

## BUILDING USE PROCEDURE

### **Groups using the church must adhere to the following:**

- Become familiar with the Trustees' "Use of Church Policies"
- Complete the *Space Use Form* (Attached or on-line)
- Be respectful of other groups also using the church before, during or after your event
- Follow elevator use procedures as posted
- Know location of fire extinguishers. Lists of extinguisher locations and emergency numbers are posted by phones.

### **When leaving:**

- Clean up and re-set chairs & tables your group used
- Close and lock doors and windows
- On thermostat, press button that says "run" or "run set". The exception is the Chapel thermostat which should be set at 55 degrees.
- Turn out lights
- In kitchen: follow procedure for hot water switch in utility room off the kitchen and turn off all electrical appliances
- In chapel: follow procedure for hot water switch next to sink. Coffee brewing instructions are taped to inside of cupboard door.
- Return tablecloths cleaned and ready for their next use. There are instructions on the door of the tablecloth cabinet.
- Notify the administrative assistant of any damage or situation requiring the Church's attention.
- Leave requested donation in Church office or send to:  
West Parish Congregational Church  
P. O. Box 23, Bethel, ME 04217
- Schedule of Requested Donations is attached to W.P.C.C. Space Use Request

## BUILDING USE POLICY

Use of WPCC building and grounds must be approved by the Church Trustees.

Approved uses are to be submitted to the Administrative Assistant for scheduling on the Church calendar. (Request Church Use Request form on-line or in church office)

The Congregation's use of the Church property receives priority.

Parts of the church building or grounds may be used by groups or individuals for family gatherings, educational or civic programs for which the Church will receive a donation to defray the costs of extra cleaning, heat, lights and other maintenance expenses.

Members of the Congregation may use the church for weddings and funerals without a fee. Non-members are asked to make a donation depending on the facilities used. Refer to W.P.C.C. Policy #5 for requested donations.

Organizations and their uses must be non-commercial and not for profit, with the exception of fund raising for causes approved by the Trustees.

The following are **not permitted** on Church property: political events, consumption or possession of alcohol, smoking, firearms or gambling. This includes raffle ticket sales, bingo, games of chance and auctions which depend on chance selection of bids. Petitions for signing on church property must conform to IRS rules for non-profit organizations and must first be approved by the Church Council.

The Church building and grounds will be available in the event of natural or man-made disasters and emergency situations.

## WEDDING POLICY

All weddings at West Parish Congregational Church, United Church of Christ, are services of worship which shall be performed by a minister of this church or someone approved by the Board of Deacons. Family members and friends of the couple may assist in leading the ceremony. This church performs weddings for couples regardless of sexual orientation.

Premarital counseling is required of all couples.

Music must be appropriate for a service of worship. If organ music is desired, this church's organist will be consulted. The organist may give approval for another organist to play at her/his discretion. Scores for music not owned by the organist will be provided by the couple at least 2 months before the wedding. Other instrumental and/or vocal music may be used in addition to or instead of organ music.

The wedding couple may prepare a program if they wish. It must be reviewed by the minister prior to printing.

This church does not allow photography during a service of worship, with the exception of a camera mounted on a tripod in one place in the balcony. Photographers must meet with the minister prior to the wedding ceremony.

The marriage license, donations and honoraria for the minister and organist are to be presented at the time of the wedding rehearsal, held one or two days before the wedding.

If neither one of the wedding couple is a member of WPCCC, or child of a member, the couple is asked to make a donation for the use of the building. W.P.C.C. Policy #5 is the Schedule of Donations.

No rice, confetti or petals may be tossed inside the church.

Alcohol and smoking are not permitted on church property.

West Parish Congregational Church believes that the decision to marry is a major life decision, best made as a joyous response to the grace of God. The following procedures are intended to help you deepen your appreciation of that grace and celebrate it with the officiating minister(s), the other members of your wedding party and the community which gathers to help you begin your marriage.

## **Before the Wedding**

At least 6 months in advance of your intended wedding date, contact the pastor of this church to arrange premarital counseling. With the approval of the pastor, another counselor may be chosen to do this work.

If another pastor is to officiate, WPCC's pastor is to be involved in the planning of the wedding service.

Marriage "in the church" is often taken to mean a wedding in a particular building. A church, however, is a community of people. Regardless of whether members of this congregation are involved in your wedding, we do worship God here where you will be making sacred vows. In order for you to become acquainted with this congregation in their spiritual home, we ask that you plan on worshiping with us before the wedding.

## **The Wedding Service**

The wedding itself is a service of worship. During this service God is glorified, thanked for bringing you two together and asked to bless your marriage with spiritual presence and guidance. You are encouraged to take part in the planning of the service, so that the promises you make and the scripture and other words spoken or sung may express your love and dependence on God in ways meaningful to you both. At the same time, the wedding service is an opportunity for others not only to witness and support your entrance into marriage, but also to praise God and be reminded of the significance of God's presence in their lives. Family members and friends of the wedding couple may assist in leading the ceremony.

## **Music**

Since the wedding is a worship service, music must be appropriate for the worship of God. If you plan to have organ or piano music (there is a grand piano in the sanctuary), please ask our organist to play, and supply him/her with written scores as needed at least two months before the wedding. If you plan to engage a different keyboardist, permission to do so is to be sought from this church's organist. Other instruments may be used instead of or in addition to the organ. Vocalists are also welcome. ALL music must be approved by the WPCC minister. Scores of music not owned by the organist will be provided by the wedding couple at least 2 months before the wedding.

## **Photographs**

Photographs during the service itself—that is, after the processional and before the recessional—are not permitted, with the exception that a still photograph without flash or a videotape recording from a fixed location in the balcony may be made during the ser-

vice. Prior to the ceremony, the photographer must meet with the officiating minister(s). Please arrange with your photographer to take photos in the sanctuary before or after the service. Please be sure your photographer and friends are aware of this policy. The church will be available for 1 ½ hours before your ceremony is scheduled to begin and up to ½ hour following the conclusion of your ceremony, unless the reception is at the church. (note: this goes in the info kit for the photographer which is sent from the church)

### **Rehearsal**

A Rehearsal is held one or two days before the wedding at a time convenient to those involved. All primary participants are to be present, including musicians and ushers. The marriage license is to be given to the officiating minister at this time and final payments are due.

### **Reception**

If you would like to hold your reception in this church building, please schedule it at the time you reserve the sanctuary for the wedding. The Chapel and the Dining Room are available for this purpose.

### **Smoking & Drinking**

Neither alcoholic beverages nor smoking are permitted on church property. Please ensure that your wedding party, guests, photographer and musicians know this.

### **Cleaning Up**

Please delegate someone in your party to see that flowers and other decorations, flower boxes, wrappers and anything else brought in for the wedding are removed. Bird seed, bio-degradable confetti or flower petals may be used outside.)

## Funeral, Memorial Service and Memorial Garden Policies

### Funeral & Memorial Service

The minister of West Parish Congregational Church will be the primary officiant at all funerals and memorial services held in the church. Other friends and family members may participate.

There may be a viewing held at the church prior to the funeral. During the service itself, the casket is closed.

The family may prepare a written program if they wish to have one.

Music will be appropriate for a service of worship.

### Memorial Garden

Members or friends of West Parish Congregational Church may choose to have their ashes interred in the garden behind the church. Ashes are buried in a square plot, 2' x 2', marked on the diagram of the garden.

### Placement of Ashes

Within the chosen square, ashes may be buried in an urn or box, or simply poured into the hole in the ground, but not scattered on the ground. Placement will be noted on the garden diagram, making it possible to locate where individual ashes are.

There will be no individual grave markers and no flowers, live or artificial, placed on plots. (Mourners may leave a small bouquet of live flowers at the time of interment.)

### Memorial Garden Procedures

#### Plot Selection and Costs

A member of the church will be available to help the family choose a place and carry out the interment. At the time of reserving, a one-time, per-person fee (see

Policy #5) will be assessed the family to cover the costs of the maintaining the garden, plaque and memorial book.

### Memorial Plaque and Book

A plaque, located on the outer church wall under the colonnade facing the garden, will contain the name and dates of birth and death of each one whose ashes are interred. People visiting the Memorial Garden are invited to read the names and sit on the benches provided.

A memorial book will be maintained on a stand inside the church building. In it, each person whose ashes are buried in the garden will be remembered on an individual page prepared by family members and friends. Locations of ashes and reserved locations will also be recorded on the garden diagram in this book. Church members buried elsewhere may also have a page in this book.

## SCHEDULE OF SUGGESTED DONATIONS & FEES

(JULY, 2013)

### GENERAL BUILDING USE

\$50 for use of sanctuary, chapel and/or dining room

\$50 if kitchen is also used

### WEDDINGS

If neither one of the wedding couple is a member of this congregation or a child of a member, the donation for the use of the Sanctuary is **\$400, \$100 of which is to be paid 6 months prior to the wedding date.** If you choose to have your **reception at the church**, we request an additional contribution of **\$300.**

The fee for **organist is \$200.**

The **fee for the minister is \$200.**

Final payment is to be made at the time of the rehearsal. Separate checks are to be rendered for donations and fees.

If the minister requires a pre-marital inventory, there is an additional fee payable directly to the administering company.

### FUNERAL OR MEMORIAL SERVICE

\$150 for the minister's services

\$100 for the organist

When no one in the family is a member:

\$200 for the use of the sanctuary

\$100 for the use of the chapel or dining room for a reception

### MEMORIAL GARDEN

\$200 per person