend to arrive at the church 1 hour before the service to double check things that need to be done: flowers, carpet runner, corsages, etc.
2. Be Punctual!
3. Plan your wedding service so that your wedding day will find all details taken care of and you will be spared a frantic, last minute rush. Delegate friends to care for details on your behalf to free your own mind and schedule.
4. All attendants of the bride and groom, members of families and friends should recognize the meaning of marriage and thus conduct themselves in such a manner as will help the church make it for you that which it should be: sacred, beautiful and genuine. Please make sure that all of your guests treat this church building with care and respect!
5. The bride should plan to arrive at the church a quarter of an hour before the wedding service begins if she is already fully prepared. If she will dress here, then she should give herself adequate time, such as 30 minutes before the ceremony. The groom should plan to arrive at least 15 minutes before the hour and go to the Pastor's study.

## **THE MARRIAGE SERVICE**

The marriage service is an important service of the church because it expresses the meaning of Christian Marriage. It is not simply a religious ritual joining a man and woman together as husband and wife. Rather, it is a service of worship in which the meaning of Christian Marriage is set forth. It should be heard in this way.

## THE FOLLOWING SEQUENCE PRECEDES THE PROCESSIONAL:

1. Seating of the GROOM'S parents some 5 minutes before the hour
2. The Minister will take the groom and best man to the back of the sanctuary.
3. The Bridal Party will line up in the foyer. Organist signaled. This will be explained during the rehearsal.
4. Seating of the BRIDE'S mother EXACTLY on the hour
5. A SOLO, if there is to be one
6. Aisle Carpet, if used, is extended down the center aisle
7. THE PROCESSIONAL

## RECEIVING LINE

Bride's Mother, Groom's Mother, Father of the Groom, Father of the Bride, Bride, Groom, Maid of Honor, Bridesmaids. Ushers and Best Man are to act as hosts.

## EXPENSES AND CHURCH POLICY

There are certain expenses in connection with a formal church wedding which should be kept in mind when planning your wedding. The following fees MUST be paid in full three weeks before the wedding. Marriage license must be brought to the rehearsal.

**PASTOR'S HONORARIUM** \_\_\_\_\_ \$ 300.00  
*For Weddings held off-site* \_\_\_\_\_ \$ 400.00

### ORGANIST'S FEE

for playing only at wedding \_\_\_\_\_ \$ 150.00  
for playing at wedding and rehearsal \_\_\_\_\_ \$ 200.00  
for working with a soloist \_\_\_\_\_ \$ 35.00 (*additional*)

**SEXTON'S FEE** \_\_\_\_\_ \$ 120.00

(For up to a 3-hour period including 1 hour before , during, and 1 hour after the ceremony. The Sexton prepares facilities for the wedding, secures building and wedding party's properties during the wedding, and prepares the sanctuary for Church use after the wedding.)

	<i>December—May</i>	<i>June—November</i>
<b>NON CHURCH MEMBER FEE</b> _____	\$ 1,000.00 _____	\$ 1,200.00 _____
<b>CHURCH MEMBER FEE</b> _____	\$ 500.00 _____	\$ 600.00 _____

SMOKING IS NOT ALLOWED ANYWHERE IN THE BUILDING, INCLUDING THE RESTROOMS! PLEASE INFORM YOUR WEDDING PARTY AND GUESTS.

All due respect is to be given at all times. The Bride and Groom are to be responsible for the members of the wedding party.

**EXPENSE SUMMARY:** The Bride's family usually handles all fees with the exception of the Pastor's Honorarium which is handled by the Groom.

**CONGREGATIONAL CHURCH OF BOCA RATON**  
Report of the Bride and Groom on their Wedding Plans

DUE: At Church Office one week before the ceremony!

**Groom**

**Bride**

Names

Present Address

Phone

Cell Phone/email

Church Affiliation

Address After Marriage:

Rehearsal Date:

Time:

Wedding Date:

Time:

Officiating Pastor:

- |  |   |
|--|---|
| <input type="checkbox"/> traditional UCC service?  | <input type="checkbox"/> single ring ceremony   |
| <input type="checkbox"/> double ring ceremony  | <input type="checkbox"/> memorize marriage vows |
| <input type="checkbox"/> repeat marriage vows  | <input type="checkbox"/> communion for couple   |
| <input type="checkbox"/> white aisle carpet to be used (this is supplied by florist)                                       |   |
| <input type="checkbox"/> flowers being delivered to church at (time) by which florist?                                     |   |
| <input type="checkbox"/> Organist has been contacted and arrangements made   |   |
| <input type="checkbox"/> WEDDING LICENSE HAS BEEN OBTAINED AND CHECKED FOR ACCURACY  |   |
| <input type="checkbox"/> Fees and honorariums have been determined and delivered to church when wedding date was reserved. |   |

By bringing your wedding license and fees to church in advance, you will have less to worry about on a very busy day.

**OTHER ITEMS FOR THE MINISTER'S ATTENTION:**

## Reservation Policy For Weddings

In order to reserve a date and time for your wedding, a deposit of \$150.00 (*made payable to Congregational Church of Boca Raton*) is due no later than one week from your initial consultation. This deposit is non-refundable if your wedding is canceled within 60 days of scheduled date. In case of an earlier cancellation, one-half of the deposit will be refunded.

Please see page 6 for a complete schedule of all fees which must be paid in full three weeks before the wedding date.

Your deposit is due on:

Full payment must be made by:

Your Wedding Date is:

### **In Closing**

This is a busy, even hectic time in your lives. During the next several months, your relationship will be under a great deal of stress. Simplicity is the best guide. One thing the Church offers is the opportunity to be reflective about what you are doing and why you are doing it. We can help you to set priorities that will shape the beginning stages of your lives together. Take care of each other. Do not expect perfection. Everything will work out. Remember, the most important thing you will be doing is making a covenant of faith, hope and love to each other. God bless you!

*Pastor Tom Lacey*

Congregational Church of Boca Raton  
251 SW Fourth Avenue  
Boca Raton, FL 33432

office@churchofboca.org  
www.churchofboca.org  
561.395.9255

November, 2009