

2016

THE WEDDING MANUAL

Pilgrim Congregational Church
533 Route 28
P. O. Box 247
Harwich Port, MA
Phone: (508) 432-1668
Fax: (508) 432-1702 – Email: carol@pcchp.org

A BEGINNING STATEMENT

We are happy that you have chosen to be married in Pilgrim Church. The church is a most appropriate place for you to begin your marriage because you are recognizing the sacred quality of the marriage relationship and your desire to share the gift of God's love. We pray that you will seek God's blessing not only at the time of the wedding, but that you will seek His presence daily.

THE CHURCH WEDDING

A church wedding is not simply a civil ceremony in a beautiful setting. It is an act of worship held in a sanctuary that has been dedicated to God. The Pilgrim Church wedding ceremony is a part of the liturgy of the Church and will include prayers, scripture and the sharing of the marriage vows through which the bride and groom commit themselves to one another before God and their family and friends. The music should also be appropriate for a worship setting.

Reverend Peggy O'Connor, the Pilgrim Church interim minister, will be happy to work with you as you plan for a meaningful and worshipful wedding ceremony. The ceremony is a rite of the church and final decisions on the liturgy rest with the minister; final decisions on the music rest with the music director/organist.

THE TIME AND DATE OF THE WEDDING

The wedding date and hour should be set as far in advance as possible. The proposed time and date should be tentatively cleared with the minister and wedding coordinator as soon as possible. After completely reading this manual, please call Mrs. Carol Porter, Administrative Assistant and Wedding Coordinator (508-432-1668), and tell her your preferred wedding date. **At the time the date is reserved for a wedding, a \$250.00 non-refundable deposit is required.**

THE OFFICIATING MINISTER

The Pilgrim Church minister will be in charge of every wedding performed at Pilgrim Church. Should you desire to include another minister in the assisting role, the request must be approved by Rev. Peggy O'Connor, and the invitation extended through her. Any guest ministers are required to attend the rehearsal.

THE WEDDING COORDINATOR

A wedding coordinator is **REQUIRED** to assist at your wedding. The Church's Wedding Coordinator, Mrs. Carol Porter, is a member of the Church staff and assists in planning and coordinating all weddings.

MUSIC

All music used at your wedding should be appropriate for the worship setting and approved by both our church organist/pianist and our minister.

Mr. Fred Drifmeyer, our church organist/pianist, should be contacted at 1-508-790-4724 for an initial telephone conference **AT LEAST THREE MONTHS prior to the wedding.**

A fee of \$225.00 includes the following: Initial telephone conference, any follow-up telephone conferences, preparation and attainment of music, dress rehearsal and wedding ceremony.

Any special music, including soloists, will require an additional \$50.00 for rehearsal. Music for soloists must be provided to our organist/pianist **AT LEAST THIRTY DAYS prior to the wedding.**

If for reasons of family or friendship ties, a guest organist/pianist or any other musician is desired in lieu of Pilgrim Congregational Church's organist/pianist, **the usual stipend of \$225.00 is to be paid for the church's organist/pianist** as stipulated by the Cape Cod and Islands Chapter of the AGO (American Guild of Organists).

FLOWERS

You may have as many flowers as you desire, however, your florist needs to know the following:

1. Pads must be placed under palms, ferns, and floral pieces which are already in clean, dry, watertight containers.
2. The florist will be liable for any damage incurred by his/her negligence.
3. Flowers should not be delivered more than **one hour** prior to the wedding. Any items needing to be picked up following the wedding must be picked up **immediately** following the ceremony.

THE MARRIAGE LICENSE

It is imperative that you bring your marriage license to the rehearsal. The minister will fill it out following the ceremony and return it to the town hall.

CANDLES

If you choose to use a Unity Candle you must supply the whole set and please **bring to the rehearsal.**

AISLE RUNNER

If you choose to use an aisle runner, you will need to **arrange for it with your florist.** You will need a runner **69' in length.**

PHOTOGRAPHS

Your photographer should be here 30 minutes before the ceremony to consult with the minister or wedding coordinator. Flash pictures are allowed during the ceremony as long as they do not interfere with the ceremony. The wedding coordinator must be notified if the photographer plans to take photographs in the church following the ceremony. Time may be limited due to another scheduled service.

NO RICE, PUFFED RICE, BIRDSEED OR PAPER to be thrown at the wedding.

NO ALCOHOLIC BEVERAGES OR SMOKING ARE ALLOWED ON THE PREMISES.

WEDDING FEES

NON-MEMBER FEE

Charges for non-member and non-recorded contributing member:

Use of Sanctuary or Chapel	\$400.00
Minister	350.00
Wedding Coordinator	150.00
Organist (without soloist/instrumentalist)	225.00
(Arrange with organist for any special music; extra charge applies.)	
Organist (when soloist/instrumentalist is used)	arrange with organist
Soloist	arrange with organist
Custodian	<u>125.00</u>
	\$ 1,250.00

At the time a date is reserved for a wedding, a \$250.00 non-refundable deposit is required.

THE BALANCE OF ALL FEES TO THE CHURCH IS TO BE PAID FOUR WEEKS IN ADVANCE OF THE WEDDING.

Please call Mrs. Porter (508-432-1668) to discuss the fees before making out the checks. A single check is to be made out to Pilgrim Congregational Church. (We assume that any outside musicians or soloists will be paid directly by wedding couple.)

Please stop by the church office or mail checks to:

Mrs. Carol Porter
Pilgrim Congregational Church
P. O. Box 247
Harwich Port, MA 02646

MEMBER FAMILY FEE

Charges indicate either the bride or the groom is an active member of the church, or the parents of either are active and contributing members of the church:

Use of Sanctuary or Chapel	0
Minister	\$225.00
Wedding Coordinator	150.00
Organist (without soloist/instrumentalist)	225.00

(Arrange with organist for any special music; extra charge applies.)

Organist (when soloist/instrumentalist is used)	arrange with organist
Soloist	arrange with organist
Custodian	<u>125.00</u>
	\$725.00

At the time a date is reserved for a wedding, a \$250.00 non-refundable deposit is required.

THE BALANCE OF ALL FEES TO THE CHURCH IS TO BE PAID FOUR WEEKS IN ADVANCE OF THE WEDDING.

Please call Mrs. Porter (508-432-1668) to discuss the fees before making out the checks. A single check is to be made out to Pilgrim Congregational Church. (We assume that any outside musicians or soloists will be paid directly by wedding couple.)

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WEDDING INFORMATION

Pilgrim Congregational Church

Harwich Port, MA 02646

Wedding **Date:** _____ **Time:** _____

Rehearsal **Date:** _____ **Time:** _____

Reason for selecting Pilgrim Church for your Wedding? _____

Name of Groom _____ **Birth Date** _____

Name of Groom's Parents _____

Groom's Mailing Address _____

Telephone # (H) _____ **(W)** _____

Previously married Yes ___ No ___ **How Ended?** _____ **Date** _____

Religious background – Current church membership _____

Name of Bride _____ **Birth Date** _____

Name of Bride's Parents _____

Bride's Mailing Address _____

Telephone # (H) _____ **(W)** _____

Previously married Yes ___ No ___ **How Ended?** _____ **Date** _____

Religious background – Current church membership _____

Couple's address after Wedding _____

Email address _____

Maid _____ **Matron** _____ **Name** _____

Best Man - Name _____

Bride to be presented Yes ___ No ___ **Who** _____

Ring Ceremony Yes ___ No ___

Ring Bearer Yes ___ No ___ **Name(s)** _____

Flower Girl Yes ___ No ___ **Name(s)** _____

Number of Bridesmaids _____ **Number of Ushers** _____
(not including Maid of Honor) (not including Best Man)

Number of Guests Attending _____

Unity Candle Yes ___ No ___

Aisle Runner Yes ___ No ___

Receiving Line Yes ___ No ___

Special Music _____
(Must confirm with organist)

Special Readings _____

Florist's Name _____ **Delivery Time** _____

Photographer's Name _____

Person responsible for payment of the wedding fees - Name: _____

Address: _____ **Tel. #** _____

Other Comments _____

Wedding Reception will be held at: _____