

# Your Wedding at First Church

We are delighted to share this joyous occasion with you!

Thank you for your interest in having your wedding here at First Church, an Open and Affirming church affiliated with the United Church of Christ.

We hope this brochure will be helpful to you in your planning. We anticipate working with you to make your wedding beautiful and meaningful. When you contact the church office, our staff will happily answer any questions and begin the reservation process.

**We are available  
Monday - Friday from 9:00 am - 3:00 pm.  
Please call (860) 233-9605 for an appointment.**



## A WEDDING IN OUR MEETINGHOUSE OR CHAPEL

Our elegant Georgian Revival-style Sanctuary, with its white interior, deep red furnishings, and tall-columned, 100-foot expanse is the perfect setting for large weddings. The Chapel provides a warm, inviting, and open flexible-seating space for smaller, more intimate ceremonies.

## WEDDING PREPARATIONS

### *Initial Meeting and Tour:*

The first step is to make an appointment with a Pastor to meet, talk about the ceremony, and tour the worship spaces. Weddings are then scheduled at the discretion of the Senior Pastor.

### *Premarital Mentoring:*

Couples are required to attend three to four meetings with a Pastor, in addition to the initial introductory meeting. These sessions provide an opportunity for marriage preparation, as well as planning the wedding ceremony.

### *Music:*

Our Director of Music will work with you to plan the music for your wedding. Any special musical arrangements should also be discussed with the Pastor.

### *Rehearsal:*

A rehearsal is arranged in consultation with the Pastor, usually for 5:00 or 6:00 pm on the evening prior to the wedding ceremony. The Pastor leads the rehearsal and all ceremony participants need to be present.

## WEDDING SERVICE

Choosing this sacred setting for your important day reflects your intention to have Christian faith and values be a part of both your wedding planning and ceremony, as well as your marriage. Love, joy, dignity, and the presence of God are integral to this and will be a part of any service here at First Church.

Our commitment as you anticipate your wedding is to offer a worshipful setting and the guidance of our Pastors and Director of Music in planning a memorable and personally tailored ceremony.



## PASTORAL STAFF

Rev. Dr. C. Geordie Campbell  
Senior Pastor

Rev. Elliott Munn  
Associate Pastor

## DIRECTOR OF MUSIC

James Boratko

## OFFICE STAFF

Suzanne Nardi  
Office Manager

First Church  
12 South Main Street  
West Hartford, Connecticut 06107



Telephone: (860) 233-9605  
[www.whfirstchurch.org](http://www.whfirstchurch.org)  
[general.mail@whfirstchurch.org](mailto:general.mail@whfirstchurch.org)

## OTHER HELPFUL INFORMATION

A marriage license must be obtained at the West Hartford Town Clerk's Office, Town Hall, 50 South Main Street, Room 313, West Hartford, CT 06107. Application should be made two weeks in advance of the ceremony. More information can be found on the Town website [www.westhartford.org](http://www.westhartford.org). The license must be given to the Pastor at or before the wedding rehearsal.

An occasional question is, "Can we use our own Pastor or Organist?" It is First Church policy that the use of an outside Pastor or Organist is at the discretion and invitation of our Senior Pastor, so please discuss this early in the planning process.

If weddings bulletins are needed, a nominal fee is charged and we request that all information be submitted to the Office Manager in the church office two weeks prior to the wedding.



## CHURCH POLICIES

As you plan, please be aware of the following:

Flash photography and videography are usually allowed at the discretion of the Pastor, and providers must check in with the Pastor prior to the ceremony.

Venues are open one hour prior to the ceremony for florist access or as arranged with the church office. Nails and thumbtacks may not be used in fastening decorations.

No rice, flowers, or confetti may be thrown in the Meetinghouse or Chapel, or on the Church grounds.

The aisle in the Sanctuary is 100 feet long. There are 19 pews along either side of the main aisle (8 in front of the transept aisle and 11 behind it).



## GRATUITIES

A non-refundable reservation gratuity of \$50 is due when you reserve the date for your wedding, payable to First Church.

The Church gratuity for use of the facility is \$500 for the Meetinghouse; and \$250 for the Chapel, payable to First Church.

The Pastor's gratuity is \$400, payable directly to the Pastor.

The Organist's gratuity is \$250, payable to First Church.

The Sexton's gratuity is \$150, payable to First Church.

The gratuity for Candelabra or Aisle Candles are \$25 and \$50 respectively, payable to First Church.

We ask that all payments be completed by or at the wedding rehearsal.

