

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

CCP-12

WEDDINGS POLICY

1. Introduction

Weddings, marriage, and the use of church facilities are viewed as part of the overarching mission and ministry of the church. Partly because of the ambiance of the heritage building and its facilities, Pilgrim Uniting Church continues to be a highly desirable wedding venue for couples wanting a 'traditional' setting for their big day. The fact that the church is now air-conditioned makes it an even more desirable venue for such special occasions.

As a Congregation we affirm that all people are made in the image of God and commit ourselves to the care, protection and safety of all people with whom we come into contact. We aspire to be a community that values diversity, hospitality and inclusion. Therefore, we celebrate marriage as an institution in which two people can live their love and their life-long commitment to each other, and approach weddings with the attitude of 'How can we help this couple have the wedding they have planned?'

2. Purpose

This document details the policy and procedures relating to all aspects of weddings at Pilgrim, including the hiring and marketing of Pilgrim as a wedding venue.

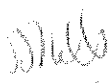
3. Policy

- 3.1 It is assumed that most of the weddings conducted at Pilgrim will be presided over by a Pilgrim Uniting Church Minister. However, subject to the recommendation of the Pilgrim Minister(s), on a case by case basis, weddings may also be conducted by a Minister who is not a Minister at Pilgrim and not even a Minister of the Uniting Church.
- 3.2 Consistent with Pilgrim's ethos of "unity in diversity", those being married at Pilgrim by a Pilgrim Minister or another Uniting Church Minister may choose between the two Uniting Church authorised marriage liturgies – one that continues to use the traditional language of "husband and wife" and one that speaks of the union of "two people". This means that marriage at Pilgrim is open to same-gender couples.
- 3.3 Couples do not have to be a member of a church to be married at Pilgrim by a Pilgrim Minister. However, they are asked to approach the ceremony with reverence, respecting the convictions of both the church and themselves.

- 3.4 There should be minimal photography during wedding services conducted by Pilgrim Ministers. However, professional photographers may take photographs in an unobtrusive manner without the use of a flash.
- 3.5 The Church may be hired as a venue for weddings that are not 'Pilgrim Weddings' as such.
- 3.6 The schedule of fees will differentiate between wedding ceremonies conducted **by** Pilgrim, another approved Minister and those weddings where the couple has simply hired the Pilgrim Church building for their wedding.
- 3.7 Given the wonderful acoustics of the Church building, wedding couples are encouraged to consider the use of live music to enhance their wedding ceremony. Pilgrim has a magnificent organ and a grand piano, as well as experienced musicians who can be engaged to play these instruments. There is also ample space for other musicians as well. Alternatively, recorded music can be played through our excellent AV system.
- 3.8 The throwing of rice, petals, confetti or similar is not permitted inside the Church or on Pilgrim grounds which come under the jurisdiction of the Adelaide City Council.

Authorisation

Church Council Chair:



Date of approval: 10 February 2021

Review Date: February 2023

WEDDING PROCEDURES

1. Responsibilities

- 1.1 The Minister(s) are responsible for approving weddings that can be held at Pilgrim Uniting Church and who may conduct them.
- 1.2 The Office Administrator is responsible for providing couples with information about weddings at Pilgrim, taking bookings for weddings, and passing on information about couples to the Minister(s).
- 1.3 Wedding couples are responsible for making tentative bookings, meeting with Ministers to plan the wedding, paying a deposit to confirm the wedding booking, facilitating a full wedding rehearsal, ensuring that any photographer talks with the Minister about photography planned during the service and arriving on time for their wedding.

2. Procedures

- 2.1 All weddings at Pilgrim will be scheduled in the diary with priority being given to members of the congregation and weddings of couples being married by Pilgrim Minister(s).
- 2.2 All wedding enquiries should initially be made to the Office Administrator who will offer assistance regarding possible dates and the process for planning the wedding. A tentative booking can then be made. However, the booking is not confirmed until a deposit is received.
- 2.3 A Minister associated with Pilgrim will then contact the couple wishing to be married. This needs to occur a minimum of two months before the planned wedding so that the necessary documentation and planning can be arranged.
- 2.4 If a couple wish to be married by their own Uniting Church Minister, or a Minister of another denomination, it is essential for the couple to arrange a meeting with their Minister and one of the Pilgrim Ministers before confirming the wedding booking.
- 2.5 Wedding rehearsals will take place a day or two before the wedding date. The rehearsal takes about half an hour and requires attendance of the full bridal party and any others who are to be involved in the wedding service.

3. Charges

- 3.1 Fees will vary according to the individual wedding arrangements made between the couple to be married and the presiding Minister.
- 3.2 There are additional costs if an organist, pianist, a soloist, choir or flowers are requested. These charges are detailed in the Schedule of Fees for Weddings.
- 3.3 The final fees must be paid no later than two weeks prior to the wedding. Arrangements for payment can be made through the Pilgrim Office.

3.4 A bond of \$400 is required in addition to other specified fees. This will be refunded within the week after your wedding if all requirements are adhered to.

Related documents:

- Schedule of Fees for Weddings (being developed)
- Weddings at Pilgrim Brochure (being developed)

Authorisation

Chair of Operations Committee: 

Date of approval: 2 February 2021

Review date: February 2023