



Weddings
at
Seattle
Community
Church

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Dear Bride and Groom,

Our congratulations to you on your upcoming marriage. We appreciate the possibility of being a part of this very special day in your lives. The pastors and staff of Seattle Community Church (SCC) are prepared to serve you in this important event. In all cases, our desire is to make the proper arrangements that will reflect your taste and bring about a joyful, happy wedding day. More importantly, we would like to help you use the wedding experience as a foundation for a long and joyful marriage.

We have compiled this handbook as a tool for planning your wedding at SCC. We hope it will serve as a convenient reference for commonly asked questions and a springboard for additional questions and concerns.

As SCC Wedding Coordinators, we are your church resource person and will assist you in your planning, at your rehearsal, and on the day of your wedding. If you have additional questions that are not covered in this booklet, please call us at (206) 527-2232.

God Bless,

SCC Wedding Coordinators

The Process

Reserving Your Wedding Date

The first step in planning a wedding at Seattle Community Church is to call the Wedding Coordinators at (206) 527-2232. When leaving your message, please include the date and time you would like.

Because of the busy Sunday schedule of SCC, weddings are not held on Sundays. In addition, weddings or rehearsals are not scheduled for the Saturday immediately preceding Palm Sunday, Easter, during Advent or Christmas.

Weddings are not permitted to extend beyond 4:00pm.

Confirmation

We receive several requests for weddings at SCC. **Once your date has been selected, a \$500.00 security deposit within 30 days of booking will confirm that date.** This security deposit will be returned the day after the wedding if SCC is left in reasonable condition.

Cancellation

There are several reasons why you may need to cancel a wedding already confirmed. 30 days prior to wedding date: the Church will retain the deposit, any additional funds will be refunded. Cancellation less than 2 weeks prior to wedding date: no refund. This includes the full payment made by the wedding couple.

Last Minute Booking Policy

If you are booking within three (3) weeks of the wedding, all payments are due upon booking.

Costs

Sanctuary \$700.00

This basic fee includes:

Basic Wedding Coordinator Time
Dressing Rooms (available 3 hours prior to ceremony)
Scheduled rehearsal time of approximately one hour
Two candelabras and two candle lighters
Guest Book Table and Gift Table
Sound Technician
4 hours in the Church on the day of the wedding

Rehearsal Day

The rehearsal is usually scheduled the night before the wedding. **It is important that all of the wedding party be present, and on time, for the rehearsal.** You will walk through the service at least twice. If you desire to hire a vocalist or musicians, please note that they will be allowed to practice during the rehearsal hour only.

Wedding Day

The Church will be available to you three (3) hours **before** the ceremony. If you desire more time, be sure to give ample notice to the Church. There will be an additional charge of \$100/hour beyond this four (4) hour period, up to a maximum use of eight (8) hours.

The Wedding Coordinators and Sound Technicians provide all services on a volunteer basis, and do not receive a fee for their services.

Requirements

Since we as a Church believe in God's gift of marriage, we do require the following before any wedding ceremonies may be conducted at Seattle Community Church:

1. We require that both the Bride and the Groom be Christians.
2. We require that both the Bride and Groom be members of a church (not necessarily a member of our Church).
3. We require that both the Bride and Groom attend pre-marital counseling. We provide such counseling at SCC at a cost of \$300.00 for six (6) sessions, or for further information you may contact:
Presbyterian Counseling Service
564 NE Ravenna Boulevard
Seattle, Washington 98115
(206) 527-2266.
4. Outside clergy may officiate the ceremony upon prior approval of the designated clergy by the Church pastoral staff. If you need assistance securing an officiating clergy, please let your Wedding Coordinator know as soon as possible.

Please discuss these requirements with the Wedding Coordinator.

Vendors

Florist

If you are having photographs taken before the ceremony, it is important to arrange to have flowers in place 3 hours before the wedding to allow time for the florist to clean up once floral placement is completed. The following restrictions apply to flowers and decorations in the sanctuary area:

- (1) The use of nails and screws in decorating is not permitted.
- (2) It is necessary to notify the Church as to the time when the flowers will be delivered.
- (3) Florists are not permitted to prepare arrangements at the Church.
- (4) Florists must leave the Church clean and be finished with their decorating 30 minutes prior to the wedding.

Photography and Videography

Wedding photographs taken before the ceremony are scheduled 2 hours before the ceremony. 30 minutes prior to the ceremony, the Photographer's equipment should be removed from the Sanctuary so that Ushers may begin seating guests.

During the ceremony, pictures are taken only from the rear of the sanctuary, a stationary pew, stationary place on stage, or from the balcony. We request no flash pictures during the ceremony. The use of fast film and available light should allow your photographer freedom to photograph without flash during the ceremony.

Video recordings may be made from the balcony, stationary pew, or stationary place on stage to minimize interruption in the flow of the wedding ceremony.

Photographer and Videographer movement in the front of the Sanctuary distracts from the Wedding, and is not permitted. Please inform your Photographer and Videographer.

Other Policies and Regulations

Candles

Only smokeless, dripless candles will be allowed. Any damage resulting from noncompliance or any other unforeseen mishap from the use of candles shall be the sole responsibility of the Bride and Groom. A pair of candelabras with white candles are available at no extra charge. **Unity Candles are not provided by the Church.**

Marriage License

A marriage license must be applied for at least 3 business days before the wedding. It should be given to the officiating clergy the week of the wedding. It is the sole responsibility of the Bride and Groom to obtain the marriage license; SCC has no obligation or responsibility to obtain the license.

Music

Music should be appropriate for the worship setting of a Wedding. Although SCC allows the use of the Church organ, only approved organists will be allowed to use the organ, therefore, the Bride and Groom must give the Church ample notice of their desires to use the organ and the name of the organist they will be hiring.

Alcohol and Smoking

These are prohibited any time or any place in the church, which includes champagne in the dressing rooms. Please be sure that families, wedding party members, and guests understand this.

It is the responsibility of the Bride and Groom to fully understand, accept and communicate all of the restrictions to others in the wedding party, guests and to the Bride and Groom's selected florist, photographer, videographer and vocalists/musicians.

The Extended Wedding Party

Ushers:

Typically, groomsmen fill this role. However you may wish to have ushers other than your groomsmen. 2 of your ushers will also serve as “dismissing ushers” at the conclusion of the ceremony.

Escorts:

Escorts are used just prior to the wedding processional. Escorts are usually for parents and grandparents, but may include other family and special guests.

Candlelighters:

Your wedding coordinator can pre-light the candelabras or you may select 2 people to light the candles as part of the processional.

Guest Book Table and Gift Table Attendants:

One person is needed to stand at the guest book and distribute programs. This person will take the guest book to the reception. At least 1 and preferably 2 people are needed to receive gifts. Please provide tape for securing cards to gifts.

Taking Gifts From the Church:

Assign someone with transportation to take gifts from the church. Seattle Community Church is not responsible for lost or stolen gifts.

Flowers:

Assign someone to take your flower arrangements from the church.

Contact Person:

Assign one person not in the wedding party to be the main contact person for all those involved. This person will also make sure all personal items have been removed from dressing rooms, etc.

Time Lines

Six Weeks Before the Wedding

Schedule a meeting with your Wedding Coordinator.

This is an opportunity to fill each other in on necessary details so that your Coordinator is a helpful resource on the day of your wedding.

Four Weeks Before the Wedding

Check for balance of account, made payable to Seattle Community Church is due.

Two Weeks Before the Wedding

Program or outline of ceremony is completed.

Day of the Wedding

_____ **3 to 3-1/2 hours before the wedding:**

Wedding party arrives to dress and prepare for pictures.

Florist arrives and sets up flower arrangements.

_____ **2 to 2-1/2 hours before the wedding:**

Picture taking starts. Pictures take approximately 1 to 1-1/2 hours from start to finish.

Variables include size of wedding party and number of family members being photographed.

_____ **30 minutes before the wedding:**

Picture taking and floral set up is finished.

Checklist

Four weeks prior to the wedding, the wedding coordinator must have:

_____ Check for balance of account made payable to Seattle Community Church

Two weeks prior to the wedding, the wedding coordinator must have:

_____ Program or outline of ceremony

The following may be brought to the rehearsal: Remember, the more you bring to the rehearsal, the less you will have to remember on the wedding day.

_____ Ribbon bouquets (for the rehearsal)

_____ Maps to rehearsal dinner and/or reception

_____ Guest book, pens, programs, and scotch tape for gifts

_____ For security reasons, please do not plan to bring wedding apparel to store at church overnight

On the day of the wedding, bring:

_____ Sense of humor!

NOTES

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