

A banner with a blue background featuring a close-up of hands holding a bouquet of flowers. The word "Weddings" is written in a large, white, cursive script. Below it, "AT DEWITT COMMUNITY CHURCH" is written in a smaller, white, sans-serif font.

Weddings

AT DEWITT COMMUNITY CHURCH

2026 - 2027 WEDDING POLICY

INTRODUCTION

We are delighted that you have considered the DeWitt Community Church for your wedding. We will work with the bride and groom to assist in the wedding process and planning. This packet includes everything that you will need to know for your wedding here at DeWitt Community Church. Christian wedding ceremonies performed in the sanctuary of the DeWitt Community Church and will be presided over by a pastor/minister of DeWitt Community Church. Couples who desire to publicly recite their marriage vows before God, in a house of worship, before witnesses, and in the presence of an ordained minister of the Word are welcome to have their wedding ceremony at DeWitt Community Church.

DATE

The request for the building use must be submitted in writing at least 6 months before the date of the wedding through the church office. The couple must complete a marriage informational form provided by the church office at least 6 months prior to the wedding. The date will only be secured after a non-refundable deposit of \$500 is submitted into the church office. Cash, check, and credit card are accepted. The deposit will be applied to your balance unless:

- You remain in the church for longer than your reservation allows
- You damage church's property
- The Pastor, Wedding Coordinator or Building Manager deem any area in the church to be significantly disordered or messy.

TIME

Times for weddings are on Saturdays: 11:00AM, 1:30PM, and 4PM. Please confer with the church office regarding weddings. Times for ceremonies on other days of the week can be coordinated with the church office. You may use the building one hour prior to the ceremony and one hour after the ceremony. Additional time may be requested and will be billed at current room rates.

PASTOR & OFFICIANT

A pastor of DeWitt Community Church is used as the officiant of the marriage ceremony. If you desire for the pastor to give the blessing or be present at a rehearsal dinner and/or wedding reception, please extend a formal invitation to the pastor at least 45 days in advance. The pastor may not be available.

CHURCH WEDDING COORDINATOR

A wedding coordinator will be supplied and is required by the church. The wedding coordinator will be used the day of the wedding to assist with the ceremony. The wedding coordinator may assist you in the following ways:

- Be present before, during, and after the wedding ceremony to answer questions and cue parents, attendants, ushers, and musicians.
- Provide assistance to families and their guests in addition to vendors, such as photographers and videographers, to ensure the church policies are followed.

MUSIC

We know that music is a very personal part of the wedding ceremony. Your musical choices will need to be approved by the Director of Worship Arts. Please submit music at least 4 weeks before the date of the wedding. Accompanists approved by the church will be used only on church instruments (piano, organ, etc.).

The follow are some common and suggested musical selections for the ceremony:

Attendant's Processional

- Pachelbel – "Canon in D"
- JS Bach – "Jesu, Joy of Men's Desiring"
- JS Bach – "Sheep May Safely Graze"
- JS Bach – "Air" from Suite No. 3 in D
- GF Handel – "Largo" from Xerxes

Bride's Processional

- Wagner – "Bridal March" from Lohengrin
- Clarke – "Trumpet Voluntary"
- Purcell – "Trumpet Tune"
- GF Handel – "March" from Occasional Oratorio
- Boellmann – "Menuet Gothique" from Suite Gothique

Recessional

- Mendelssohn – "Wedding March"
- Beethoven – "Hymn to Joy"

- Widor – “Toccata” from Symphony No. 5 in f minor
- Guilmant – “Grand Triumphal Chorus in A Major”
- Theodore Dubois – “Toccata”

Incidental Music

- Warlock – “Andante Tranquillo”
- Boellmann – “Priere à Notre Dame” from Suite Gothique
- GF Handel – “Largo” from Xerxes
- GF Handel – “Siciliana” from Concerto No. 5

AUDIO/VISUAL

Use of the church sound system will be overseen by church staff. Please do not use any of the audio/visual equipment without permission.

FLOWERS & DECORATIONS

The bride/groom are responsible for consulting a florist who must check in with church personnel prior to decorating. Flowers used must be in clean, rust free, leak proof containers. Any plant already located in the church must not be moved or relocated without permission.

Any candles must be dripleless and may not be placed on the organ, piano, or other wood surface not designed for candle use. Candles must include a base to catch any wax that may fall. Any cost from candle damage will be the responsibility of the bride and groom. You may not utilize any form of nail, thumbtack or other sharp, potentially destructive object when decorating the sanctuary or worship area. Any tape or pins used to secure things such as an aisle runner must be pre-approved.

REHEARSAL

The pastor officiating the wedding ceremony is in charge of directing the wedding rehearsal. The bride and groom, wedding party attendants, parents, grandparents, soloists, scripture readers, and all those involved with the wedding will take direction from the officiate. All persons who share a role in the ceremony must be present at the rehearsal.

MARRIAGE LICENSE

The bride and groom are responsible for obtaining a marriage license before the wedding and they must bring the license to the rehearsal. Please contact the County of Onondaga for more information to obtain a marriage license.

DRESSING AREAS

A room is available for the bride and her attendants prior to the start of the wedding. The groom and his attendants may also choose to use a room for dressing for the wedding. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility. No other rooms, except restrooms, may be used without express permission.

WEDDING SET-UP & CLEAN-UP

On the day of the wedding rehearsal, the church can be opened early to decorate. Since there may be other weddings occurring on the date of your wedding, you may not be able to decorate the day before the wedding. The bride and groom must arrange a time to decorate with the church office. As you are decorating, please keep in mind that you may not move anything within the church without prior permission (equipment, chairs, decorations/furniture, etc.). Any items, such as birdseed, rice, etc., that will be "thrown" at the bride/groom upon their exit from the church must be approved by the church office. No items will be thrown inside the church. It is the responsibility of the bride/groom and their families to see that any equipment or decorations not belonging to DeWitt Community Church are removed promptly after the wedding. If decorations are left over after the wedding, the church reserves the right to dispose of any decorations.

CEREMONY

The wedding ceremony at DeWitt Community Church reflects the sacred place that marriage holds within the Body of Jesus Christ (The Church). Please contact the pastor concerning elements of the ceremony. The ceremony will include vows, prayers, scripture, homily, and any other elements that the pastor deems appropriate.

SEASONAL DECORATION OF THE CHURCH

From time to time, the church is decorated for the Easter or Christmas seasons (or other church season). These decorations may not be removed or moved in the church building by anyone affiliated with the wedding. Granted, some decorations cannot be moved but every effort will be made to reasonably relocate sanctuary decorations in order to work with the wedding ceremony.

FOOD AND DRINK

Food or drink is not permitted in the sanctuary, except water. Food and drink are permitted in other areas of the building. No alcoholic beverages will be consumed on the church property or in church buildings. Anyone who appears intoxicated in the wedding party will be not allowed to participate in the ceremony.

SMOKING

Following New York State laws and church policy, a no smoking policy is enforced in church buildings.

FEES & HONORARIUM

All fees and honorariums must be paid in full at least 4 weeks before the wedding.

Member Rates*

- Pastor \$450
- Organist \$250
- Coordinator \$125
- Church \$250
- Custodial Fee \$150

Additional rates apply if a soloist is used or if the wedding is during a Holiday and/or Sunday.

Non-Member Rates*

- Pastor \$500
- Organist \$250
- Coordinator \$125
- Church \$450
- Custodial Fee \$150

Additional rates apply if a soloist is used or if the wedding is during a Holiday and/or Sunday.

Off-Site Weddings*

Weddings within 25 miles of DeWitt Community Church

- Pastor \$450
- IRS mileage rate for travel to the site (meeting with pastor, wedding, and rehearsal)

Additional rates apply if the wedding is during a Holiday and/or Sunday.

Weddings farther than 25 miles of DeWitt Community Church

- Pastor \$450
- Fee will need to be negotiated based on travel, time, and associated costs. To be negotiated with the individual pastor.

Additional Rates

- Soloist from Church (if available) \$75 (per soloist)
- Organist Rehearsal with Soloist \$50 (per soloist)
- Holiday/Sunday/Friday \$100
- Holiday & Sunday \$200

WEDDING COUPLE AGREEMENT

We have read Dewitt Community Church's wedding policy and understand the requirements. We will adhere and follow all policies and guidelines and work in good-faith with DeWitt Community Church staff and Pastors/Ministers. We agree that we will serve as the primary point of contact for our wedding and all information in this policy will be communicated to our wedding party and vendors.

Signed:

Bride: _____ Date: _____

Printed Name: _____

Phone Number: _____

Email: _____

Groom: _____ Date: _____

Printed Name: _____

Phone Number: _____

Email: _____