

Weddings & Services of Commitment

at



UNIVERSITY CONGREGATIONAL 
UNITED CHURCH OF CHRIST

4515 16th Avenue NE, Seattle, WA 98105-4201

Phone: 206.524.2322 Fax: 206.524.0602

www.universityucc.org office@universityucc.org

A Word of Welcome

Thank you for considering our church for your wedding or commitment ceremony. We ask God's blessing on the union of your two lives, as together you face a new life!

At our church, we speak of a wedding in the broader sense of it's being not only the joining together of heterosexual couples in marriage, but also the joining together of same-gender couples in committed partnership. In this context, our church offers a variety of marriage and blessing ceremonies. These ceremonies are more than a celebration of social customs. Your guests gather not only to witness the ceremony, but also to provide support to you, give thanks to God, and ask God's blessing on your relationship.

Because a wedding here is a Christian service of worship, ministers prepare ceremonies consistent with the liberal theology of our church and the traditions of the United Church of Christ. The staff has created a framework that we believe works well for the couple and their families, and preserves the integrity of the event, including the reception. We will ask you to respect and affirm that framework, and we will also encourage you to offer suggestions for readings, symbols you would like to use, and commitments you would like included in your vows.

Our church is eager to make your marriage or blessing ceremony a beautiful and memorable occasion. The following information helps you plan for this important event.

The Wedding Coordinator

Juanita Watt, our Wedding Coordinator, will confirm building availability for your ceremony and rehearsal dates. She may be reached by email: jwatt@universityucc.org or phone: (206) 932-8845. She will be at the rehearsal and present for your ceremony at the church. She will coordinate overall preparations, will see that family and ceremony participants enter the church at the proper time, and will help you organize your exit from the church efficiently and thoughtfully. She will work closely with your officiating minister to help your ceremony be a joyful and significant event in your lives.

GENERAL INFORMATION

The following information will help you in planning your ceremony.

Who may officiate at weddings or commitment services here?

For member weddings, one of the four staff clergy must officiate for services in this building. Guest officiants or religious leaders of other faiths are very welcome to co-officiate.

For non-member weddings, ministers with an association to this congregation must officiate. A list of these ministers appears elsewhere in this brochure. Guest officiants or religious leaders of other faiths are very welcome to co-officiate.

Because we are committed to this church being a safe and welcoming space for all God's children, any minister or religious leader co-officiating at a wedding in our building must agree not to speak against our Open and Affirming covenant from the pulpit or in the building.

What does Open and Affirming mean?

Open and Affirming is the designation for congregations in the United Church of Christ who have voted to unequivocally welcome gay, lesbian, bisexual or transgendered people into the life of the congregation, to worship and learn, and in all ways to participate fully in the life and leadership of the congregation.

We have listened for God's call to us and responded with this welcome because we believe that homosexuality is not a sin. Our faithful study of the Bible, and our engagement with human experience, reason and God's continuing revelation have led us to this commitment. Significant in our guidance is Martin Luther's conviction that while the Word of God is in the Bible, not every word in the Bible is the Word of God.

Our study and engagement with the substance of the gospel of Jesus guides us, as a community, in discerning the Word of God in Scripture and in articulating this welcome to all of God's children.

What are the expectations regarding pre-marital counseling?

It is expected that each couple planning a wedding in this church will have pre-marital counseling at Samaritan Center of Puget Sound (or equivalent service or specially trained therapist). After that has been completed, the counselor will notify the officiating minister that it has taken place. The minister or ministers will discuss the results of that experience with the couple. Pre-marital counseling is not psychotherapy. It is an educational experience designed to help couples anticipate the complexity of their life together.

Who is responsible for preparing the wedding worship program?

The couple prepares the worship program. The following statement about this church should appear in every worship bulletin for weddings:

"University Congregational United Church of Christ has been serving God in the Seattle community since 1891. In addition to the worship of God and the education of our minds and spirits, we have a number of social programs serving the University District and greater Seattle. Outreach programs include direct service through money and hands-on help, social and political action, and interfaith activities. We are an Open and Affirming congregation, welcoming all people to the life and ministry of the congregation. Everyone is welcome to join us for worship in the sanctuary Sundays at 10:00 a.m. We also have a Taize service of meditation and communion in our chapel on Wednesday evenings at 6:00 p.m."

Please provide a copy of the invitation and program to the wedding coordinator and the officiating minister to review before either goes to print.

THE SANCTUARY will seat 450 people on the main floor, plus 150 in the balcony. The center aisle is 90 feet long, with 19 rows of pews. Generally, a gathering of approximately 250 guests will fill the front half of the sanctuary. There is a pipe organ and a grand piano.

HARRINGTON MEMORIAL CHAPEL will seat 75-80 people. The aisle is 35 feet long with eight rows of chairs that can be rearranged. The communion table is six feet wide. The chapel has a small pipe organ. A kneeling bench is available.

DECORATIONS: Any decorations used in the service should be purchased or rented by you from your florist or supplier. Decorations may not be taped to the pews. Your florist or decorator is welcome to visit the church by appointment with the Wedding Coordinator to gather information about size, color, and furniture.

CANDLES: The church does not allow the use of wax candles, and has oil-filled candles available. You may use a candelabra rented from your florist, but you still need to use oil candles.

UNITY CANDLE: If you have decided to have a unity candle, we recommend that it have a rounded top or, at the very least, a one-half inch wick. The unity candle and tapers for lighting it are provided by the couple.

DRESSING ROOMS are available at the north and south ends of the church office for members of the party to dress. Both have private lavatories. The one designated "Bride's Room" is equipped with excellent lighting, built-in vanity, and full-length mirrors. The office Conference Room has tables and chairs for the groom and groomsmen. You, or someone in your group, are responsible for cleaning up these areas before the ceremony and pictures begin.

PHOTOGRAPHY is an important component, providing recorded memories for the couple and families. We ask that you arrange to have your pictures taken before the service. This session often takes longer than expected, and it would be wise to allow at least two-and-one-half hours to take pictures. Whatever you arrange with your photographer, you should try to be finished at least one-half hour before the ceremony is to begin. This is especially important for large ceremonies to allow for seating everyone. Using flash equipment during the ceremony is not permitted. Use of video equipment must be cleared by the officiating minister. Video cameras must be stationary and inconspicuous during the ceremony.

IN SELECTING MUSIC for your ceremony, we urge you to consider the spiritual and religious content of your choices, remembering that the ceremony is a Christian service of worship. We suggest you ask the following questions:

- 1) Does the spirit and text of the music reflect an awareness of God's presence at your ceremony?
 - 2) Does the text make a meaningful contribution to the ceremony?
 - 3) Will your music enrich the worship experience of the congregation (your family and friends)?
- Other selections may work well at your reception.

MUSIC: You are welcome to select any organist from the enclosed list. Guest organists not on the list must be approved.

TIMES: Ceremonies must conclude by 6:00 p.m. on weekdays, 8:00 p.m. on Fridays, and 5:00 p.m. on Saturdays. The church is generally available four hours before the ceremony and two hours afterward.

RESERVATIONS: We will hold the date and time of your ceremony when we receive a \$300 non-refundable deposit. In addition, we will collect a \$200 damage deposit, which will be returned following the ceremony, if all is satisfactory.

BUILDING USE GUIDELINES

- 1) Smoking is not permitted anywhere in the building.
- 2) Alcoholic beverages (including champagne) are not permitted anywhere in the building.
- 3) As in the wider community, security is an important consideration. The building will be open during your service, and probably locked at other times. Please be sure to follow some basic ground rules to maximize security: don't leave valuables exposed in your car; lock up purses, satchels and valuables -- even in the building -- or keep them with you at all times; be sure doors are never propped open. As with anywhere, it is important to stay alert and aware as we all endeavor to keep the building open and welcoming as well as safe and secure.
- 4) Rice, confetti, and birdseed cause problems. Please ask your friends not to throw rice, confetti, or birdseed inside or on the front steps. Blowing bubbles has become a popular way to give the couple a send-off, outside the church.
- 5) Parking in the church lot A on the east side of 16th Ave NE is provided, without charge, to members of the wedding party and their immediate families. The church staff lot, north of the church, is not available to the public. There is also parking available on the UW campus, in the lots behind the Burke Museum (enter campus at 17th Ave NE). There is no charge to park there after noon on Saturdays. A parking map is included.
- 6) The sanctuary is equipped with a sound system and microphones are available. Recording equipment must be provided by the couple.
- 7) We do not store clothing or reception supplies prior to the day of the ceremony.
- 8) The use of aisle runners is not permitted.
- 9) Please notify the Wedding Coordinator if you encounter a situation or people you are not comfortable with.

University Congregational United Church of Christ

4515 16th Ave NE, Seattle, WA 98105-4201 (206) 524-2322

Reception Coordinator: Juanita Watt
(206) 932-8845 jwatt@universityucc.org

Ministers with an Association to this Congregation and Authorized to Officiate at Non-Member Weddings

The Reverend Tim Devinedevinetim@comcast.net(206) 783-6733
The Reverend Bob Fitzgerald.....bobhelen2@mindspring.com(206) 784-4634
The Reverend Kathleen Morgan.....KMM4540@cs.com(206) 525-1341
The Reverend Robert Andersonearthspiritcircle@earthlink.net(360) 293-3770

Approved Organists

Stefani Pfaff.....szpfaff@comcast.net 425-455-9303
Janitta Carithers 206-524-8306
Kathleen (Kitty) Dowkmdow9620@aol.com 425-454-2792
Mary Lukovrainier54@earthlink.net 206-363-4909
Sharon Buck.....mezzosb@yahoo.com 425-483-7300
David Ruberg.....david@ruberg.name 206-782-8880
Erin Fairly.....emfair@earthlink.net 206-725-3031
Pam Stromberg 253-839-1359
Jim Miersma.....jmiersma@bwmmlaw.com..... 206-329-7969

Dates the Church is Not Available

Passion Week
University District Street Fair
UW Graduation
Husky Football Home Games
The week before and after Christmas

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Wedding Fees for Non-Members

\$1,500 (sanctuary or chapel)*
If there are to be fewer than 20 guests,
the price can be less and is negotiable.

A \$300 non-refundable deposit must accompany the reservation form to hold the date. A separate \$200 damage deposit will be collected. The check will be held until after the ceremony, then returned if all is satisfactory.

Deposits for small services are also negotiable.

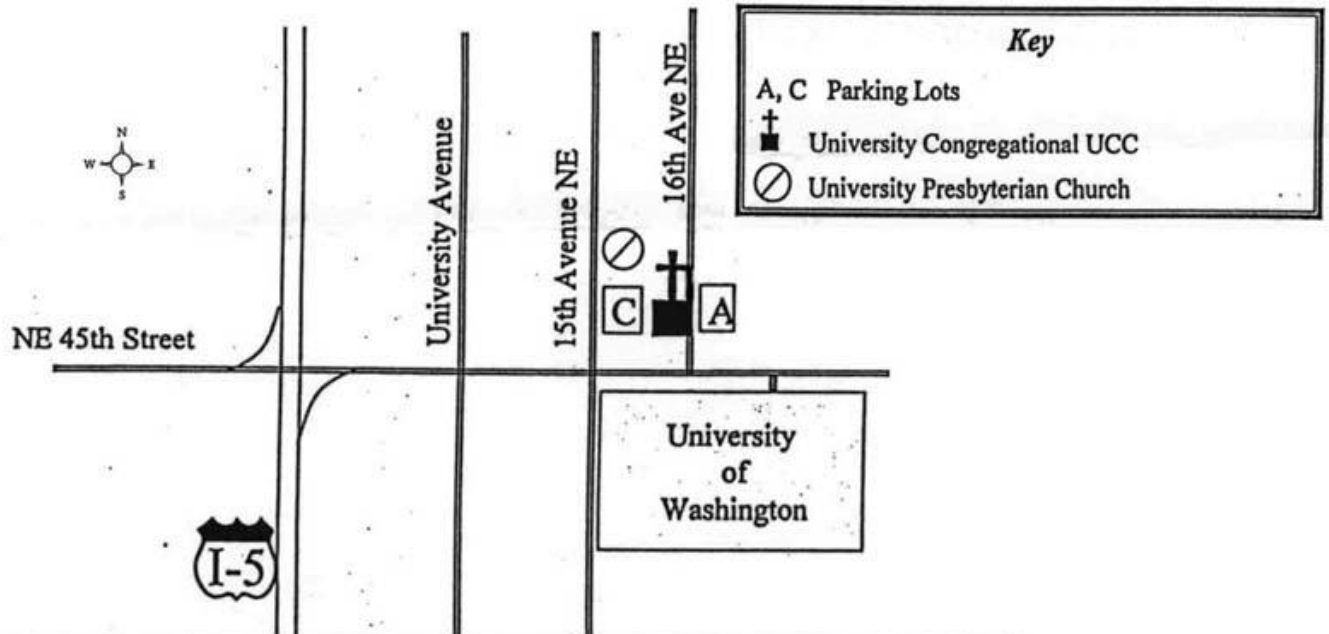
**Fee includes the use of sanctuary or chapel, use of the Bride's Room and Conference Room, the organist, custodian, and the Wedding Coordinator. There will be an additional fee for other services. Fee also includes fee for host minister. Fees for any co-officiant are negotiated separately and paid directly to that person.*

The balance is due 30 days before the ceremony.

Reception Fees

\$1,000 for the Lounge and Narthex or Ostrander Hall.
This covers the use of the facility and Reception Coordinator.

Parking at University Congregational United Church of Christ



If the parking lots for the church are all full,
the following pay lots are nearby:

- The main lot at the Univ. of Washington: the entrance is off NE 45th St. at 17th Ave. NE (free parking Sat. afternoon and Sunday)
- The parking garage on the west side of 15th Ave. NE half way between NE 45th St. and NE 47th St.



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WEDDING RESERVATION FORM

Partner's Name:
Address:
City, ST, Zip
Email:

Phone:

Partner's Name:
Address:
City, ST, Zip
Email:

Phone:

Are either of you a member of this congregation? Yes / No

Date of Wedding: _____

Day of Week: _____

Time: _____

Location: Sanctuary / Chapel

Host Minister: _____

Co-Officiant: _____
Name, phone number, email

Rehearsal date and time: _____

Church Reception? Yes / No

If yes, location: Lounge / Ostrander Hall

We have received and read the brochure on Weddings and Services of Commitment and we agree to its specifics and spirit.

Signatures: _____
(Both Partners)

OFFICE USE ONLY

Minister: _____

Reception Coordinator: _____

Organist: _____

Wedding Coordinator: _____

Reservation Deposit Received: _____

Damage Deposit Received: _____

Balance Due: _____

Balance Received: _____