

Wedding Guide

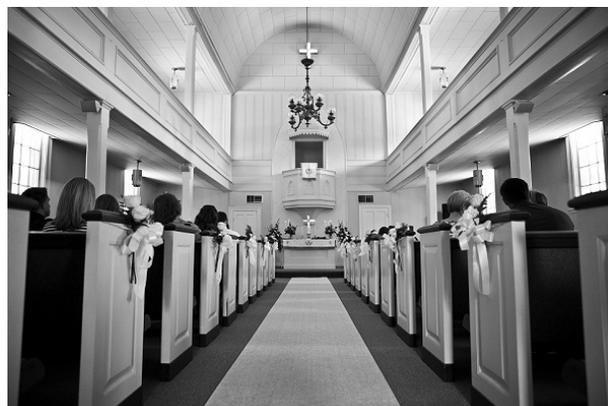
St John United Church of Christ

Congratulations

On behalf of the church family at St John United Church of Christ, we rejoice with you on your upcoming wedding! We are honored to help you plan a memorable and personal ceremony to mark this sacred and joyous occasion.

St John takes pride in being flexible to ensure your wedding is as distinctive as you are. Your wedding day is special and your ceremony is too. With assistance from the minister, we are happy to include rites/traditions that are meaningful for both of you.

We invite you to attend worship and get to know us better. The better we know you, the more meaningful and memorable your wedding will be.



Our wedding team looks forward to working with you!

CHURCH INFORMATION AND TOURS

St John offers a variety of ways for your wedding to be beautiful and reflect your personal story.

Our sanctuary provides a traditional setting with beautiful music from our 1885 organ. We will ring our historic church bell for your family and guests celebrating your marriage. The church sanctuary seats up to 220 guests (floor and balcony), and is surrounded by spacious natural beauty including a picturesque gazebo. With these sacred settings, you will feel the joy and meaning of exchanging your vows in this cherished and holy place.

Chapel tours are by appointment. To arrange for a tour please contact the church at stjohnuccpalatine@gmail.com or call us at 847-358-7620 and leave a message for the Wedding Coordinators. Our church is a popular wedding location so we suggest reserving it well in advance to secure your preferred date.

COORDINATORS

Couples will work with a Wedding Coordinator who walks with you from the beginning to the end of this process. They will meet with you several times before your big day and work with you on the details of your wedding: scheduling the events surrounding the wedding, answer questions, help you set up, and coordinate things at the church before and after the rehearsal and the service.

RESERVING YOUR DATE AND FEES

St John UCC, typically schedules only one ceremony per calendar day. The date and time of the wedding will be subject to the availability of the date, staff, and facilities. Therefore, we recommend contacting the church office as early as possible to secure your desired date.

The fee of \$1,100 includes: the use of the church and grounds, the services of the organist, wedding coordinator and minister. If after touring the church and an initial meeting with the Coordinator, you decide to book St John as your ceremony venue an application and a non-refundable deposit of \$550 must be received to hold your chosen date. A date will not be exclusively reserved without the deposit. The balance of the fee is due at the rehearsal.

The application may be accessed online at www.stjohnuccpalatine.org.

Service Planning

PRINTED PROGRAMS

If you have printed wedding programs, please bring enough copies for the minister(s), musicians, and Wedding Coordinator.

REHEARSAL

Once the wedding date is established, a rehearsal date should also be set; this is usually the evening or day before the wedding. Everyone participating in the service is expected to attend the rehearsal. Rehearsals usually take 30-60 minutes.

MARRIAGE LICENSE

St John is located in Cook County. It is the responsibility of the prospective bride and groom to obtain the marriage license. You may obtain a marriage license at any Cook County Courthouse, with the closest facility being at 2121 West Euclid Avenue, Room 238, Rolling Meadows, 847-818-2850. For additional and updated information, visit the website www.cookcountyclerk.com.

Please bring the license on the night of the rehearsal. The minister of St John is responsible for signing the license after the ceremony is complete. Upon signing, the

minister will mail the license for filing with the clerk's office.

FACILITY GUIDELINES

We've designed our facilities to provide a reverent atmosphere for your wedding ceremony. We ask that you respect the property as you enjoy the environment for this special occasion.

No food or drinks may be taken into the sanctuary.

All decorations and personal items must be cleared from the church before the last wedding party member leaves the church.

The church assumes no responsibility for the security of gifts or personal articles. The wedding party should arrange to have someone pick up and be responsible for belongings left in the dressing room. St John suggests to arrange before the ceremony someone responsible for gifts and personal items brought to the church.

Tobacco and Alcohol Use — Please remind your wedding party and friends that no smoking or alcohol consumption is permitted in the church. It avoids embarrassment for everyone concerned if people are notified of this in advance. Please do not come to the rehearsal or the wedding intoxicated, as this will prevent the wedding from proceeding.

St John has altar candelabras available to use during the service. The bride and groom are responsible for purchasing unity candles (and two tapers) and items used in a sand ceremony, if included in the service.

If you decide on a wedding during the month of December, please keep in mind that the church will have Christmas decorations in place. Decorations will not be removed without the prior approval of the Coordinator.

FLORAL, MUSICAL AND PHOTOGRAPHY GUIDELINES

The florist should work with the Coordinator to ensure that the church will be open and available at the time desired for setting up the decorations.

Floral arrangements and/or decorations should be removed from the church after the service. The church is not responsible for storing any wedding decorations.

You are welcome to leave any floral arrangements for the church's use on Sunday or for distribution to the sick.

No nails, glue or tape can be used to fasten decorations to the furniture, building, carpet, or altar. Other requests require the prior approval of the Coordinator.

St John is very proud of its historic tracker organ built in 1885, listed in the Organ Historical Society database. One of the unique traditions of weddings at St John is that the bridal party (bride, groom, maid of honor and best man) sign the church register, joining couples whose entries date back to the 1890's.

All wedding music must be reviewed with the Wedding Coordinator and organist. This list should be completed one month before the wedding date.

The photographer and videographer may take pictures before, during and after the ceremony in several areas of the building, including the sanctuary, balcony, gazebo, and outside area of the church. We ask that the photographer be as unobtrusive as possible during the ceremony and not approach the chancel. Videographers are asked to not block the guests' views with their equipment.

Your St John Wedding Coordinator will be happy to answer any further questions you may have.



St John United Church of Christ – 1475 W. Algonquin Road, Palatine, IL 60067
847-358-7620 • stjohnuccpalatine@gmail.com • www.StJohnUCCPalatine.org