

# UNITARIAN UNIVERSALIST SOCIETY IN GENEVA POLICIES & GUIDELINES FOR WEDDINGS & SERVICES OF HOLY UNION

Approved by the Board of Directors December 8, 2020

## 1. Fees:

- The basic cost for non-member weddings/unions in the church is **\$1,000**.
- The ministers fee will be separately negotiated.
- A \$200 non-refundable deposit will be applied to this total charge and must be attached to the Reservation Form.
- The balance of \$800 is due at least two weeks BEFORE the ceremony unless other arrangements are made with UUSG.

There is no fee for services celebrated for Voting Members of the congregation or the children of Voting Members. The applicants must be a Voting Member at the time of the request for a service.

Musicians' fees are additional for Members and non-members alike, and are arranged directly with the musicians. A list of the musicians who perform regularly in our church will be provided if requested.

2. **Reservations:** The date and time for the ceremony must be available on the church calendar. Requested dates which are available held for *up to three weeks* to give time to return the Reservation Form and reserve the church and minister's time. The Rehearsal date must also be confirmed.
3. **Exclusion Dates:** No on-site weddings may be scheduled during Geneva's Festival of the Vine (the second weekend of September) or Swedish Days (which begins on the Tuesday following Fathers' Day and goes through Sunday).
4. **Guest Limits:** The guest list must be short enough for everyone to be seated in the available pews. The maximum is 140 people. (A better and more comfortable maximum is 120.)
5. **Ministerial Oversight and Participation:** The Senior Minister oversees *all* weddings & services of holy union celebrated in the church, and all such services are celebrated by members of the ministerial staff. If a party requests another Unitarian Universalist minister or any other clergy to co-officiate with the UUSG minister, an invitation will be made. The applicants will be responsible for any fees visiting clergy may charge. Except in very special circumstances, UUSG ministers do not conduct weddings in other churches or for members of other Unitarian Universalist congregations. If the applicants are members of another Unitarian Universalist congregation or the wedding

is being held in another church, the applicants will need to speak with the minister of that church and ask them to invite the UUSG minister to participate in the ceremony.

The couple must meet with the minister to plan the ceremony. There is no “set” Unitarian Universalist wedding/union service. Family members and/or friends may participate in your ceremony.

- 6. Decorations:** The chancel has a small central table for floral arrangements. Decorations may also be placed on the window ledges, on the table at the church entrance, and/or on the pulpit. Nothing may be placed on the piano. Bows or other decorative markers may be used on the pews so long as they are attached **only** with rubber bands or wire, or ribbon or string loops. Under no circumstances may tacks, nails, or tape be used. Because the sanctuary aisle slopes slightly, the use of an aisle runner is **not permitted**. The couple and/or their florist are welcome to come in the church during office hours to see the sanctuary and plan the decorations.

Unless other arrangements are made with the minister or the Congregational Administrator, any flowers / decorations are to be removed from the Sanctuary after the conclusion of the ceremony. Stands, live plants, or any other decorative items rented from a florist or other source must be removed by that source within 24 hours of the ceremony, arrangements to be made with our Congregational Administrator. The applicants agree to compensate UUSG for the full cost of any damage to UUSG’s facilities caused by the applicants or their guests.

- 7. Candles:** No lighted wall candles, standing candelabra, candle arrangements, oil-burning lamps, or any other burning materials may be carried or used. Unlit candles may be used for decoration, but must remain unlit before, during, and after the ceremony. The only exception is the liturgical use of Witness and Unity candles at the front of the sanctuary. All candles must be unscented to protect guests and staff members with chemical sensitivities.
- 8. Children:** Any children in the wedding party or congregation must always be supervised by a responsible adult. A nursery/play area is available. There is a \$100 cleaning fee for the use of the nursery. Finding and paying childcare providers, if necessary, is the responsibility of the couple.
- 9. Disruptive Behavior:** The minister reserves the right to ask anyone who becomes unduly disruptive (child or adult) to leave the ceremony.

**10. Cancellation:**

- **UUSG:** If at any time for any reason the minister decides that the ceremony should not go forward, the minister has the right to cancel the ceremony and return the deposit and any fee payments made.
- **Celebrants:** Fees paid, minus the \$200 non-refundable deposit, will be refunded if the ceremony is canceled more than 72 hours (3 days) before the ceremony.

**11. Reservation Form:** The applicants will need to sign the Reservation Form, giving assent to these policies and to our “hold harmless” clause.