



# Wedding Guide

For Non-Members

---

## **URBANDALE UNITED CHURCH OF CHRIST**

---

3530 70<sup>th</sup> Street  
Urbandale, Iowa 50322  
Phone: (515) 276-0625  
Fax: (515) 276-2451

Pastor: The Rev. David P. Sickelka  
Church phone: 276-0625  
david.sickelka@urbucc.org

Organist: Bobby Stinnett  
991-7615  
bobby.stinnett@urbucc.org

Office Coordinator: Tara A. McConnell  
Church Phone: 276-0625  
tara.aukes@urbucc.org

Custodian: Church Phone: 276-0625

Dear Friends,

We are delighted that you are thinking about having your wedding at Urbandale United Church of Christ (UUCC). We have prepared this booklet for you to help guide you through the process so your wedding ceremony will be a meaningful worship service.

As a faith community, UUCC believes in supporting the covenant relationships of all its members. The congregation is an “Open & Affirming” church and has endorsed a policy of “Marriage Equality for All.” Therefore, all couples enjoy the same rights, rites, and responsibilities of the marriage covenant.

We look forward to helping you, your beloved, your families, and your friends celebrate in worship what God is doing, has already done, and is yet to do in your relationship!

The Rev. David Sickelka.

## GENERAL GUIDELINES

1. An ordained or licensed minister with Urbandale United Church of Christ will preside at all weddings held at church. A clergy person not affiliated with UUCC may, in consultation with the pastoral staff, be invited to participate.
2. Premarital meetings (aka counseling) are required. In consultation with the couple, the UUCC affiliated minister will decide the number of meetings needed and who will facilitate the meetings.
3. These guidelines apply to all weddings held at the church. Couples wishing to have a wedding at another location may arrange this with the minister.

## A WORD ABOUT OUR STAFF

We have found that a **wedding coordinator** is an essential part of a well-planned wedding. The coordinator will help with church related details in planning, will help organize the rehearsal, and will take care of important details on the day of the service. The coordinator is available to answer questions and to share helpful hints from prior experience. The coordinator will help with any church-related questions or requests you may have.

The **organist** of Urbandale United Church of Christ plays for all weddings at the church. You will need to make an appointment with the organist to discuss musical choices. If you wish to have soloists or special instrumentalists, you will need to arrange this directly with the organist. We discourage the use of recorded music.

The **custodian** of Urbandale United Church of Christ is a necessary and important part of the set-up for the wedding and the clean up afterwards. The exact times that you will need to be in the sanctuary for decorating should be arranged through the church office.

---

## WEDDING CONFIRMATION FORM

---

We, the undersigned, have read the policies of the Urbandale United Church of Christ regarding weddings and the fee schedules in this booklet and agree to abide by these provisions.

We understand that our reservation for the wedding is not confirmed until this agreement is received by the wedding coordinator, along with the non-refundable deposit.

We agree that all fees will be paid in full one month before the wedding.

We agree that if there are any changes in the details of the wedding, the wedding coordinator or the church office will be notified immediately.

Date Signed: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_

Partner's signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Address: \_\_\_\_\_  
*street address* *city* *zip code*

Phone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
*day* *evening*

Partner's signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Address: \_\_\_\_\_  
*street address* *city* *zip code*

Phone Numbers: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
*day* *evening*

---

## IMPORTANT INFORMATION

---

Wedding of: \_\_\_\_\_ and \_\_\_\_\_  
*(please print)*

Is either partner a member of Urbandale United Church of Christ? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Wedding: Sanctuary \_\_\_\_\_ Other \_\_\_\_\_ If "Other," please specify: \_\_\_\_\_

Approximate number of guests attending: \_\_\_\_\_

Number of Attendants (each side): \_\_\_\_\_ Ushers: \_\_\_\_\_ Acolytes: \_\_\_\_\_

Will you have a Flower-bearer? \_\_\_\_\_ Age: \_\_\_\_\_ Will you have a Ring-bearer? \_\_\_\_\_ Age: \_\_\_\_\_

Will there be a Unity Candle? Yes \_\_\_\_\_ No \_\_\_\_\_ Single or Double-ring Ceremony? \_\_\_\_\_

Do you desire Communion? Yes \_\_\_\_\_ No \_\_\_\_\_ Fellowship Hall for Reception? Yes \_\_\_\_\_ No \_\_\_\_\_

---

### MUSIC INFORMATION

---

Will you want organ music? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be a vocal soloist? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and phone number of soloist:

\_\_\_\_\_

Will there be an instrumentalist? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and phone number of instrumentalist

: \_\_\_\_\_

Are there particular pieces of music you would like to discuss with the organist?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

### PARTNER'S INFORMATION

---

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

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phones: Home \_\_\_\_\_

Business \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

List Parent(s) names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Brothers: \_\_\_\_\_ Sisters: \_\_\_\_\_

Which immediate family members will be attending? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

### FLORIST INFORMATION

---

Name of Florist: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

How did you choose Urbandale United Church of Christ? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

### PARTNER'S INFORMATION

---

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

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phones: Home \_\_\_\_\_

Business \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

List Parent(s) names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Brothers: \_\_\_\_\_ Sisters: \_\_\_\_\_

Which immediate family members will be attending? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

## GENERAL INFORMATION

---

**SANCTUARY:** The sanctuary seats up to 250. Extra chairs may be added as needed.

**MUSIC:** The UUCS Organist plays for all weddings. The organist's fee includes the wedding service, wedding rehearsal, and one soloist rehearsal. The organist will determine if additional rehearsals are necessary.

**FLOWERS:** Please include the name of the florist on the wedding information form so delivery can be arranged.

**AISLE RUNNER:** Our carpet is very plush and a runner does not work well on it. Please no aisle runners.

**SANCTUARY DECORATIONS:** The Sanctuary is available for weddings "as is." At various times in the year, artwork and decorations hang in various places in the Sanctuary. These items remain for weddings.

**CANDLES:** In addition to the communion table candles, the church has 2 candelabras with 7 candles each. If the couple desires to use these candelabras, there will be an additional charge for the candles. (The candles must be purchased through the church.) If candelabras are furnished by a florist, they must use hurricane lamps.

**PHOTOGRAPHS:** NON-FLASH photographs by a professional photographer are permitted during the service. Please inform family and friends that NO OTHER photography is permitted during the service. Photographing before the service is to be completed at least a half-hour before the service begins. Videotaping is allowed from a non-obtrusive, stationary position.

**ALCOHOL:** No alcoholic beverages are permitted on the church grounds.

**SMOKING:** No smoking is allowed on the church grounds.

**THROWING RICE AND BIRDSEED** is prohibited on all church property.

**THE MARRIAGE LICENSE** is to be filled out ahead of time then brought to the rehearsal so it may be completed before the wedding day. An Iowa Marriage License will be needed and requires a 3-day waiting period unless waived by a judge.

**CARE OF THE BUILDING:** It is expected that all the facilities of the church will be given careful use and treated with respect.

**RECEPTIONS:** Fellowship Hall is available for receptions. The fees are listed separately.

---

## FIRST STEPS

---

This booklet is designed to help you with the arrangements for your wedding. Please read this material carefully and be sure to follow the steps outlined here in order to avoid confusion or disappointment.

1. Clear a tentative date with the church office, (515) 276-0625, to ensure that the minister and the facilities are available at the time you desire. Be sure to give your name and address so that materials can be forwarded to you.
2. **The couple needs to read this booklet carefully.** Please sign and return the enclosed agreement form.
3. A non-refundable deposit is required along with the signed agreement form to reserve the wedding date. This deposit is applied toward the total wedding fee.
4. The assigned wedding coordinator will contact the couple to arrange an appointment to discuss the details of the wedding.

---

## FEES

---

The total package for A NON-MEMBER TRADITIONAL WEDDING is \$1,200.00. This includes the fee for the wedding coordinator, the minister, the organist, the custodian and the use of the sanctuary. The rehearsal is included in this amount.

If you are interested in a very SIMPLE WEDDING, you may inquire in the office regarding this alternative.

### TRADITIONAL WEDDING

Sanctuary	475
Wedding Coordinator	150
Organist	175 *
Custodian	150
<u>Minister</u>	<u>250</u>
Total	1,200
<i>Deposit</i>	<i>300</i>

	with wedding	without wedding**
<b>RECEPTION:</b>		
Fellowship Hall/Kitchen	300	475
Reception Coordinator	100	150
<u>Additional Custodial</u>	<u>100</u>	<u>150</u>
Total	500	775
<i>Deposit</i>	<i>125</i>	<i>200</i>

### OTHER OPTIONS:

* Additional rehearsals with soloists	\$25 per rehearsal
Sound System Manager	negotiable
Candles for Candelabras <sup>20</sup>	
Table Cloth Cleaning Fee	15 each

\*\* This is an available option if the wedding takes place off campus, such as a home or other venue.

A package can be negotiated to include a Rehearsal Dinner rental.

Date of Wedding: \_\_\_\_\_

Total Charges: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_

## NOTES



# URBANDALE UNITED CHURCH OF CHRIST

3530 70<sup>th</sup> Street ▪ Urbandale, Iowa 50322  
Phone: (515) 276-0625 ▪ Fax: (515) 276-2451  
[www.urbucc.org](http://www.urbucc.org)

Urbandale Church is an active and dynamic congregation with a rich history and an exciting ministry to the community.

Our church is a part of a blend of four major Protestant denominations that united together in 1957 to form the United Church of Christ. We claim the early Pilgrim and Puritan settlers of this country as part of our heritage, and embrace the thought of Pastor John Robinson, who in his farewell remarks to the Pilgrims as they were leaving for the “new world” said,

“There is still more light and truth to break forth from God’s holy word.”

It is that pioneering spirit that calls us to continue “Moving Forward in Faith.” It is that same spirit that calls us to covenant together to be “a community which remains open to the challenges of the Christian faith.” GOD IS STILL SPEAKING, As such:

“We welcome into this community of faith, and affirm the participation in all aspects of church life, persons of every age, race, gender, nationality, ability, and sexual orientation. We will continue our efforts toward inclusiveness, and stand against all forms of discrimination. We will empower ourselves, our children, and one another to be fully present in the world, living in Christ’s image and striving for justice and peace.”

We welcome you into the full life and participation of this lively congregation. If our church staff can be of assistance to you in any way, please feel free to call upon them.

- Rev. David P. Sickelka, Senior Pastor ..... david.sickelka@urbucc.org
- Rev. Amy Murray, Ministry Program Coordinator..... amy.murray@urbucc.org
- Elsie P. Naylor, M.M., Music Program Director ..... elsie.naylor@urbucc.org
- Bobby Stinnett, M.M., Organist,  
Children/Youth Choirs and Handbell Director..... bobby.stinnett@urbucc.org
- Tara A. McConnell, Office Coordinator ..... tara.aukes@urbucc.org
- Sadmir Omerhodzic..... sadmir.omerhodzic@urbucc.org
- Rev. Gayle Strickler, Jr.,  
Adjunct Minister for Community Concerns..... gayle.strickler@urbucc.org

**Church Office hours are 9:00a to 3:00p**

Revised 6/07/2010