



**Knox-St. Paul's**  
United Church

**HELPING BUILD A CITY WHERE  
NO ONE JOURNEYS ALONE**

# **MARRIAGE POLICY**

## **Knox-St. Paul's United Church**

August 2023

**ADDRESS**

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**WEBSITE**

[www.knoxstpauls.ca](http://www.knoxstpauls.ca)

# **MARRIAGE POLICY FOR KNOX-ST. PAUL'S**

## **ELIGIBILITY FOR MARRIAGE**

Two individuals who are committed to entering into the covenant of marriage may be married at Knox-St. Paul's. The couple must provide a Marriage License from the Province of Ontario at least two weeks prior to the marriage.

## **MARRIAGE PREPARATION**

It is recommended that the couple meet with the minister at least twice prior to the marriage service in order for the couple to discuss their relationship with each other and to plan the service.

## **WHO WILL OFFICIATE**

The minister called or appointed to Knox-St. Paul's will conduct all marriage services held at Knox-St. Paul's, unless by agreement with another minister. Any request for another minister to officiate or assist in the service must be approved by Knox-St. Paul's minister. Decisions concerning areas outside the scope of this marriage policy shall be decided at the discretion of the minister.

## **LOCATION OF MARRIAGE SERVICE**

Marriage services normally will take place in Knox-St. Paul's sanctuary. The minister, in consultation with Knox-St. Paul's Board, may make exceptions.

## **DATE AND TIME OF WEDDING**

Dates and times for weddings at Knox-St. Paul's are to be arranged in consultation with the minister based on availability and the preferences of the wedding party. The minister must approve all marriage arrangements at Knox-St. Paul's.

## **REHEARSAL**

Normally, the bridal party will attend a rehearsal which usually takes place one or two days before the wedding.

## **MUSIC**

All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the musical director of Knox-St. Paul's in conjunction with the minister. The musical director can be contacted through the church administrator, Monday to Thursday from 8:00 AM to 12:00 PM or by telephone at (613) 938-3704. Recorded instrumental and accompaniment music, solos, anthems, and guest musicians must have the approval of the minister. In cases where an outside musician is desired, permission must be secured from the musical director.

## VIDEO FILES

Video files (home movie, music video, etc.) must be approved by the minister two weeks before the service. Video files must be integrated into a PowerPoint presentation due to technical limitations. The file must be delivered on a USB Stick or sent to [tech@knoxstpauls.ca](mailto:tech@knoxstpauls.ca) at least two weeks before the service. Video files should not exceed five minutes in length. If the video file contains copyrighted material, it shall not be included in any video recordings due to copyright law.

## VIDEO RECORDING

If the couple wishes to have the ceremony recorded or broadcasted by us, arrangements must be made with the minister. This request must be made at least one week before the service or when arrangements are made.

## MEAL CATERING

The church will do everything reasonably possible to accommodate a request for a reception following the wedding. All food is prepared under the direction of the United Church Women who can be contacted through the church administrator. The cost for meal preparation and serving is to be arranged through the United Church Women.

## OCCUPANCY REQUIREMENTS

Any person requesting the use of church facilities must adhere to the occupancy requirements of the room(s) being rented. Violation of the occupancy requirements shall result in the immediate termination of the event. Under Provincial or Health Unit restrictions, these numbers may be adjusted.

### ROOM MAXIMUM NO. OF PEOPLE:

Sanctuary	250
Lower hall	150

## FEES

Minister	\$300.00 <i>(plus expenses for offsite services)</i>
Music Director <i>(if applicable)</i>	\$150.00
Soloist/musicians	To be arranged
Video technician <i>(if applicable)</i>	\$50.00 minimum
Administrative cost <i>(for outside weddings)</i>	\$50.00
Custodial fee	\$50.00

Additional fees may apply for resource materials, bulletin printing, lift operator, audio technician, etc. The total fees are to be paid to Knox-St. Paul's United Church and disbursed by the treasurer to the appropriate individuals. Payment can be made by cash, cheque, or e-transfer. An NSF fee of \$35.00 will apply.

### RENTAL SPACE AND FEES:

#### DAILY

Sanctuary <i>(for rehearsal and wedding)</i>	\$100.00
Sanctuary <i>(for reception under 30 people)</i>	\$100.00
Lower Hall	\$100.00

**CANCELLATION**

For weddings cancelled less than 2 weeks before the ceremony, a cancellation fee of \$100 may be charged.

**USHERS/GREETERS**

The couple shall provide ushers and/or greeters to assist at the service.

**MORE INFORMATION**

If you have any questions or would like more information, please contact the church administrator from Monday to Thursday, 8:00 AM to 12:00 P.M, or by telephone at (613) 938-3704. You can also view our website at

[www.knoxstpauls.ca](http://www.knoxstpauls.ca)

*Agreement to Terms and Conditions for Marriage Services at Knox-St. Paul's follows:*

