

Planning Your Wedding at the South Britain Congregational Church

Street and GPS address:
693 South Britain Road, Southbury, CT 06488
(use this for invitations)

Mailing address: P.O. Box 64, South Britain, CT 06487

203-264-5890
www.southbritainchurch.org

THE MEETINGHOUSE

The present South Britain Congregational Church, built in 1825, is the second church structure to occupy this site. The original domed ceiling, along with the center aisle and the beautiful 1903 stained glass window will add to the memories of your special day. The seating capacity is 250 people, which includes seating in the balcony. Please note that the church is not air conditioned, and restrooms are located across the street in the Parish House.

THE MARRIAGE LICENSE

Connecticut State Law requires that you apply for your marriage license within 65 days of the date of your wedding. Any couple celebrating their wedding in the State of Connecticut must apply in person for their wedding license in the town where they plan to be wed.

The telephone number for the Town Clerk at Southbury Town Hall is 203-262-0657. The office is located at 501 Main Street South. Both parties must appear in person to obtain and complete the marriage license. Credit cards are not accepted for this. Couples are no longer required to have a blood test before they wed.

Please give your Marriage License to the Pastor at the Wedding Rehearsal.

THE WEDDING CEREMONY

The Pastor is responsible for the planning of all services including marriage ceremonies. We also have several other ordained ministers who are associated with the church and perform weddings here. We will work with you in making the arrangements, including but not limited to the date and time of the wedding ceremony, the date and time of the rehearsal and premarital counseling. The pastor may be reached at 203-264-5890.

We also *may* permit wedding services to be performed by an outside pastor. Speak with the Pastor if this is of interest to you.

THE WEDDING MUSIC

Mr. Wayne Gunther, Organist at the South Britain Congregational Church, is responsible for all arrangements regarding the music planned for the ceremony. Contact him at 203-910-2131 following the confirmation of your wedding date to discuss the music for the service. He can be of assistance in planning for soloists and instrumentalists as well.

PHOTOGRAPHY

Please review your photographic plans with the Pastor. The photographer is welcome to be positioned in the center aisle for the Processional and Recessional Marches. For the 'heart' of the service, the photographer should be positioned in one place. Of course, the Meetinghouse may be used for photographic sessions both before and after the ceremony.

FLORAL ARRANGEMENTS

Many weddings at our church have two arrangements, one at either side of the pulpit. We have candlesticks which may also be used. Please let us know when the flowers will be delivered. The flowers may be left in the church for the Sunday worship service, or you may take them with you. Please let us know if you plan on leaving the flowers so that we may make an appropriate acknowledgement on Sunday. If flower petals are to be scattered in the aisle, a runner must be used.

RECEPTION

Our Gathering Room is available for showers and receptions. If you would like to hold your function at the church, please let us know at the time you reserve the sanctuary. Reception fees are available upon request. Note that alcohol is not permitted on church property.

If you plan to invite the Pastor and/or the organist to your reception, please invite them while making your plans. (This not obligatory or expected.)

PARKING

Our parking lot is across the street from the church. It is large and can be lit at night. Care should be exercised when crossing! Wait for cars to stop from both directions before walking into the crosswalk.

QUESTIONS or CONCERNS

If you have any questions during the planning of your wedding please feel free to call the church at 203-264 5890.

Office hours: September through June: 9:00 a.m.—2:00 p.m. Tuesday through Friday
 July and August: 9:00 a.m.—1:00 p.m. Wednesday and Thursday

FEES

Active Members and Friends of the Church:

Pastor:	\$300
Church use:	\$200
Organist*:	\$200
Supervisor**:	\$100
Total:	\$800

Others:

Pastor:	\$500
Church use:	\$500
Organist*:	\$250
Supervisor**:	\$100
Total:	\$ 1,350

Church use without our Pastor:	\$1,350
Organist*:	\$250
Supervisor**:	\$100
Total:	\$1,700

*If music is to be provided by another musician, SBCC requires that the Organist must approve the person and receive an honorarium of \$100. If another organist is used, he/she must meet with him for an orientation to the instrument.

**Supervisor to be paid an additional \$25/hour for over 4 hours of total work (rehearsal and wedding)

If finances are a concern, please speak to the pastor.

All fees are paid at the time of the rehearsal.

If paid by check, they shall be made out as follows:

- ❖ Church – South Britain Congregational Church
- ❖ Pastor
- ❖ Organist – Mr. Wayne Gunther
- ❖ Supervisor – TBD

REQUEST FOR USE OF THE CHURCH FOR A WEDDING

Dates and times requested:

For a Wedding: _____

Wedding rehearsal: _____

Other event : _____

Names of people involved:

Name: _____ phone number: _____

Address: _____

Email address: _____

Name: _____ phone number: _____

Address: _____

Email address: _____

Who is the primary person in charge of this event?

Active members or friends of the church? Yes No

Approximate number of people attending _____

Service to be performed by SBCC Pastor or other?

Music to be performed by SBCC Organist, or other?

Permission must be given by our Pastor and Organist; honorarium of \$100 is required for our Organist

Contact information for other pastor or musician:

Name: _____ phone number: _____

Address: _____

Email address: _____

Name: _____ phone number: _____

Address: _____

Email address: _____

Agreed upon fees:

Pastor: _____

Church Use: _____

Organist _____

Supervisor: _____

Parish House: _____

Signature of person in charge _____

Approval by our Pastor _____

Approval by our Organist _____