

# Winchester Unitarian Society

## WEDDING GUIDE

Rev. Seth Carrier-Ladd

Interim Parrish Minister



Winchester Unitarian Society  
478 Main Street  
Winchester, MA 01890  
(781) 729-0949

[www.winchesteruu.org](http://www.winchesteruu.org)  
[office@winchesteruu.org](mailto:office@winchesteruu.org)

Congratulations on your upcoming wedding! We are so glad that you are interested in the Winchester Unitarian Society for your ceremony.

The Sanctuary, built in 1898, seats 325 people. It includes gorgeous stained glass windows and wood paneling. It is wheelchair-accessible. We also have hearing-assistance devices that connect to our sound system.

All of us want to make your wedding and preparations go as smoothly as possible. In this packet, you will find the necessary information. Required and optional fees are listed as well as the agreement form.

To reserve your date, please send a deposit in the form of a check for \$50 made payable to "Winchester Unitarian Society." The balance is due one week before the wedding date. Return the completed contract, with as much information as you can, with the deposit. You can add details (about flower delivery times, for example) later.

If after reading this packet, if you have further questions, contact Alison Baron, Church Administrator, at the number and email address on the cover.

Except for the wedding ceremony (which is discussed with your officiant) and the music (which is discussed with the Director of Music), other aspects of the ceremony can be arranged with the Administrator. She will handle billing, scheduling space and arranging for the sexton (custodian). She can answer your questions about flowers, candles, other decorations, and receptions.

Our Parish Minister is the Rev. Heather K. Janules. If she is not available to officiate the wedding, she will help you find another Unitarian Universalist minister in the area. (When WUS has an Intern Minister, they will be the first officiant Rev. Janules engages.) If you want another minister to perform the ceremony, arrangements must be made with Rev. Heather. As we understand weddings as spiritual covenants, note that civic officiants (like Justices of the Peace) are, in general, inappropriate.

Our Director of Music is John Kramer. We will contact him to ensure he is available for your wedding. Thereafter, you can talk with him directly about the music you would like. He can arrange for another organist, other musicians, or for the church bells to be played.

The Downs Memorial Chime is a unique instrument consisting of 21 bells in our church tower. The chime was dedicated in December 1928 "to the people of this community, to bring joy into their thanksgivings, solace in sorrow, and spiritual strength." Please talk with the Director of Music if you are interested in having the bells played or if you wish to have additional musicians such as a vocalist or harpist. The Director of Music can make arrangements. All fees in that case are additional and payable directly to the other musicians.

Florists must conform to church regulations about decorations. Pews (12 rows in the center aisle) may be ribboned, but without adhesive tape. Aisle carpet may be rented or purchased from florists. The length of the aisle is 54' from the back door to the bottom of the chancel steps. No confetti, rice, or bird seed is to be used either inside the church or on church grounds. Let the Church Administrator know the name of your florist and the delivery time of the flowers. All payment is made directly to the florist.

The church owns a pair of wrought iron candelabra using a total of 14 candles 7/8" in diameter. The church also owns a pair of electric chandeliers. There are a few pairs of brass candlesticks that may be used on the altar table. If you purchase no-drip candles for your wedding, you are welcome to use any of these.

If you are interested in a smaller space for your wedding, please inquire about our chapel.

### **Photography & Videography**

Please discuss with the Minister any wishes for photography, flash photography, videography and illuminated videography before, during, and after the ceremony.

### **Reception**

If your reception is to be held at the church, all arrangements are to be made with the Church Administrator well in advance. The rental fee for reception rooms (and kitchen, if needed) is in addition to the standard wedding fee. Caterers must consult with the Administrator on kitchen use.

### **Alcohol**

Wine and beer are the only alcoholic drinks allowed at the reception, and the Administrator must give prior permission. You must then apply to Town Hall, pay a \$75 fee (made payable to Town of Winchester), and bring it to the Board of Selectmen to be granted a one-day alcohol permit. This is a routine procedure but requires at least two weeks' time. For complete information and to download the form, see <https://www.winchester.us/222/Licenses-Permits>

### **Rehearsal**

There is no additional charge for use of the building for a rehearsal of approximately one hour. Please reserve the date when you reserve the date for your wedding. The church cannot guarantee the availability of the sanctuary for a rehearsal unless it is reserved at the same time that the wedding is reserved.

### **Fees**

Minister | \$500 (Standard UU Ministers' Association Fee + pre-marital materials:

*This fee is waived for members of the congregation*

Music Director (Pianist) | \$300

Sanctuary Use for Ceremony (1 hour) | \$375

(longer services are \$100 more for each hour or portion of an hour)

*This fee is waived for members of the congregation*

Sexton (Custodian) | \$35. per hour

Livestream virtual broadcast technician \$85 for ceremony

Building Use for Reception | Depends on room Kitchen Use for

Catering | Depends on usage

One check for the balance of the payment should be made payable to Winchester Unitarian Society and must be received one week before the wedding date.

**Winchester Unitarian Society**

478 Main Street Winchester, MA 01890 (781) 729-0949 [www.winchesteruu.org](http://www.winchesteruu.org)

**WEDDING AGREEMENT**

Date of request: \_\_\_\_\_

**Wedding date:** \_\_\_\_\_ Wedding time if known: \_\_\_\_\_

**Name of Partner A:** \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Church affiliation if any: \_\_\_\_\_

**Name of Partner B:** \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Church affiliation if any: \_\_\_\_\_

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Officiating Minister: \_\_\_\_\_

Florist: \_\_\_\_\_

Flower delivery time: \_\_\_\_\_

Candelabra? (Y/N) \_\_\_\_\_

Chandelier? (Y/N) \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

Date and time of rehearsal: \_\_\_\_\_

**Fees (check all appropriate fees)**

\_\_\_\_ Minister | \$500 payable to Seth Carrier-Ladd (*no fee for members of the congregation*)

\_\_\_\_ Music Director (Pianist/Organist) | \$300 (payable to John Kramer)

\_\_\_\_\_ Sanctuary Use for Ceremony (1 hour or less) | \$375(\$125 for each additional hour/ portion thereof) (payable to WUS)(no fee for members of the congregation)

\_\_\_\_\_ Building Use for Reception | Depends on room (payable to WUS)

\_\_\_\_\_ Kitchen Use for Catering | Depends on usage (payable to WUS)

\_\_\_\_\_ Sexton (Custodian) | \$35. per hour (payable to specific sexton)

\_\_\_\_\_ Livestream virtual broadcast technician \$85 for ceremony (payable to specific tech)

*Any payment due to soloists, additional musicians, or the carillon player are paid directly to them.*

Once the Minister has agreed to the date and the Administrator has checked the calendar, a deposit of \$50 is required to reserve the space. **This deposit is fully refundable if notice is given at least two months prior to the wedding date.** The balance of the payment is due one week before the wedding date.

We have read and understand the wedding and building use policies of the Winchester Unitarian Society and agree to abide by them.

Signature of Partner A \_\_\_\_\_

Date \_\_\_\_\_

Signature of Partner B \_\_\_\_\_

Date \_\_\_\_\_

Signature of Church Administrator \_\_\_\_\_

Date \_\_\_\_\_ Please sign and date two copies and mail them to the church; one will

be returned to you for your records. Alternatively, you can scan and email a signed copy to \_

[office@winchesteruu.org](mailto:office@winchesteruu.org), and a signed copy from the Church Administrator will be scanned and

emailed back to you.

<b>For office use (enter initials)</b>
Amt of deposit received
Date deposit received
Amt of balance due
Date balance received