

PLYMOUTH UNITED CHURCH OF CHRIST - WEDDING APPLICATION

In order to guarantee your wedding date, complete and return this application to the church Office with the appropriate deposit. (See page 4 – Plymouth UCC Wedding Fees)

PLEASE PRINT AND USE A BLACK PEN
when filling out the application.

Party A

Party B

Name (before marriage) _____ Name (before marriage) _____
Name (after marriage) _____ Name (after marriage) _____
Address after marriage _____
Date of Wedding _____ Hour _____
Date of Rehearsal _____ Hour _____
Place of Wedding (Sanctuary or other location? Please specify) _____
Approximate Number of Guests _____ Number of (A) Attendants _____ Number of (B) Attendants _____
Do you request a particular minister? (If so, name) _____
Will there be a guest minister? (If so, name) _____
Name of Florist _____ Phone of Florist _____ Place of Reception _____

Party A Information

Party B Information

Full Name _____ Age _____
Current Address _____ Gender _____
County _____ City _____ State _____ Zip _____
Home phone _____ Cell phone _____
Place of Employment _____
Email Address _____
Business Phone _____ Occupation _____
Date of Birth (m/d/yr) _____ State of Birth _____
Father's Full Name _____ Living? _____
Mother's Full Name _____ Living? _____
Parent's Address _____
Parent's Phone _____
Number of Brothers _____ Number of Sisters _____
If previously married, how many times? _____
Previous marriages terminated by _____ death _____ divorce
If children by previous marriage(s) please give ages _____
Have you been baptized? Yes _____ No _____
Are you or your parents members of Plymouth? Yes _____ No _____
What church, if any, do you most frequently attend?
_____ Member? _____

Full Name _____ Age _____
Current Address _____ Gender _____
County _____ City _____ State _____ Zip _____
Home phone _____ Cell phone _____
Place of Employment _____
Email Address _____
Business Phone _____ Occupation _____
Date of Birth (m/d/yr) _____ State of Birth _____
Father's Full Name _____ Living? _____
Mother's Full Name _____ Living? _____
Parent's Address _____
Parent's Phone _____
Number of Brothers _____ Number of Sisters _____
If previously married, how many times? _____
Previous marriages terminated by _____ death _____ divorce
If children by previous marriage(s) please give ages _____
Have you been baptized? Yes _____ No _____
Are you or your parents members of Plymouth? Yes _____ No _____
What church, if any, do you most frequently attend?
_____ Member? _____

PRINT THE NAME OF YOUR PRIMARY ATTENDANT

PRINT THE NAME OF YOUR PRIMARY ATTENDANT

Name _____

Name _____

WEDDING SERVICE INFORMATION

Will you want organ music? Yes _____ No _____ Will there be a vocal soloist? Yes _____ No _____
Will there be instrumentalists? Yes _____ No _____ If so, what instruments? _____
Are there particular pieces of music you know you would like to have used? If so, list here: _____

(All music selections are made in consultation with the church Organist)

The wedding service will be planned in consultation with the presiding minister.

Any other information you would like us to know: _____

(Please keep a copy of this form for your records)

PLYMOUTH UNITED CHURCH OF CHRIST

4126 Ingersoll Avenue, Des Moines, Iowa 50312

Church Telephone: 515.255.3149

Office Hours: 8:30 a.m. – 5:00 p.m. (Mon.–Fri.): summer closing 4:30 p.m.

CALENDAR/OFFICE COORDINATOR:

Paula Wilkerson

WEDDING INFORMATION:

Nancy Slotterback

ORGANIST:

Carl R. Gravander, Jr.

Thank you for contacting us about having your wedding at Plymouth Church. Currently, your wedding date is only *tentative* on the church calendar. Your next step is to fill out the attached wedding application and return it to the Church Office.

***Your date will NOT be guaranteed until the completed application form is returned with the appropriate deposit:
\$800 deposit for Sanctuary weddings***

If you need to *change your wedding date* for any reason, be sure to *check availability of the new date* with the office coordinator. If you change your wedding date for any reason, you may also be assigned a different minister.

HOLIDAY SCHEDULING: NO weddings will be scheduled on Easter weekend, Thanksgiving weekend, the Saturday before Christmas, Christmas Eve, New Year's Eve or New Year's Day.

MINISTER A Plymouth Church minister will preside at all weddings held in the church facilities. We try to honor requests for a specific minister, if he/she has no conflicts on your date. If you wish to have a family member or a close friend who is a minister also participate in the wedding service, this may be arranged with the Plymouth minister. The Plymouth minister also will aid you in a series of *marriage preparation meetings*. When you receive a confirmation letter from the minister, you may call to make an appointment for your first session. The minister will want to meet with both of you together. During these times you will have an opportunity to consider marriage, your expectations, ask questions, and share in the planning of your wedding service. Honoraria received by the Plymouth ministers officiating weddings will be returned to the church to be used for the continuing education of the ministers.

EXPLANATION OF FEE SERVICES

See attached sheet for current fee schedule. All additional fees are due 2 weeks prior to the rehearsal.

WEDDING COORDINATOR A Plymouth Wedding Coordinator is required for *ALL Sanctuary weddings*. She will assist you with the details of your wedding service after your first interview with a minister. A meeting should be scheduled with the coordinator assigned to your wedding at least *two months* prior to the wedding. She will be present to assist you at the rehearsal and the service. If you have a reception at the church, the wedding coordinator will not help in the supervision of it on the day of the wedding.

RECEPTIONS If you are interested in having a reception at Plymouth Church, talk to the Office Coordinator for fees involved and availability.

ORGANIST The Organist of Plymouth plays for all weddings at the Church. Music selections will be done in consultation with the Organist. Please make an appointment with the Organist to plan your music. Plymouth Church requests that musical selections be appropriate for a religious service. A list of available vocalists and instrumentalists from the community may be obtained from the Organist by calling the Church Office (255-3149). Recorded music is **not** permitted for Sanctuary weddings. **Basic Organist fees** include consultation, 20 minutes of music prior to service, recessional, and postlude. See the fee schedule for any additional services rendered.

OTHER MUSICIAN FEES (vocal and instrumental) Fees for musicians arranged by the church are paid to the church. Soloists must provide music in the proper key. **PHOTO COPIES OF MUSIC ARE ILLEGAL AND UNACCEPTABLE.**

CUSTODIAN The custodian prepares and cleans the building before and after your wedding, and is responsible for building security. The custodian is required to be present for all rehearsals, weddings, and receptions.

VISUAL ARTS DISPLAYS Special decorations, banners, and other visual arts hangings may be on display in the Sanctuary during the time of your wedding. Since the majority of pictures are taken in the Chancel area, the central hangings **will** appear in pictures. However, side-aisle banners **will not** appear in most wedding pictures. *If your wedding falls on a date when a central hanging is on display, you must expect to see it in your pictures.*

Thanksgiving decorations: From the Saturday before Thanksgiving through Thanksgiving Day, the chancel area displays a harvest theme.

Seasonal Banners: Six banners are displayed in each side aisle of the Sanctuary during: (1) the four weeks prior to Christmas through the first full week in January; (2) the six weeks prior to Easter through the Easter season; and (3) from Pentecost through three weeks after Pentecost. (Check with the church office for these dates each year.)

UNDER NO CIRCUMSTANCE CAN A CENTRAL HANGING OVER THE CHANCEL BE REMOVED ONCE IT IS HUNG.

Wedding banners: A set of 10 special wedding banners is available for use when seasonal banners are not on display. Ask your Wedding Coordinator for details.

Chancel display: A single large banner in the central area of the Chancel will be on display from: (1) one Sunday before Christmas through the first full week in January; (2) Palm Sunday through the Easter season; (3) Pentecost Sunday through three weeks after Pentecost and (4) the Fall Stewardship Campaign. There are other times when hangings will be on display that do not fall into a yearly schedule. Please be sure to check with the church office to see if your date will be affected. *Again, under no circumstances can a central hanging over the Chancel be removed once it is hung.*

ARRANGEMENTS AND NOTES

SANCTUARY The Sanctuary seats up to 600.

FLOWERS Please arrange delivery times for flowers with the Wedding Coordinator.

CANDLES In addition to the communion table candles, the church has two candelabra with seven candles each. *AISLE CANDLES ARE NOT PERMITTED.*

AISLE RUNNERS ARE NOT PERMITTED.

PHOTOGRAPHS Flash photographs are not permitted during the service. Photography before the service is to be completed no later than a half-hour before the service.

VIDEORECORDING The Wedding Coordinator will help you choose a location from which videorecording can occur. The Wedding Coordinator must approve all such locations.

ALCOHOL AND SMOKING *NOT PERMITTED ON THE PREMISES.*

RESPONSIBILITY The Church cannot be responsible for lost or stolen items. DO NOT leave purses and other valuables in unsecured rooms.

NOTHING IS TO BE THROWN ON THE PREMISES INCLUDING BUT NOT LIMITED TO, RICE, BIRDSEED, FLOWER PETALS, CONFETTI OR STRING CONFETTI. IF BUBBLES ARE USED THEY MUST BE USED OUTSIDE AND PROPERLY DISPOSED OF AFTER USE.

PRINTED BULLETINS will not be done by the Church Office, but are to be approved by the presiding minister *before* printing.

MARRIAGE LICENSE Please bring the marriage license and certificate to the rehearsal.

MARRIAGE LAWS OF IOWA*

LICENSE APPLICATION The persons desiring a marriage license shall make application to the County Recorder in any County in the State on a form provided by the Recorder. The application requires an affidavit of a disinterested person as to the age and qualifications of the applicants.

The County Recorder cannot issue a marriage license before the third day (Sunday not included) after the date on which the application is filed.

In case of emergency or extraordinary circumstances, a judge may order that a license to marry be granted prior to the expiration of three days. An additional charge is made for this order. For more information call 286-3160.

* Information provided by the Iowa State Bar Association.

Plymouth UCC Wedding Fees

The basic fee for a sanctuary wedding is \$800.

This includes:

- **1 hour rehearsal**
- **4 hours wedding day**
- **Organist (consultation, prelude -20 minutes before ceremony, recessional, and postlude)**
 - **There are additional fees to accompany other musicians**
- **Wedding Coordinator (consultation, rehearsal, and day of wedding)**
- **Custodian**
- **Candles for candelabra**
- **Minister**

Additional fees:

- **Wedding Banners - \$50**
- **Organ accompaniment for solos - \$50**
- **Other musicians fees – upon request**
- **Reception fees – upon request**