

Wedding Policy
Rincon Congregational Church United Church of Christ (Rincon).

A WORD OF CONGRATULATIONS

We rejoice with you upon your decision to enter into marriage. We honestly desire that your wedding/union be characterized by dignity, reverence, and joy, and that it witnesses the love of God for all people.

Marriage poses certain responsibilities and guidelines just as it offers certain privileges and blessings. These responsibilities are to be mutually borne by you as a couple and the congregation of people who witness your wedding.

If either party desires to have another minister assist in the service, this first must be agreed to by the Pastor of Rincon, who will then issue a written invitation. Music is an important part of your service. The Rincon Organist will suggest music for the service and entertain suggestions from the couple. All selected music must finally receive the Pastor's approval.

RINCON'S INCLUSION POLICY

Since 1996, Rincon Congregational Church U.C.C. has been an Open and Affirming congregation. This means that we have publicly and specifically declared that lesbian, gay, bisexual, and transgender persons are welcome to the full life and ministry of this church. This policy of full equality and inclusion includes marriage.

Rincon Congregational Church U.C.C. considers marriage an egalitarian institution of faithful commitments by two persons for mutual love and companionship. Its promise is for an enduring relationship through good and difficult times, in joy and sorrow, sickness and health. It is for intimate friendship, encouragement, counsel and support, and it produces many goods, which may or may not include children. All of these good things can be and are achieved by couples regardless of affectional orientation. Therefore, marriages are held in our church for all couples legally able to marry.

BASIC REQUIREMENTS

1. The order of the worship service and content will be finally determined by the Pastor of Rincon, in collaboration with the couple planning the service. The church will prepare and print the bulletins for the wedding.
2. Music can be played or accompanied by the Rincon Organist. The church will provide the organist's contact information, but it is the couple's responsibility to contact them in a timely fashion. The couple is welcome to invite other performers to participate in the musical presentation, and they will be accompanied by the church organist as needed. Performers must provide music to the organist at least two weeks

prior to the service. Couples may also provide recorded or streamed music to be played. The Pastor must approve all music.

3. There will be up to four conferences between the Pastor and the couple. These conferences should be arranged no less than three months prior to the preferred date of the wedding. These discussions may use tools to delve into the readiness of the couple to marry. Please note: these are confidential and exploratory conversations.

4. Fees

While some couples may wish to give an honorarium, the Pastor charges no fee for Rincon members.

Identify Person or Facility	Member Fee	Non-member Fee
Pastor (counseling sessions, rehearsal, wedding)	No fee	\$600
Organist	\$ 250	\$ 250
Building Fee (Sanctuary)	No fee	\$ 300
Building Fee (Reception)	No fee	\$ 300
Custodian Fee (Sanctuary)	No Fee	\$ 80
Custodian Fee (Fellowship Hall)	No Fee	\$ 80

All fees are due no later than 10 days prior to the wedding and should be delivered to the church. Make checks payable to each individual.

6. A date may be reserved by using the Wedding Request Form and clearing the dates with the Pastor. However, arrangements are not final until the Pastor's final approval. This approval usually comes after the conferences with the couple.

THE FACILITIES

Sanctuary: The sanctuary of Rincon will seat approximately 275 persons. Seating capacity must be considered when planning for your wedding.

Sanctuary Rooms 11 & 12: These rooms are available for dressing and private preparation.

Fellowship Hall: The Fellowship Hall is available for a reception. Seating capacity is approximately 100 persons.

Prayer Garden: The Prayer Garden is available for wedding services and receptions. Seating Capacity is approximately 50 persons.

OTHER INFORMATION

1. Rincon permits decoration of the sanctuary within the attached guidelines that must be provided to the florist.
2. The throwing of rice, bird seed, etc. is a happy custom, but it is difficult to pick up on halls and entrance ways. Please consider alternatives like bubble vials. No rice, confetti, bird seed, etc. may be brought inside the building, before or after the ceremony.
3. Rincon permits photography in the sanctuary within the attached guidelines that must be provided to the photographer. To prevent distracting the congregation while it is gathered for prayer and worship, no flash pictures are allowed during the service. This applies to members of the congregation as well as the professional photographer. We encourage you to take as many pictures before or after the ceremony as time allows. Stationary video equipment without extra lighting may be allowed.
4. Receptions may be held in Fellowship Hall and/or the Prayer Garden. The couple must make all arrangements for setup, table service, music, food and arrange with the Rincon custodial service for cleanup. Couples may serve champagne, beer, and wine in a controlled, responsible manner. Keep all food and beverages out of the Sanctuary.
5. If there is a marriage license, please give it to the Pastor at the rehearsal.

The Church Council
Rincon Congregational Church UCC
122 N Craycroft Road
Tucson, AZ 85711
520-745-6237

FOR WEDDING FLOWERS AND DECORATIONS
(to be given to the florist and returned)

The following regulations should be followed by the florist when planning for a wedding at Rincon Congregational Church UCC, Tucson, Arizona.

1. No thumb tacks, wire, stick tape, or other adhesives are to be used on the paneling or woodwork.

2. Floral containers with water must have protective covering for carpet. There are two pedestals that may be used for flower vases.

3. Nothing is permitted on the Communion Table. There will be a chalice and paten on the Communion Table. Other chancel arrangements must be by special permission, and only with complete floor protection.

4. If florist furnished candles are used, wax paper or plastic must be placed under the candelabra. Only non-drip candles are to be used.

5. Florist must call the church and arrange a time for decorating the church. Also, please arrange a time with the church office to remove any equipment (flower stands, candelabra, etc.). Any other information needed by the wedding party or the florist may be obtained from the Church Administrator.

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Signature of florist, or decorator

Printed Name

Date

RULES REGARDING WEDDING PICTURE TAKING
(to be given to the photographer and returned)

Rincon allows photography and video in its sanctuary, but **strongly suggests** that you adhere to specific guidelines if pictures are taken during the worship service.

1. Photographers shall not engage in conduct that interferes with the service of worship at any time during the ceremony beginning with the prelude to the beginning of the recessional as follows:

- a. You shall not appear in front of the congregation
- b. You must restrict movement to the back of the sanctuary and extreme side aisles
- c. You shall not use the chancel area and choir loft without prior permission

2. To prevent distracting the congregation while it is gathered for prayer and worship, flash photography is not allowed during the ceremony, from the prelude through the recessional. This applies to the congregation as well as the professional photographer.

3. We suggest the photographs be made sometime prior to the service of marriage. They may also be made after the service.

4. Videotape arrangements may be made with the Pastor.

Thank you for respecting the integrity of our worship. Your cooperation and understanding are deeply appreciated.

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Tucson, AZ 85711
520-645-6237

Signature of Photographer

Printed Name

Date

RULES REGARDING WEDDING RECEPTIONS
(to be given to the caterer and returned)

1. If a reception is to be held in the Fellowship Hall or Prayer Garden of Rincon, the caterer should contact the church administrator as soon as possible to provide them with the name and telephone number of the appropriate contact person.
2. Punch bowls, china, and silver (if needed or desired) must be furnished either by the caterer or the wedding party.
3. The kitchen may be used by the caterer.
4. The caterer is asked to work cooperatively with the Church Administrator who is familiar with the use of the kitchen and the operation of its equipment. It is expected that the kitchen be left in clean and good order.
5. Smoking is not permitted. Couples may serve champagne, beer, and wine in a controlled, responsible manner. Keep all food and beverages out of the Sanctuary.
6. The couple shall arrange with the Rincon custodial service for cleanup.

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Signature of Caterer

Printed Name

Date

WEDDING REQUEST FORM
RINCON CONGREGATIONAL CHURCH U.C.C.
TUCSON, ARIZONA

Desired Date of Wedding: _____ Time: _____

Time church is to be opened: _____

Desired Date of Rehearsal: _____ Time: _____

Name: _____

Address: _____

Phone: Home _____ Business: _____

Name: _____

Address: _____

Phone: Home _____ Business: _____

Wedding party:

_____	_____
_____	_____
_____	_____
_____	_____

Soloist (if used): _____ Phone: _____

Photographer (if used): _____ Phone: _____

Florist (if used): _____ Phone: _____

Reception (do you need use of the Fellowship Hall?) Yes _____ No _____

Caterer (if used): _____ Phone: _____

Number of people expected at the service _____

Complete as fully as possible and return to: (See following page)

Rincon Congregational Church U.C.C.
122 N Craycroft Rd
Tucson, AZ 85711
Phone: 520-745-6237

Note: Your request must be cleared by the Pastor. This will hold a possible date for you, but the arrangements are not finalized until Pastor's final approval.