2017

WEDDING BROCHURE

Planning Your Wedding
at
Redlands United Church of Christ

Redlands United Church of Christ has two beautiful wedding venues and a hall for receptions. Our Sanctuary has both an organ and a piano and seats approximately 200 people. Our garden area is sound-equipped and can accommodate approximately 100 guests. Either venue is available for the wedding of your dreams.

Contact Names

Wedding Coordinators

Pam Dunn 909-792-2150   weddings@uccredlands.org

Lynn Hanna 909-799-6629   weddings@uccredlands.org

Pastor

Jill Kirchner-Rose 909-793-3520   pastor@uccredlands.org

Office Manager

Nancy Sheets 909-793-3520 office@uccredlands.org

Office hours Mon – Thurs   10 a.m. – 2 p.m.

Caretaker

Jay Grayson 909-793-3520   office@uccredlands.org

Suggested Time Line

Six months to one year before wedding:

- Call the church office manager to reserve your rehearsal and wedding date on the church calendar. The wedding coordinator will then contact you.
- Non-refundable $300.00 deposit due to hold your wedding date.

Three to six months before wedding:

- Schedule a pre-marital counseling time with the church pastor.
- Contact the organist/soloist to consult about music selections.

Ten days prior to wedding:

- Payment of all fees is due
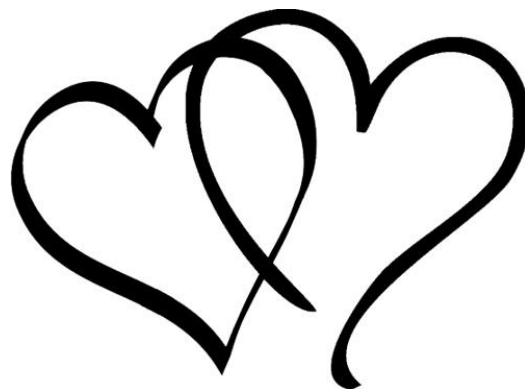
Wedding Coordinator

Our wedding coordinators are members of the church who can assist the pastor and the wedding party in the preparation and implementation of the wedding ceremony.

A wedding coordinator will meet with the couple before the wedding rehearsal and will go over the order of service. She will be an integral part of the rehearsal and will assist the wedding participants with their roles in the ceremony.

The wedding coordinator can assist with any special considerations specific to your ceremony. She will answer questions regarding the church venue, lighting, photography, music, and the PA system. She will open the doors for the rehearsal and the wedding ceremony. She will coordinate with the organist/soloist and caretaker of the church. The wedding coordinator ensures that the ceremony begins on time, supervises the candle lighting and ushering, and assists in the entrance of all wedding party members.

Church Wedding Policies

- Weddings and receptions are each contracted for a 3-hour period. Additional fees will be charged for use of space and required personnel when this time period is exceeded. Fees will be $25 per hour for each required person and $100 per hour for space.
- A deposit of $300.00 is due to confirm and hold your wedding date. This deposit is non-refundable, but will be applied to the total facility fees unless there is damage to church property.
- Rice, confetti, birdseed, etc. can cause a danger of slipping and falling and are a clean-up problem. We ask that these not be used on church property. Bubbles and rose petals may be used outdoors.
- Champagne and wine are allowed in moderation. No other alcoholic beverages may be served.
- Smoking is not allowed on church property.
- The wedding party will only use the rooms assigned to them.
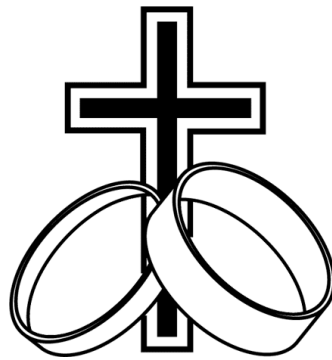
Pastor Pre-Marital Counseling

This session offers an opportunity for the pastor and couple to discuss their wedding checklist and arrangements for their wedding service. Please note that other clergy are permitted to participate in your wedding ceremony at the discretion of our pastor.

Decorating the Sanctuary/Garden

Arrangements for decorating the Sanctuary/garden may be made through the wedding coordinator. All decorations must be pre-approved by the wedding coordinator. The wedding couple is responsible for the complete removal of all of all their own decorations and supplies.

The use of an aisle cloth/runner is not recommended because of the danger of tripping. Rice, birdseed, and confetti are a slipping and clean-up problem and are not allowed in the Sanctuary or church property. Bubbles and rose petals may be used outdoors.

If the wedding couple would like to leave flowers for the Sunday service, please let the wedding coordinator know so reference can be made in the Sunday bulletin.

The church can provide pew bow holders, a unity candle holder, a gift table, tablecloths and a cloth cover for the communion table. The wedding couple should provide the unity candles, a basket for cards, and a guest book and pen.
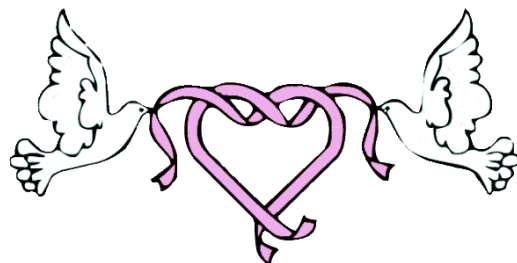
Music and Sound System

The wedding coordinator and PA operator will coordinate the use of microphones and music. Our sound system allows for the playing of CD's or taped music and can be used during the wedding ceremony.

It is important to bring all CD's and music to be used during the wedding to the rehearsal.

The wedding couple should contact the church organist/soloist early in the wedding planning stages to assist in planning and finding appropriate music. Prior to meeting with the organist/soloist, the wedding couple should have made decisions regarding:

- Will the processional include one or two selections?
- Will any soloists (vocal or instrumental) be involved in the ceremony? Do you prefer piano or organ accompaniment?
- Are there any members of the wedding party also participating in the ceremony as soloists?
- Will there be special music for candle lighting?
- Will there be special music for the seating of grandparents and parents?
- Will the ceremony include the lighting of a unity candle? Will there be special music during the lighting?
- Will the congregation be involved in the singing of any hymns?
- Are there other musical/sound considerations for the ceremony?

Possible Musical Selections

Processional (Wedding Attendants)

Jesu, Joy of Man's Desiring—J.S. Bach

Air (Water Music Suite)--G.F. Handel

Air—J.S. Bach

Canon in D—Pachelbel

Grazioso—Telemann

Prelude in C—J.S. Bach

Processional (Bride)

Trumpet Tune in D—Clarke (Purcell)

Trumpet Voluntary in D (also known as Prince of Denmark's March)--Clarke (Purcell)

Allegro Maestoso—G.F. Handel

Rigaudon—Campra

Canon in D—Pachelbel

Bridal Chorus—Wagner

Recessional

Allegro Maestoco—G.F. Handel

Overture—G.F. Handel

Joyful, Joyful—Beethoven

Now Thank We All Our God—Karg/Elert

Wedding March—Mendelssohn

All Creatures of Our God and King—Vaughn Williams

Wachet Auf—J.S. Bach

Hornpipe—G.F. Handel

Spring—Vivaldi

Any of the Trumpet Tunes

General/Unity Candle lighting

   Ave Maria—J.S. Bach or Schubert
   Wedding Prayer—Dunlap
   Wedding Song—Heinrich Schuetz
   The Lord's Prayer—Malotte
   The Unity Candle Song—Raymond H. Haan
   Two Candles—Sonny Salsbury
   In This Very Room—Ron and Carol Harris
   The Gift of Love—Hal Hopson
   O Perfect Love—Barnby
   Walk With Them, Lord—Besig
   Cherish the Treasure—Mohr
   And On This Day—English
   By My Side—Porter
   This Day—Alexander

*These are merely suggestions, feel free to talk with the church organist/soloist regarding your musical selection requests.

Photography or Videotaping

Photography and/or videotaping is an important part of the wedding experience and may be done in the Sanctuary or garden area. Many couples arrange with their photographer to take most of their wedding photos before the service, allowing more time during the reception for visiting with family and friends.

We do ask that all pictures taken in the Sanctuary by the photographer and wedding party be completed at least 30 minutes prior to the beginning of the wedding ceremony.
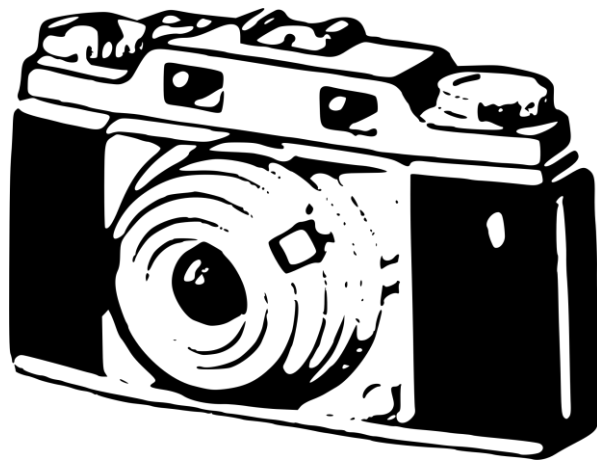
Dressing Rooms

Dressing room accommodations in the Garden Room and the Nursery are available for members of the wedding party.

It is important to know that the dressing areas are unlocked. We recommend that an individual associated with the wedding party be designated the responsibility of purses, valuables, and any other items left in the dressing areas. Following the wedding ceremony and before leaving the church property, an individual or individuals designated by the wedding couple should remove all personal items of the wedding parties from the dressing areas and be certain no clothing or personal items are left behind.

Light snacks and beverages for the wedding party may be brought to the dressing areas. We ask that the wedding party properly dispose of paper, wrappers, and unused food. **Remember that smoking and consumption of alcoholic beverages (except wine and champagne in moderation) are prohibited on church property.**

Rehearsal

The wedding rehearsal is generally scheduled for the evening prior to the wedding and lasts approximately 45 minutes.

The wedding rehearsal provides the wedding participants an opportunity to become familiar with the order of the ceremony, individual responsibilities during the ceremony, and the physical arrangements for the wedding. Ushers, candle lighters, soloists, musicians, all members of the wedding party, and parents of the wedding couple should be present and punctual. The wedding coordinator will finalize all lighting and sound system needs at the rehearsal.

Be sure all music arrangements, CDs, or taped music is prepared and available at the rehearsal.

Access to the Sanctuary prior to the rehearsal for musician or soloist rehearsals can be arranged with the wedding coordinator for an additional charge.

Reception

      The wedding coordinator will help schedule your reception at our church. Our Covenant Hall can accommodate approximately 10 round tables seating 8 people each. The kitchen is available for use at an additional fee.

Directions

      Redlands United Church of Christ is located at 168 Bellevue Avenue, Redlands, CA 92373. The office phone number is 909-793-3520.

From Interstate 10, take the Alabama exit. Go south until Barton Road and turn left (east). Take Barton Road until the next stop light, Bellevue Avenue. Turn right (south) and follow Bellevue Avenue past Brookside Avenue until you get to our parking lot on your right. If you get to Olive Street, you have passed the parking lot. Parking is also available on the street.