

# Wedding Planning Information

We are very pleased that you wish to be married in the Congregational Church of Hollis, and we want to be as helpful as possible in your understanding of and the preparation for this joyous event.

The wedding ceremony is an act of worship. By placing marriage within the framework of the church's worship, a civil act is thereby filled with religious meaning. And by careful preparation, your wedding day — and your marriage — can be a creative and joyful event as you stand together before God, aware of and seeking God's will throughout your lives. To that end, the church offers its support, its concern, and its blessing.

Please contact the church office far enough in advance to preclude any conflicts in scheduling a date for your wedding ceremony. The Church Administrator will then have you contact the pastor to confirm the wedding date and schedule a time to meet with her. She will arrange approximately 3 pre-marital conversations with you to become better acquainted, and to plan specific details about the ceremony.

Other arrangements that may be required:

## ORGANIST:

The church's organist, Ed Scibilia, has right of first refusal to play for church weddings. As you begin your wedding planning, please contact him directly (603-888-8003) to plan your wedding music. The organist should also be aware of soloists and/or instrumentalists who may be part of your plans.

## VISITING CLERGY:

Special situations arise when clergy in addition to the pastor on staff at the Hollis church may be involved as officiants or assistants. This requires the approval of the pastor of the Congregational Church of Hollis.

If the approved visiting clergy person is performing the ceremony and the pastor of the Congregational Church is not available to co-officiate, an additional fee of \$100 will be charged for the services of the Deacon who will open the church and assist with lights, heat, and sound system.

## GENERAL CONSIDERATIONS:

- All appointments in the Meetinghouse are there for a purpose and should not be moved about or removed for wedding ceremonies.
- Throwing rice or confetti on church premises is not permitted. These are difficult to clean up and can be a safety hazard.
- Occasionally couples will make use of a wedding consultant. However, wedding consultants have no part in the planning of the wedding service, the rehearsal, or conducting the wedding. All of the wedding planning is done with the pastor.
- Decorating the Meetinghouse needs to be done in such a way as to ensure that paint is not marred or scratched. You will need to request that your florist use pew bouquet holders if you wish to place bouquets on the pew ends. Thumbtacks, nails, screws, or tape of any kind may not be used. The meetinghouse will be opened one hour prior to the time of the wedding service.
- If you use an aisle runner, it should be 50 feet long.
- The time for the rehearsal and wedding will be set with the pastor. Sometimes more than one rehearsal or wedding is scheduled for a particular day, so it is important that rehearsals and weddings begin promptly on time. Be certain that everyone in your wedding party is aware of this.

## LICENSE INFORMATION

The marriage license, for a wedding to be held in the State of New Hampshire, must be applied for by both parties at any town/city hall (Clerk's Office) in New Hampshire.

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WEDDING FEES:

The Church Council has prepared the following list of fees for use of building and services:

Pastor \$350.00

Use of Meetinghouse \$500.00

Deacon \$100.00

Organist \$150

Custodian \$50

Bulletin preparation fee \$50

**Fees should be paid by the time of the wedding rehearsal** in order to avoid confusion on the day of the ceremony.

- The Minister’s fee is to be paid directly to the Minister (Rev. Tanya Rasmussen).
- The Organist’s fee is to be paid directly to the Organist (Edward Scibilia).
- The Custodian’s fee is to be paid directly to the Custodian (John Balfour).
- Bulletin preparation fee is paid directly to the Church Administrator (Susan Adams or Eileen Widner)
- Use of building fees and Deacon fees are to be given to pastor;

Please make checks payable to: The Congregational Church of Hollis, UCC

• All expenses and fees are adjustable for situations where financial need dictates and approved by the Church Council.

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Before you complete and submit the Wedding Information form, you must contact the church office and the pastor to be sure both the building and the minister are available on your wedding date. Wedding dates are considered firm only when the Wedding Information form is returned to the church office.

## WEDDING INFORMATION

The Congregational Church Of Hollis (United Church of Christ)  
3 Monument Square, Hollis, New Hampshire 03049  
Phone: 603-465-7797 **Email: [churchoffice@hollischurch.org](mailto:churchoffice@hollischurch.org)**

Today's Date \_\_\_\_\_

Date and Time of **Rehearsal** \_\_\_\_\_

Date and Time of **Ceremony** \_\_\_\_\_

Day of Week: \_\_\_\_\_

**Bride**

Full Name\_\_\_\_\_

Address and Zip\_\_\_\_\_

Email\_\_\_\_\_

Phone\_\_\_\_\_

Age and Birth Date\_\_\_\_\_

Birth Place (Town and State)\_\_\_\_\_

Place of Work or Study\_\_\_\_\_

Type of Work or Study\_\_\_\_\_

Is this your first marriage? If not, which?\_\_\_\_\_

Have you been baptized? If so, what church?\_\_\_\_\_

Are you a member of a church?\_\_\_\_\_

If so, what church? Where?\_\_\_\_\_

Father's full name\_\_\_\_\_

Father's address\_\_\_\_\_

Mother's full name\_\_\_\_\_

Mother's address (if different from above)\_\_\_\_\_

**Groom**

Full Name\_\_\_\_\_

Address and Zip\_\_\_\_\_

Email\_\_\_\_\_

Phone\_\_\_\_\_

Age and Birth Date \_\_\_\_\_

Birth Place (Town and State) \_\_\_\_\_

Place of Work or Study \_\_\_\_\_

Type of Work or Study \_\_\_\_\_

Is this your first marriage? If not, which? \_\_\_\_\_

Have you been baptized? If so, what church? \_\_\_\_\_

Are you a member of a church? \_\_\_\_\_

If so, what church? Where? \_\_\_\_\_

Father's full name \_\_\_\_\_

Father's address \_\_\_\_\_

Mother's full name \_\_\_\_\_

Mother's address (if different from above) \_\_\_\_\_

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The Wedding Ceremony Plans form may be completed and brought to your meeting with the pastor.

**WEDDING CEREMONY PLANS**

The Congregational Church Of Hollis (United Church of Christ)

3 Monument Square, Hollis, New Hampshire 03049

Phone: 603-465-7797

Today's Date: \_\_\_\_\_

Date and Time of **Rehearsal**: \_\_\_\_\_

Date and Time of **Ceremony**: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Name of groom

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Name of groom to be used in wedding (proper name, nickname, middle name?):

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Name of bride

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Name of bride to be used in wedding (proper name, nickname, middle name?):

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Name and address of couple following wedding:

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Music during service:

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Soloist: \_\_\_\_\_

Other: \_\_\_\_\_

Approximate Number of Guests Anticipated: \_\_\_\_\_

Best Man: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Ushers:

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Bridesmaids:

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Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

How many rings? \_\_\_\_\_

Reception at:

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Altar flowers:

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Photographer:

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Videographer

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Notes:

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