

# Your Wedding

AT FIRST CHURCH

12 South Main St., West Hartford, CT.



first church  
WEST HARTFORD

[www.whfirstchurch.org](http://www.whfirstchurch.org)

## WELCOME!

We are delighted to share this joyous occasion with you! Thank you for your interest in having your wedding here at First Church West Hartford, 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.

## 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 Worship Arts will work with you to plan the music for your wedding. The couple should contact him at least one month in advance of the wedding.

### *Rehearsal:*

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

## WEDDING CEREMONY

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 Worship Arts in planning a memorable and personally tailored ceremony.

## MEETING HOUSE, CHAPEL, OR LABYRINTH

Our elegant Georgian Revival-style Sanctuary (aka Meeting House), with its white interior, deep red furnishings, and tall-columned 100-foot expanse is the perfect setting for large weddings. Alternatively, the Chapel (not shown) provides a warm, inviting, and open flexible-seating space for smaller more intimate ceremonies. Additionally, our outdoor Labyrinth and fountain has also provided a nice backdrop for ceremonies and/or photos.



## FAQ:

### What about a marriage license?

A marriage license must be obtained at the West Hartford Town Clerk's Office by completing the online application at least two weeks in advance of the ceremony. [www.westhartfordct.gov](http://www.westhartfordct.gov). The license must be given to the pastor at or before the wedding rehearsal.

### Can we use our own pastor or musicians?

It is First Church policy that the use of an outside pastor or musician is at the discretion and invitation of our Senior Pastor, or Director of Worship Arts, respectively. Please discuss this early in the planning process.

### Do you provide Wedding programs/bulletins?

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

### Is flash photography allowed inside?

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.

### Are there livestreaming capabilities?

Yes! See gratuity section and be sure to mention this to the Director of Worship Arts if you'd like this optional service.

### When is the building open on the day of my wedding?

Venues are open one hour prior to the ceremony for florist access or as arranged with the church office.

### Can I hang decorations?

Nails and thumbtacks may not be used in fastening decorations.

### Can we have confetti?

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

### How long is the aisle?

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).



***Please address any other questions or concerns during your meeting with the pastor.***

## GRATUITIES and BALANCE

***Due two weeks in advance of the wedding rehearsal.***

***Building fee due at time of booking.***

- A gratuity of \$550 for the Meeting House or \$350 for the Chapel, payable to First Church, for non-members only.
- The pastor's gratuity is \$400, payable to pastor.
- The gratuity for the Director of Worship Arts (everything related to music) is \$250 payable to Jim Boratko.
- The Sexton's gratuity is \$250, payee to be determined.
- The gratuity for Candelabra or Aisle Candles is \$100 and \$250 respectively, payable to First Church.
- The gratuity for live streaming the ceremony using our equipment and staff is \$250, payee to be determined.

## CONTACT US

HOURS: Monday - Thursday from 9 a.m. – 3 p.m.,  
Friday 9 a.m. – 12:30 p.m.

Please call (860) 233-9605 for an appointment.

12 South Main St., West Hartford, CT 06107

[www.whfirstchurch.org](http://www.whfirstchurch.org)

### STAFF:

Rev. Fredd Ward, Senior Pastor: [fredd.ward@whfirstchurch.org](mailto:fredd.ward@whfirstchurch.org)

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