

Procedures for Arranging a Wedding at Newton Covenant Church

1. The first step for arranging a wedding at Newton Covenant Church is to read the church's *Statement on Christian Marriage* and determine whether you are in agreement with its basic principles, as it expresses this congregation's convictions on the subject of marriage.
2. If you are in agreement with the church's stance on marriage, **call the church office** (617-332-9255 x0) to determine if the church is available on the proposed date of your wedding. If so, the office will temporarily put your name in the church calendar to reserve the church for you on that date.
3. Download and fill out the *Request for a Wedding* form, and download, sign and date the *Statement on Christian Marriage*, indicating that you have read and understand the church's policy on marriage. Return these to the church office.
4. Once the church office has received the above documentation, **arrange an interview with the one of the Pastors**. The Dir. of Administration can help schedule an appointment for you and your fiancé(e) with a Pastor for an initial interview.
5. Following the interview, **the Pastor will bring your names before the Leadership Team for approval**. If you would like for another clergy person to be involved with the wedding, this must also be approved. If the other minister will be the primary officiating clergy and s/he is from out of state, that person will need to obtain a special license from the Commonwealth of Massachusetts.
6. You will be notified of the decision of the Leadership Team. If approved, you will be required to **meet at least three additional times with the Pastor for premarital counseling**. (Please note: all of this requires *adequate lead-time* – generally at least *three months* in order to complete all of the steps including counseling prior to the date of your wedding.)
7. Please refer to the *Schedule of Wedding Fees*. Once your wedding is approved by the Session, you must **pay a deposit of \$200** to the office to confirm the reservation of the church for your wedding.
8. Full payment of the balance of the wedding fees must be received by the office no later than the day of your rehearsal.
9. **VERY IMPORTANT: Make sure you bring the marriage license with you to the rehearsal and give it to the Pastor**. The marriage license must be obtained by the couple from the County Clerk's office prior to the wedding.

Additional Information:

- Wedding may not be scheduled on Sundays due to the heavy use of the building during the Lord's Day, except by special permission at the discretion of the Session. On Saturdays, the latest time for a wedding is 5:30 p.m.
- **No confetti, rice or other material other than birdseed** is to be thrown either outside or inside the sanctuary. Birdseed is permissible **outside** the building, as well as bubbles.
- The church regrets that it is unable to provide catering for weddings. Smoking or the consumption of alcohol is strictly prohibited on church premises.
- *Flashbulbs are discouraged during the ceremony.* The photographer(s) should take care not to interfere with or distract the wedding ceremony.
- Please do not hesitate to contact the Pastor or the Wedding Coordinator if you have questions about any of these details or any other issues. Our prayer is that we might help to make the celebration of your wedding a most wonderful and memorable occasion that gives glory to God and holds in high honor the significance of the promises you are making to one another.