



## ***Wedding Information & Policy***

### ***Westminster United Church***

745 Westminster Avenue, Winnipeg, MB R3G 1A5

Phone: 204-784-1335

email: [events@westminsterchurch.org](mailto:events@westminsterchurch.org)

Please visit our website wedding page @  
[www.westminsterchurch.org](http://www.westminsterchurch.org)



Congratulations on your engagement and thank you for considering Westminster United Church for your wedding ceremony! Please read the following information carefully. It will answer many of your questions and has information about things you may not have considered. If you have more questions, please contact us and we'll be happy to answer them for you.

**SETTING THE TIME AND DATE** - Arrangements should be made with the church well in advance. Our Events Coordinator is authorized to accept bookings for Saturdays at 1:00 and 3:00 p.m.

**A FIRM BOOKING IS SET UPON THE RECEIPT OF A \$250 NON-REFUNDABLE DEPOSIT APPLICABLE TOWARDS THE FEE FOR THE USE OF THE CHURCH. *Confirmation will be emailed to you once we have received the deposit.*** Do not make any change in date or time without first checking with the church.

#### **Wedding Service Schedule**

**There are 2 time slots available on Saturdays.**

**1:00 pm ceremony**

**3:00 pm ceremony**

**FEES** The wedding fee is \$1000 or \$1080 if one of the church soloists sings at the service. This fee includes Westminster's officiant, organist, caretaker, administration fees as well as the use of the Sanctuary for the time outlined in the service schedule and is non-negotiable. The \$100 deposit (non-refundable), paid at the time of booking, will be deducted from the final payment.

We accept the following methods of payment:

**Visa, MasterCard, American Express, Discover, debit cards, cheques and cash.**

Final payments are required **ONE MONTH** in advance of your wedding. A receipt will be issued on request. *Post-dated cheques, dated one month prior to your ceremony, are also accepted.*

**FIRST MEETING - “The Engaged Couples Evening”** – This is an information session for couples being married at Westminster. The Westminster officiant(s) and the organist provide an overview of how wedding services happen at Westminster. There will be an opportunity to hear some music, and to answer any questions you may have.

This is also the occasion to book times for your wedding rehearsal and your interview with the officiant, which occurs approximately one month prior to your wedding. The purpose of this interview is to plan the details of your service with the officiant.

**THE OFFICIANTS** - The Westminster officiant for your wedding will be assigned based on availability. ***The involvement of other clergy must be discussed with the minister/officiant, and the degree of their participation is at the discretion of the minister/officiant. In the absence of our minister/officiant, we will ensure another minister/officiant will be present to officiate.***

**WEDDING PLANNER** – Your wedding planner can relax during the rehearsal and at your ceremony, as the Westminster staff will look after the details of the service. A wedding planner can be helpful in matters like making sure candles, flowers and pew bows are in place before guests arrive and that the wedding party is at the church on time.

**PHOTOGRAPHIC RECORD OF THE WEDDING** – You may appoint a still and/or video photographer to make a record of your wedding.

The **still photographer** is permitted to move around to take pictures during the procession and recession and may also take pictures, without the use of flash, from the balcony during the service.

The **videographer** will remain in one location during the course of the service and will not be allowed the use of artificial lighting. The Westminster officiant will indicate those areas where a video camera may appropriately be located.

**FLOWERS** – If you are having flowers placed in the church for the wedding, they may be delivered directly to the church between the hours of 9:00 am. - 11:30 am. on the day of the wedding. At the rehearsal, please give the florist’s business card to the caretaker, so that we may contact the florist directly if the flowers do not arrive. The scattering of petals (real or silk) down the aisle is permitted.

**CANDLES** – Our church has two candelabra available for your use if you desire. The candles are an off-white colour.

**LICENCE** – You may get your Marriage License at the Department of Vital Statistics, 254 Portage Ave. (945-3701) or [https://vitalstats.gov.mb.ca/getting\\_married.html](https://vitalstats.gov.mb.ca/getting_married.html) for more information. The wedding cannot be performed without this document. Please bring it to the church at least **TWO WEEKS PRIOR TO YOUR WEDDING** or sooner if possible.

**PARKING FOR WEDDING GUESTS** – Please inform guests that street parking is available. Arrange with the caretaker (at your rehearsal) to have space reserved for limousines or wedding cars. A map is available in your engaged couples evening package and online.

**DISABILITY ACCESS** – A ramp at the south front entrance provides access for people who are in wheelchairs or who have difficulty with stairs. Once inside the church, a lift will bring them up to sanctuary level. There are two wheelchair accessible washrooms in the entrance lobby.

**CONFETTI, etc.,** - The throwing of confetti, rice or birdseed is not permitted. An option many couples have chosen is the use of bubbles.

**MUSIC** – The church organist is Mr. Don Menzies (204-489-7686) and he is in charge of ALL WEDDING MUSIC. Westminster also has professional soloists and they are available by arrangement with the organist. You may make arrangements with the organist about the music, before you meet with minister. Couples who have strong music preferences for their Wedding service are advised (in view of the church's music policy) to consult with the organist prior to confirming their booking. ***Please contact the organist one month prior to your wedding to make your selections.***

Please note carefully the policy of Westminster Church for the choice of music for wedding services. Instrumental music - preludes, the processional, the recessional, music accompanying the signing of the register - will be chosen from the classical repertoire. Music with a sung text - vocal solos or duets - will preferably be chosen from the sacred repertoire. Secular music with a sung text will be accepted provided the organist determines that its lyrics and tune are dignified and respectful and reflect the nature of worship at Westminster Church.

## PROCESSIONALS and RECEPTIONALS:

|                            |             |
|----------------------------|-------------|
| Jesu Joy of Man's Desiring | Bach        |
| Now Thank We All Our God   | Bach        |
| Prelude to a Te Deum       | Charpentier |
| Trumpet Voluntary          | Clarke      |
| Festival Trumpet Tune      | German      |
| St. Anthony Chorale        | Haydn       |
| Intrada                    | Ives        |
| Psalm XIX                  | Marcello    |
| Trumpet Tune in D          | Purcell     |
| Trumpet Tune and Air       |             |
| Prelude in Classic Style   | Young       |

### Voices United

|                                     |     |
|-------------------------------------|-----|
| Joyful, Joyful, We Adore Thee       | 232 |
| Praise to the Lord                  | 220 |
| Praise, My Soul, the King of Heaven | 240 |
| Christ is Made the Sure Foundation  | 325 |
| Lift High the Cross                 | 151 |
| O Perfect Love                      | 491 |

## **HYMNS**

### Of Praise

|                             |     |
|-----------------------------|-----|
| Now Thank We All Our God    | 236 |
| For the Beauty of the Earth | 226 |
| Joyful, Joyful We Adore You | 232 |

### Of Love

|   |     |
|---|-----|
| Love Divine, All Loves Excelling                    | 333 |
| Though I May Speak<br>(Setting of I Corinthians 13) | 372 |

### Marriage and Family

|                                      |     |
|--------------------------------------|-----|
| God Who Blesses New Beginnings       | 486 |
| God, the All Holy                    | 484 |
| Would You Bless Our Homes & Families | 556 |
| O Perfect Love                       | 491 |

## **VOCAL SOLOS:**

|                                   |           |
|-----------------------------------|-----------|
| Jesus Joy of Man's Desiring       | Bach      |
| My Heart Ever Faithful            | Bach      |
| The Lord's Prayer                 | Dunhill   |
| Wedding Prayer                    | Dunlop    |
| God Is My Shepherd                | Dvorak    |
| I Will Sing New Songs of Gladness | Dvorak    |
| O Lord Most Holy                  | Franck    |
| Tuba Tune                         | Lang      |
| Wedding Hymn                      | Handel    |
| Gift of Love                      | Hopson    |
| Wedding Benediction               | Rowley    |
| This Is Our Day                   | Silvester |
| With You                          | Williams  |

### Voices United

|                                  |     |
|----------------------------------|-----|
| Love Divine, All Loves Excelling | 333 |
|----------------------------------|-----|

### Hymn Book

|                          |     |
|--------------------------|-----|
| O God, From Whom Mankind | 349 |
| O Father, All Creating   | 350 |

# **Westminster Wedding Booking Request**

**Please fill out and return with your deposit.**  
Shaded areas will be completed by Westminster.

Today's Date \_\_\_\_\_

Requested Day & Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_  
ie. Saturday, June 5, 2022

Rehearsal Date and Time \_\_\_\_\_ **Officiant** \_\_\_\_\_  
(Assigned by Westminster.)

Partner's Full Name \_\_\_\_\_

Phone #'s \_\_\_\_\_

Email \_\_\_\_\_ Postal Code \_\_\_\_\_

Address \_\_\_\_\_

Partner's Full Name \_\_\_\_\_

Phone #'s \_\_\_\_\_

Email \_\_\_\_\_ Postal Code \_\_\_\_\_

Address \_\_\_\_\_

**Connection to Westminster** \_\_\_\_\_

\_\_\_\_\_

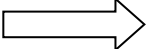
**Notes and Special Requests (including Music)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

See over  


We have read this entire document and agree to Westminster's policies. We have reviewed the music selections available and will choose from the list provided, or if we'd like to choose other music, we will make arrangements with the organist prior to booking our wedding.

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

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

**Please note: We will confirm your requested date and time via email, once we have received your signed application and deposit.**

| FOR OFFICE USE ONLY     |           |             |    |     |
|-------------------------|-----------|-------------|----|-----|
| Wedding Fee             | \$1000.00 |             |    |     |
| Soloist (optional)      | \$80.00   |             |    |     |
| total                   |           |             |    |     |
| deposit date            |           |             |    |     |
| CC, debit, cash, cheque |           |             |    |     |
| Balance                 |           | Calendars   | B  | G W |
| Balance due date        |           | Licence     |    |     |
| CC, debit, cash, cheque |           | Register    |    |     |
| Paid date               |           | Licence     |    |     |
| CC, debit, cash, cheque |           | Certificate |    |     |
|                         |           | Envelope    |    |     |
|                         |           | Databases   | CE | W   |

*Prices and fees subject to change.*