

UPPER RIDGEWOOD COMMUNITY CHURCH WEDDING POLICY

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Weddings at Upper Ridgewood Community Church

The congregation of Upper Ridgewood Community Church believes that marriage as an expression of God's love for us. This love is manifested when couples chose to marry, pledging their love and promising fidelity each to the other, as long as they live. When a couple chooses to marry in a church, they wish to make their solemn promises to each other joining their lives in love and loyalty in the presence of God, as well as before family, friends, and community. Your wedding is one of the most important days of your life. Let us help you to plan that special day.

The following guidelines were written to reflect a Protestant Christian theology, to honor the pastor's experience in conducting wedding ceremonies and to offer the couple a wedding which best reflects their relationship within a Christian context. We hope you will find them useful as you prepare for this memorable event. Should you have any questions of clarification about the guidelines, please don't hesitate to call the church office. The pastor would look forward to speaking with you.

A. Setting the Date and Wedding Officiant

The application for use of the sanctuary must be processed through the church office and is subject to the approval of the pastor and/or the consistory. The installed pastor(s) will conduct all wedding ceremonies at the church. Should the couple request another officiant, a formal letter of request must be sent to the consistory of Upper Ridgewood Community Church for approval. If approval is given, the officiant is responsible for pre-marital counseling and for following the guidelines set forth in the wedding policy and not the installed pastor(s).

B. Pre-Marital Conference Information and Requirements

1. Couple needs to be aware the pastor conducts only Christian weddings.
2. Couple is required to fill out the pre-marital conference information form (see attachment).
3. Couple is required to fill out the application for use of the facility (see attachment).
4. Couple is required to give the pastor a 90 day advanced notice of wedding.
5. Couple is required to meet with the pastor(s) at least three times and attend worship at least once.
6. Couples should meet the requirements for marriage, set forth by the State of New Jersey (see attachment).

C. Liturgy

All components of the wedding ceremony, including vows, must be consistent with the Christian standards of worship of the Reformed Church in America and the Upper Ridgewood Community Church.

D. Music

All music must be cleared with the pastor and organist before a final decision is made to use them. Only music that is consistent with the standards of a Christian wedding liturgy in the Reformed Church in America may be used. The church organist and pastor will offer suggestions if asked. If another organist is requested, he/she must have the approval of the consistory.

E. Bulletin

If a special bulletin is to be prepared, it is the responsibility of the couple being married to select a bulletin cover, purchase the amount needed, and to print the bulletins. If arrangements are made with the church office, the office will prepare the bulletin at an additional cost. All information regarding the wedding liturgy must be discussed with and approved by the pastor conducting the wedding. Bulletin covers may be purchased through most Christian Book Stores.

F. Flowers

If wedding flowers are going to be left in the sanctuary after the ceremony, please indicate your intention on the pre-marital conference form.

G. Photography

Non-professional picture taking has the potential of distracting the spirit and reverence of the wedding service. Therefore, since the church believes that the wedding ceremony is an act of worship to God, there will be no photography by the worshipping congregation during the service (e.g. after processional; before recessional). A professional photographer hired by the couple must speak to the pastor before the wedding service. Videotaping may be done from the balcony with no lights or from the front with the camera on an unattended tripod. Should the bride and groom choose, the pastor is willing to restage any portion of the wedding for personal photographs after the ceremony.

G. Wedding Fees and Honorariums

1. Building use fee - \$300.00
2. Custodial fees - \$100.00
3. Soloist - \$150.00
4. Organist fee - \$225.00
(The fee for the organist does not include the wedding rehearsal or extra work with soloists and/or other musicians. The fee will be \$50 extra for the rehearsal and another \$50 if the organist has to practice with soloist and/or other musicians other than the wedding rehearsal time.)
5. Pastors' Fee - \$400.00 – Non-members

Because the pastor believes that pre-marital counseling sessions, wedding rehearsals and weddings are included in their call to this church, there is no set fee for pastor, as long as the bride or groom is a member of Upper Ridgewood Community Church. Should a couple wish to give some remuneration, it will be graciously accepted.

Payment of above fees shall be placed in separate envelopes and attached to the wedding license. They must be given to the pastor prior to the wedding rehearsal.

H. Special Circumstances

The consistory (governing board) reserves the right to waive any part of the application or procedures by special action.

PRE-MARITAL CONFERENCE INFORMATION

Full name of Groom: _____
(first) (middle) (last)

Full name of Bride: _____
(first) (middle) (last)

Place of Marriage: _____ Date of Marriage: _____ Time: _____

The Groom

The Bride

Residence: _____ Residence: _____

Phone: _____ Phone: _____

Date of Birth: _____ Date of Birth: _____

Single ___ Widower ___ Divorced ___ Single ___ Widow ___ Divorced ___

#Times previously married: _____ # Times previously married: _____

Occupation: _____ Occupation: _____

Birthplace: _____ Birthplace: _____

Father's Name: _____ Father's Name: _____

Mother's Maiden Name: _____ Mother's Maiden Name: _____

Church Affiliation: _____ Church Affiliation: _____

Witness: _____ Witness: _____

Residence: _____ Residence: _____

Performed by: _____

Wedding Party

Maid/ Matron of Honor _____

Ushers _____

Best Man _____

Who will give the bride away? _____

Bridesmaids _____

Will flowers be left? _____

Will you need church unity candle stand? _____

Groomsmen _____

Anticipated Address of Couple: _____

Flower Girl _____

Junior Bridesmaid _____

Phone: _____

Ring Bearer _____

Email _____

APPLICATION FOR USE OF THE SANCTUARY FOR WEDDINGS

Date _____

I hereby make application for use of the sanctuary on _____

from _____ to _____ (hours) for a _____ service.

Time for the service to begin is _____.

A rehearsal is scheduled on _____ from _____ to _____ (hours).

Special equipment or facilities required are: _____

Signature of Applicant: _____

Address: _____

Phone: _____ Home _____ Work _____

Email: _____

Member/Non-member: _____

Fee: _____

Date Received: _____

**New Jersey Department of Health and Senior Services
Bureau of Statistics and Registration
PO Box 370
Trenton, New Jersey 08625-0370**

ENTERING INTO A MARRIAGE OR CIVIL UNION IN NEWJERSEY

If you are entering into a Marriage or Civil Union in New Jersey, you will find information in this brochure which will be helpful to you. Read it carefully, if you have any questions, please contact your local Registrar of Vital Statistics. A list of local Registrars is available at: www.nj.gov/health/vital/regbycnty.shtml. Where should you apply for a marriage or civil union license?

The marriage or civil union license must be obtained from the registrar in the New Jersey municipality in which either applicant resides, if one or both is resident of New Jersey. (For these purposes, soldiers are residents of the posts at which they are stationed.) A license issued under the preceding circumstances is good for use anywhere in the State of New Jersey.

If both parties are not residents of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony is to be performed and is *only* good for use in that municipality.

A New Jersey marriage or civil union license may never be used outside of the State of New Jersey and a license issued in another state may never be used within the State of New Jersey.

Be sure to contact the Registrar well in advance of the ceremony to find out on what days and during what hours the Registrar will be in the office. ***The marriage or civil union license fee is \$28.00.***

Who can perform a marriage or civil union ceremony?

Each judge of the United States Court of Appeals for the Third Circuit, each judge of a federal district court, United States magistrate, judge of a municipal court, judge of the Superior Court, judge of a tax court, retired judge of the Superior Court or Tax Court, or judge of the Superior Court or Tax Court, the former County Court, the former County Juvenile and Domestic Relations Court, or the former County District Court who has resigned in good standing, surrogate of any county, county clerk and any mayor or the deputy mayor when authorized by the mayor, or chairman of any township committee or village president of this State, and every minister of every religion, are hereby authorized to solemnize marriages or civil unions between such persons as may lawfully enter into the matrimonial relation or civil union; and every religious society, institution or organization in this State may join together in marriage or civil union such persons according to the rules and customs of the society, institution or organization (Title 37:1-13).

When should you apply for a marriage or civil union license?

A local Registrar will not issue a marriage or civil union license sooner than 72 hours after the application for a license has been made, unless ordered to do so via a Superior Court order. If the ceremony is scheduled for a Saturday or Sunday, the application should be made no later than the preceding Tuesday. If the application is made on a Wednesday or Thursday, the 72 hours will end on Saturday or Sunday, but the Registrar will probably not be available on those days or any public holiday. If both parties are unavailable to complete the application at the

same time, either applicant may complete his/her part of the application and start the waiting period. The other applicant must return with the same witness (who must be at least 18 years old) to complete his/her part of the application.

The application must be completed by both parties before the license will be issued. The application is valid for six months from the date filed.

Once the license is issued, it is good for 30 days from the date of issuance. A couple wishing to have both religious and civil ceremonies may be issued a license for both ceremonies on the basis of a single application. However, a couple wishing to have two religious ceremonies, and wanting to have a public record of each, may not have two licenses issued at the same time. They must apply for and use the first license. They must then return to the Registrar with the signed original certificate and a witness to apply for a remarriage or reaffirmation of civil union license.

What should you bring with you when you apply?

Required documents when applying for a marriage license:

1. Proof of identify by presenting your driver's license, passport or state/federal ID.
2. Proof of your residency.
3. Your social security card or social security number.*
4. A witness, 18 years of age or older.
5. The \$28 application fee.

*Social security number is required by law for U.S. citizens and will be kept confidential. Any documents in a foreign language must be accompanied by a certified English translation.

Requested additional documents (these documents are helpful but not required):

1. A copy of your birth certificate to establish your parents' names and related birth information.
2. If you are divorced, have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil annulment documents.
3. If your former spouse/civil union or domestic partner is deceased, please bring the death certificate.

Each applicant must supply valid identification that establishes name, age, date of birth and proof of residency. This may be supplied by one or more documents issued by a government agency, such as a certified copy of a birth certificate, driver's license, military identification, passport or state/county identification card.

Where should the marriage or civil union record be filed?

The person performing the ceremony must file the license and certificate with the Registrar of the municipality in which the ceremony was performed. Since failure to record the certificate may cause considerable inconvenience at a later date when proof of certificate is needed, you should make sure that this has been done.

Certified copies of the marriage or civil union event may be obtained from the local Registrar in the municipality where the ceremony occurred or from the State Bureau of Vital Statistics and Registration.

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