

## Congratulations on your upcoming wedding!

If you are considering the Monroe Congregational Church as a location for your ceremony, please call our office (203-268-9327) and ask if the church and the pastor are available for your preferred date and time.

## Wedding Ceremony Guidelines

If you are planning an off-site wedding, there may be additional factors to consider, please discuss this possibility with our pastor as soon as possible.

Please be aware of our requirements and customs listed in this brochure, and just ask us if you have any questions. We look forward to sharing in your big day!

- Rev. Jennifer M. Gingras, Senior Pastor

Monroe Congregational Church  
United Church of Christ  
34 Church Street  
Monroe, CT 06468  
203-268-9327  
[www.mcc-ucc.org](http://www.mcc-ucc.org)



Monroe Congregational Church, UCC



## Interview & Counseling

You should arrange to meet with the pastor twice before the wedding to discuss the covenant into which you are entering, and to plan the details of the service.

Because the pastor acts in the name of the Monroe Congregational Church in blessing a marriage, we choose to apply certain conditions to all marriages performed in our church. Those conditions will be discussed in the counseling and service planning sessions.

Before the initial meeting, you will be asked to prepare an online inventory from Prepare/Enrich. Please bring with you a completed Wedding Application form. Normally, one or two meetings are sufficient.

## Marriage License

The license must be obtained from the Town Hall of the city/town where you will be married. It must be obtained within 65 days of the date of the wedding. Both parties must appear at the Town Clerk's Office. The license should be delivered to the pastor at the rehearsal. The pastor is responsible for signing it and delivering it to the town clerk after the ceremony.

## The Officiant

All weddings that take place at the Monroe Congregational Church in this church must be conducted by one of the pastors of this church. If the service is to be performed with another clergyperson, approval is required from the pastor of this church in consultation with our diaconate. If this is something you desire, contact our pastor directly as soon as possible to insure proper preparation and approval.

Our pastor will travel to another location if you are considering an off-site ceremony. Additional mileage, accommodations and/or licensing requirements will be discussed on an individual basis.

## Rehearsal

A rehearsal is normally scheduled the day before the wedding at the church or off-site location. It will be conducted by the pastor, and the entire wedding party should be there a few minutes ahead of time. It should take 45 minutes and can be scheduled before a rehearsal party or dinner. Please bring the license and all payments to the rehearsal.

## The Ceremony & Reception

As an Open & Affirming Church, **we fully support LGBTQ\* couples** and their right to legal marriage in the state of Connecticut.

You may choose to discuss appropriate **vows** or **scripture** readings with your fiancé prior to your counseling sessions.

The **music** to be used in your ceremony will be a joint decision between you, the pastor and the church organist. You may use your own organist; however, this must be approved by the church organist and there will be a "bench fee" of \$75. If you are planning to use instruments other than the organ, this must also be cleared ahead of time with the church organist. If instruments or music not usual in UCC wedding services are desired, they must be approved by the organist and the pastor ahead of time.

The church can be accessed by your **florist** through our church's secretary. We do not recommend using an aisle runner, but if you choose to do so the length is 21 feet. Please do not use rice. You may select an environmentally safe option such as bird seed or bubbles.

**Use of either strobes or flashbulbs is prohibited** during the service because they can lead to injury and disruption of the sacred moment. If desired, you may make arrangements with the pastor to recreate the ceremony after the service. Unattended video cameras can be used (discreetly) by prior approval of the pastor under certain conditions.

The church hall (Wilton Hall) in Rexford House is available for catered **receptions** for church members only. The church allows the use of alcohol with certain limitations and by prior approval of the Trustees. The pastors can give you a copy of the church's alcohol policy and the application forms and fee schedule for renting the church hall. There is an additional fee for the use of Wilton Hall.

If desired, the pastor may attend an off-site reception to give the **blessing** at the meal.

## Service Fees (due at rehearsal)

Use of the meetinghouse	\$300.00 (non-church members)	to the Monroe Congregational Church
Services of the pastor	\$400.00	to Jennifer M. Gingras
Premarital Inventory	\$35 each	to Prepare-Enrich
Mileage Stipend	\$.51 a mile (for off-site ceremony)	to Jennifer M. Gingras
Services of the organist	\$250.00 for wedding service, includes a phone interview for music selection and an extended prelude	to Will Duchon
	\$50.00 for wedding rehearsal (optional)	to Will Duchon
	\$50.00 for additional rehearsal with other musicians	to Will Duchon
	\$75.00 Bench Fee (if another organist or main musician is used)	to Will Duchon
Custodian	\$50.00	Cash