



## *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 yet. 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 between the hours of 11:30 a.m. and 5:30 p.m. Requests for bookings at other times may be taken, but cannot be confirmed until our staff have been consulted as to their availability at the time desired.

**A FIRM BOOKING IS SET UPON THE RECEIPT OF A \$100 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 5 time slots available on Saturdays.**

Ceremonies may also be booked on Sundays (1 pm only) or Fridays (by special request).

<b>11:30 am</b> booking	10:45 – 11:00	Decorating
	11:00 – 11:30	Ushering
	11:30 – 12:00	Wedding Ceremony
	12:00 – 12:15	Photographs
<b>1:00 pm</b> booking	12:15 – 12:30	Decorating
	12:30 – 1:00	Ushering
	1:00 - 1:30	Wedding Ceremony
	1:30 – 1:45	Photographs
<b>2:30 pm</b> booking	1:45 – 2:00	Decorating
	2:00 – 2:30	Ushering
	2:30 – 3:00	Wedding Ceremony
	3:00 – 3:15	Photographs
<b>4:00 pm</b> booking	3:15 – 3:30	Decorating
	3:30 – 4:00	Ushering
	4:00 – 4:30	Wedding Ceremony
	4:30 – 4:45	Photographs
<b>5:30 pm</b> booking	4:45 – 5:00	Decorating
	5:00 – 5:30	Ushering
	5:30 – 6:00	Wedding Ceremony
	6:00 - 6:15	Photographs

**FEES** -The wedding fee is \$850 or \$930 if one of the church soloists sings at the service. This fee includes Westminster's officiant, organist, caretaker and 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.*

**MARRIAGE PREPARATION CLASSES** – Our Church Board encourages all couples being married in the church to receive marriage preparation. The “Marrying Well” Seminar offered by the Congregational Resource Connection is recommended. The course has generated a great deal of positive comment from couples who have been married at Westminster. The sessions tend to fill up quickly. Please book this program ASAP to avoid disappointment. See [www.marryingwell.ca/](http://www.marryingwell.ca/) for .pdf brochure or call (204) 956-4550.

**FIRST MEETING** – You will receive an invitation to our “**Engaged Couples Evening**”. It will be an opportunity for you and other couples being married to meet the Westminster officiant(s) and the organist. They will provide you with information to help you as you begin to plan your service. There will be an opportunity to hear some music and to answer any questions you may have. The Westminster officiant who will be performing your service will call you to set up an interview time about a month before the actual date of the wedding. The purpose of this interview is to plan the details of your service, to meet the officiant and “see” the church if you have not already done so.

**THE OFFICIANTS** - The Westminster officiant for your wedding will be assigned based on availability. Couples who would like to have a guest minister share or assist in the service are expected to consult their Westminster officiant on the matter, who will be in touch to extend an invitation.

**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 photographer may also come to the vestry for the signing of the documents.

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. - 11:00 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 most florist, bridal or jewelry stores. The wedding cannot be performed without this document. Please bring it to the church at least **ONE WEEK 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 (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 provide the organist determines that its lyrics and tune are dignified and respectful and reflect the nature of worship at Westminster Church.

**PROCESSIONALS and RECEPTIONALS:**

Would You Bless Our Homes and Families 556

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 (Setting of I Corinthians 13)	372

Marriage and Family

God Who Blesses New Beginnings	486
God, the All Holy	484
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
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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 \_\_\_\_\_

Rehearsal Date and Time \_\_\_\_\_ ie. Saturday, June 5, 2016 **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** \_\_\_\_\_

\_\_\_\_\_

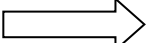
**Notes and Special Requests (including Music)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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	\$850.00				
Soloist (optional)	\$80.00				
total		Calendars	B	G	W
deposit date					
CC, debit, cash, cheque		Register			
Balance due date		Licence			
CC, debit, cash, cheque					
		Certificate			
Paid date					
CC, debit, cash, cheque		Envelope			
		Databases	CE		W

*Prices and fees subject to change.*