

# Application for Marriage at Woodlawn United Church

DATE & TIME OF 1 <sup>ST</sup> MEETING:	MINISTER:	SCHEDULED BY:	DATE:
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When the application is received a minister will be in touch with you to arrange a date for your first app. A \$100.00 non-refundable deposit is required on your first meeting with the minister. Your wedding date will be confirmed at that time.

**Please do not make any other arrangements regarding your wedding until this booking is confirmed.**

*Please print all information required by this form. Keep in mind that some of this information will be used for processing your Marriage Certificate and it is imperative that it is legible and that all spellings are correct. We understand that you may not know all the details yet, but please fill out the requested information to the best of your ability at this time.*

Name of Spouse 1 \_\_\_\_\_  
 Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Name of Spouse 2 \_\_\_\_\_  
 Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Requested Date for Wedding \_\_\_\_\_ Time \_\_\_\_\_

Requested Date for Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

### What will be your names following your Wedding?

Spouse 1 \_\_\_\_\_  
 Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Spouse 2 \_\_\_\_\_  
 Surname \_\_\_\_\_ Given Names \_\_\_\_\_

### What will be your address following your Wedding?

Street \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email Address(es) \_\_\_\_\_

How long have you known each other? \_\_\_\_\_

How long have you been engaged to be married? \_\_\_\_\_

Why do you wish to be married at Woodlawn United Church? \_\_\_\_\_



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## Information for Spouse 1

### CURRENT CONTACT INFORMATION

Surname	Given Names	(What do you prefer to be called)	
Civic Address Number	Street Name		
City	Province	Postal Code	
Home Telephone	Cell phone	Work Telephone	Extension
Place of Work	Occupation	Email	

### PERSONAL INFORMATION

Date of Birth	Place of Birth (City/Province or State/Country)		
Father's Name	Surname	Given Names	
	City	Province/State	Country
Father's Place of Birth	City		
	Province/State	Country	
Mother's Maiden Name	Surname	Given Names	
	City	Province/State	Country
Mother's Place of Birth	City		
	Province/State	Country	
Have you ever been married? No <input type="checkbox"/> Yes <input type="checkbox"/> Widowed? <input type="checkbox"/> Divorced? <input type="checkbox"/> Please <input type="checkbox"/> provide the details of the final decree below			
Date of Decree	Province/State/Country where divorce was granted		
Do you have children?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	How many? _____
What are their names & ages? _____			

### RELIGIOUS INFORMATION

Religious Affiliation \_\_\_\_\_  
 (For Example: United Church of Canada, Anglican, Baptist, Pentecostal, Presbyterian/Roman Catholic/No Christian Affiliation/Other World Faith/Other/No Religious Affiliation)

\_\_\_\_\_  \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Information for Spouse 2



# Application for Marriage at Woodlawn United Church

## CURRENT CONTACT INFORMATION

Surname		Given Names		(What do you prefer to be called)	
Civic Address Number		Street Name			
City		Province		Postal Code	
Home Telephone		Cell phone		Work Telephone	Extension
Place of Work		Occupation		Email	

## PERSONAL INFORMATION

Date of Birth		Place of Birth (City/Province or State/Country)			
Father's Name		Surname		Given Names	
Father's Place of Birth		City		Province/State	Country
Mother's Maiden Name		Surname		Given Names	
Mother's Place of Birth		City		Province/State	Country
Have you ever been married? No <input type="checkbox"/> Yes <input type="checkbox"/> Widowed? <input type="checkbox"/> Divorced? <input type="checkbox"/> <i>Please <input type="checkbox"/> provide the details of the final decree below</i>					
Date of Decree		Province/State/Country where divorce was granted			
Do you have children? No <input type="checkbox"/> Yes <input type="checkbox"/>		How many? _____			
What are their names & ages? _____					

## RELIGIOUS INFORMATION

Religious Affiliation \_\_\_\_\_  
(For Example: United Church of Canada, Anglican, Baptist, Pentecostal, Presbyterian/Roman Catholic/No Christian Affiliation/Other World Faith/Other/No Religious Affiliation)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Wedding Service Information

ROLE	LEGAL NAME	RELATIONSHIP
<p><b>LEGAL WITNESSES</b>  <i>Witnesses must be at least 16 years old.</i></p> <p><b>Witness 1</b>                      Address _____                      Phone Number(s) _____                      Email Address _____</p> <p><b>Witness 2</b>                      Address _____                      Phone Number(s) _____                      Email Address _____</p>		
<p><b>WEDDING PARTY</b></p> <p>Attendants _____                      _____                      _____                      _____</p> <p>Ushers _____                      _____                      _____                      _____                      _____                      _____</p> <p>Ring Bearer Age: _____                      Flower Bearer Age: _____                      Other (please specify) _____                      _____                      _____</p>		
<p>Other Participant(s)                      (Please specify role)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		



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**Weddings performed at Woodlawn United Church are officiated by a residing minister. Other clergy may participate only at the invitation of the residing minister.**

1. Do you wish to have any other member of clergy take part in your wedding?  
 Name & Relationship \_\_\_\_\_ Contact Information \_\_\_\_\_
2. How do you wish for them participate?  
 \_\_\_\_\_  
 \_\_\_\_\_

## MUSIC

1. Do you wish to have the organ or piano at your wedding?    Yes  No
2. Do you plan to use the church accompanist?                    Yes  No

***If using the church accompanist it is the responsibility of the intended couple to contact him. You will be provided with his contact information at the time of booking.***

***Please be advised that if you choose an alternative musician for your ceremony they must be a qualified organist or pianist to use the church instruments.***

Name of alternate Musician \_\_\_\_\_ Contact Information \_\_\_\_\_

3. Do you plan to have a singer or singers at your wedding?    Yes  No   
 Name of singer(s) \_\_\_\_\_ Contact Information \_\_\_\_\_  
 Name of singer(s) \_\_\_\_\_ Contact Information \_\_\_\_\_

4. Do you plan to use any additional music? Other musicians, from a cd, etc.?    Yes    No

***If you choose to use a cd, please make a copy and clearly label the selections for the Sound Technician to play during your ceremony. If the sound technician is required for the rehearsal, an additional fee may be incurred. Please discuss this requirement with the presiding minister.***

Please use this area to specify any musical selections that you may have in mind for your wedding. Music chosen should reflect the service of faith-based worship. Music selected for your wedding will be discussed with the presiding Minister.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## READINGS

1. Will you be choosing special readings for your wedding?    Yes  No
2. Would you like someone other than the Minister to read your selections?    Yes  No   
 Name of Reader \_\_\_\_\_ Contact Information \_\_\_\_\_  
 Name of Reader \_\_\_\_\_ Contact Information \_\_\_\_\_

Please use this area to specify any readings you may have in mind for your wedding. Readings should be chosen to reflect faith-based worship. Readings selected will be discussed with the presiding minister.

\_\_\_\_\_

\_\_\_\_\_



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## SANCTUARY

1. Approximately how many guests will attend your ceremony? \_\_\_\_\_
2. Do you plan to decorate the Sanctuary for your wedding? Yes  No

### RULES AND REGULATION REGARDING DECORATIONS

1. The Sanctuary will be available for a one-hour long rehearsal. This is generally on the eve of your wedding.
2. The Sanctuary is available 1 hour before and ½ hour after the ceremony. This is approximately a 2-hour period.
3. Please be considerate of these times when making your arrangements for decorating, photography and guest arrival as not to impede upon the time reserved for another wedding on the same day.
4. If decorations are placed in the church, please do not use thumbtacks, nails, staples or tape.
  - a. Floral putty, elastic or ribbon is recommended.
5. Floral arrangement deliveries will not be accepted at the church. Please arrange to have someone accept and deliver these items to the church on your behalf.
6. Please arrange for your decorations and candles to be removed from the sanctuary immediately following the ceremony.
7. There is no confetti, birdseed, rice or bubbles allowed inside the church.
  - a. Bubbles are permitted outside.

## PHOTOGRAPHY/VIDEOGRAPHY

1. Do you have an official photographer? Yes  No   
 Name \_\_\_\_\_ Contact Information \_\_\_\_\_
2. Do you plan to have an official videographer? Yes  No   
 Name \_\_\_\_\_ Contact Information \_\_\_\_\_

### RULES AND REGULATION REGARDING PHOTOGRAPHY & VIDEOGRAPHY

1. Photographs may not be taken during the Worship service as this is a sacred time and should be observed as such.
2. Photography is permitted during the processional, the signing of the registry and the recessional.
3. Particular parts of the ceremony may be staged during the ½-hour following the ceremony.
  - a. Please notify the presiding minister if you desire this.
4. A videographer may record your ceremony if they are stationary and in an unobtrusive location.
  - a. Generally, the choir loft is used for this purpose.
  - b. It may be beneficial for the videographer to attend the rehearsal to stage the optimum location for set-up.
5. Other pictures may be taken IMMEDIATELY following the ceremony.

## BULLETINS/PROGRAMS

Bulletins/Programs are not prepared by the church and are the responsibility of the intended couple. The contents of such must be reviewed with the Minister prior to use. Please discuss during your meetings with the presiding Minister.



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The following pages are not to be completed until the initial meeting with the Minister. Please familiarize yourselves with the information so that you may ask/answer any questions that may arise from the content.

To be completed by the Minister:

## WEDDING DETAILS

### Marriage Preparation

What is your preferred choice for a Marriage preparation course (information about each is contained in the brochure)?

1. Attend Course  The next course is available on: \_\_\_\_\_ at \_\_\_\_\_
2. Self-Study\*\*\*  Course given to couple at first meeting with an explanation? Yes  No
3. We have already taken part in a marriage preparation course  Please explain \_\_\_\_\_
  - a. Is this satisfactory to the Minister? Yes  No

\*\*\* Please note that if you opt for the self-study you must pay for this material at the time of booking. **The wedding will not be booked until this is paid.**

### Procession

1. Are there members of your family that will be escorted down the aisle (e.g. mother figures)? Yes  No

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Escort \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Escort \_\_\_\_\_

2. Which spouse shall process down the aisle following the attendants/ushers? \_\_\_\_\_

Will they be escorted? No  Yes  By whom \_\_\_\_\_

### Candle Lighting

**Please note that with the exception of The Christ Candle, the church does not supply candles or candle holders.**

1. Do you wish to have candle lighting as part of your ceremony? Yes  No

a. If so, by whom?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

### Question of the Family

Who will answer the question of the families?



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## Wedding Vows

Repeated  Memorized

## Exchanging of Rings

Single  Double  None

***It is encouraged that the ring bearer be equipped with false rings and the actual rings remain in the safekeeping of a responsible adult.***

## Signing of the Registry

To take place: In the chancel  Off to the side  In the choir room

Other Wedding particulars, including the order of service, will be planned and reviewed at the Minister's discretion. Please use the remainder of this page for notes.





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## Wedding Fees & Payment Policies

Confirmed Wedding Date: \_\_\_\_\_ Time \_\_\_\_\_

All Payments and Marriage License are due by \_\_\_\_\_

SERVICE	FEE	FOR OFFICE USE ONLY			
		Please check	Please place your initials and the date in the appropriate column when the action is complete		
		Required	Received from Couple	Forwarded to Treasurer	Person Responsible Contacted
Sanctuary*	\$250.00				
Minister	\$350.00				
Accompanist	\$200.00				
If attendance is required at rehearsal	\$250.00				
If required to accompany soloist	\$300.00				
Soloist	\$100.00				
Caretaker	\$100.00				
Sound Tech Basic	\$50.00				
Basic plus CD music	\$100.00				
Marriage Prep.	\$40.00				

1. This Application must be submitted to the church office for processing. When processing is complete, you will be contacted for your first meeting with the Minister.
  - a. The Application must be received at least **3 months** prior to the requested wedding date.
2. A \$100.00 deposit is required on or before your first meeting in order to confirm your booking.
  - a. You may submit your deposit with the Application should you so choose.
  - b. This deposit is non-refundable but is applied to the total fees required.
  - c. The booking **will not** be confirmed until your first meeting.
3. All fees must be paid by **cash or cheque**.
4. Payments will be accepted anytime after the booking is confirmed.
5. *The Solemnization of Marriage Act* requires that each couple obtain a Marriage License before getting married.
  - a. You may purchase a Marriage License from a Deputy Issuer at a HRM Customer Service Centre and at most Access Nova Scotia Centres if not obtained in HRM.
  - b. A full list of Deputy Issuers is available on the web at <http://www.gov.ns.ca/snsmr/vstat/deputy>.
  - c. The Wedding License is valid for one year from date of issue.
6. The Marriage License and remainder of unpaid fees are due at least **30 days** prior to the wedding.

### Important Note

The use of tobacco or illegal drugs on church property is strictly prohibited.



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The following conditions must be met to avoid cancellation or postponement of your wedding ceremony.

- In possession of the Marriage License
- Fees paid on time.
- Presence of two witnesses 16 years of age or older.
- Both spouses must be present and arrive on time to the ceremony.
- Intended couple and/or all Witnesses must not be or be suspected to be under the influence of illegal drugs and/or alcohol.

### MAILING ADDRESS

Woodlawn United Church  
 54 Woodlawn Road  
 Dartmouth, Nova Scotia  
 B2X 1A9

Office Telephone:  
**(902) 434-8302** Office Fax: (902) 435-9338

### CONTACT ON-LINE

Office Administrator:

**office@woodlawnunited.ca**

Reverend Valerie Kennedy:

**phillip.kennedy@woodlawnunited.ca**

Reverend Phillip Kennedy:

**valerie.kennedy@woodlawnunited.ca**

Website:

**www.woodlawnunited.ca**

### SIGNATURES

We, the undersigned, hereby certify that we have read this document and the supplemental Brochure titled "Woodlawn United Church – Wedding Policy & Information" in their entirety. Our signatures certify that we understand the provisions to be the policy of Woodlawn United Church with respect to weddings. We understand that all matters pertaining to our wedding are subject to this policy and we agree to communicate its provisions to all persons involved with our wedding. We further understand that failure to comply with these provisions may, at the discretion of the presiding minister, result in the interruption of the impending wedding or the interruption and/or cancellation of the service while it is in progress. In such cases, there is no appeal and any fees or deposits that have been made shall be forfeited.

Furthermore, our signatures certify that the information provided by us on the preceding forms is accurate to the best of our knowledge.

Spouse 1 \_\_\_\_\_  
 Print Name Signature Date

Spouse 2 \_\_\_\_\_  
 Print Name Signature Date

Minister \_\_\_\_\_  
 Print Name Signature Date



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