

Weddings
at
Central Union Church

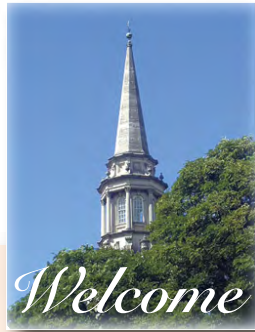


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Welcome to Central Union Church. We are glad that you are interested in holding your wedding here. Our aim is to provide weddings that are sacred, memorable, and personal.

In the front of the Sanctuary are the words “Love Never Faileth.” This is a reminder to those who stand in the Sanctuary to be married that God’s love is eternal. Similarly, when it reflects God’s love, the love in a marriage is also eternal.

We hope you will choose Central Union Church as the place for your wedding.

This booklet is designed to provide you with helpful information.

If after reading it, you have questions, please feel free to contact the Scheduling Office.

What is Marriage? Marriage is a commitment that has its foundation in the faithfulness of God's love. The marriage ceremony is the glad occasion on which two people unite as husband and wife in the mutual exchange of vows. The presiding minister acts as an official representative of Central Union Church and gives the marriage the church's blessing. The congregation joins in affirming the marriage and in offering support and thanksgiving for the new family. (Adapted from the Book of Worship United Church of Christ.)

The marriage ceremony is a worship service of Central Union Church. The Senior Minister of Central Union Church is responsible for all the worship services conducted at Central Union Church and one of the ministerial staff will officiate at the weddings. Ministerial staff will be assigned to weddings without regard for the race, gender or sexual orientation of the minister. If a couple requests a minister from outside the Hawai'i Conference, United Church of Christ, the minister's role will be limited to a scripture reading, a very short meditation, and/or the exchanging of rings.

Weddings at Central Union Church are traditional in nature. It is a sacred and beautiful event. Therefore the weddings will conform to the practices and traditions of Central Union Church and the United Church of Christ.

Premarital Counseling

The Wedding Director will contact the couple approximately four to six weeks prior to the wedding to discuss plans for the wedding and to advise the couple regarding the name and the contact information for the officiating minister. It will be the couple's responsibility to arrange a day and time to meet with the minister to get acquainted, to go over the marriage service, and to receive help in making the marriage succeed.

Wedding Reservations

Wedding Reservations must be made through the Central Union Church Scheduling Office.

The Scheduling Office can be reached between the hours of 9:00 a.m. and 4:00 p.m., Mondays through Fridays (excluding holidays) –

by telephone:
808.947.5069

by fax:
808.941.9124

by email:
weddings@centralunionchurch.org

or

online:
www.centralunionchurch.org

Reservations may be made up to 18 months in advance. A non-refundable deposit must be made at the time of the request. When the date is secured, and the application form with a non-refundable deposit of \$100.00 is received, the date will be held. The deposit will be credited to the total cost for the wedding. If after the application is made and there is a change in address or contact telephone numbers, the Wedding Scheduler must be notified.

Applications are available online, by mail, and by phone.

The Costs for the weddings are as follows:

Atherton Memorial Chapel	\$1,050.00
Sanctuary	\$1,600.00
Pilgrim Chapel	\$ 475.00
Atherton Memorial Courtyard	\$ 700.00

Optional services:

Harpist	\$ 200.00
White Aisle Runner	\$ 75.00
Soloist	\$ 65.00

Approximately one month prior to the ceremony, the Scheduling Office will confirm in writing the amount of the charges due for the wedding. Payment is due upon receipt of this correspondence. However, if payment is not received in a timely manner, the church may cancel the wedding.

Visa and MasterCard are accepted by the business office at Central Union Church between 8:00 a.m. and 2:30 p.m., Monday through Friday (excluding holidays). Credit card payments may be arranged through the Wedding Scheduler.

Checks should be made payable to Central Union Church, marked with the date and time of the wedding reservation. They may be brought to the Scheduling Office or sent by mail to the Scheduling Office, Central Union Church, 1660 South Beretania Street, Honolulu, HI 96826.

The Wedding Director

Four to six weeks prior to the wedding, a Wedding Director will be assigned to assist with the planning and preparation for the wedding at the church. The Director will want to know the details of your plans for the wedding, including the participants. She will be the person to contact for all questions related to the wedding. In addition to the wedding, the Director is in charge of scheduling and directing the rehearsal. If a wedding planner or coordinator is working with the couple, the wedding planner may assist the church's Wedding Director. The church's Wedding Director is responsible for the arrangements at the church, including being responsible for the facilities. Her instructions and directions are to be followed.

The Rehearsal

If there is a particular day and time that you prefer for the wedding rehearsal, please advise the Wedding Scheduler at the time the wedding reservation is made. Every effort will be made to honor that request, but the Wedding Director will make the final arrangements when she and the couple have spoken. It is important that all participants are at the rehearsal to ensure a smooth service on the day of the wedding. The church will be reserved for one hour for the rehearsal, so it is important that everyone arrive at the church at least 5 to 10 minutes before the start of the rehearsal so that it can start and end on time.

For your information, the marriage license may be obtained at the State of Hawai'i, Department of Health located at 1250 Punchbowl Street, Room 101, Honolulu, HI 96813 between 8:00 a.m. and 4:00 p.m., Monday through Friday (excluding holidays). Additional information is available at www.hawaii.gov/health/ or by calling 808.586.4545. The marriage license must be brought to the church and given to the Wedding Director at the time of the rehearsal.

The Wedding Day

The church is reserved for the wedding party for a period of three hours: two hours before the ceremony and thirty minutes after the ceremony. The wedding party is expected to arrive at the church on time, dressed in their wedding attire. The church does not have the facilities for hair styling, make-up, etc. If the couple wishes to have their pictures done before the ceremony, it can be accomplished very nicely. Thirty minutes before the ceremony, the bride should be in the bride's room for a short period of relaxation before the ceremony begins. If the couple chooses not to see each other before the ceremony, photos of each group may be taken, with the remainder of the photos taken after the ceremony. The minister will want to visit with the bride for a short time before the ceremony. At the conclusion of the ceremony, the entire wedding party, including the parents of the couple, will enter the bride's room for the signing of the legal certificate and also the certificate presented to the couple from the church. At this time, the wedding party can be assembled for a flower shower as they leave the church.



Facilities Central Union Church has four locations for wedding services



The Sanctuary seats 500 on the main floor and 250 in the balcony. It may accommodate up to 1,000 people. There are 26 pews on one side and 25 pews on the other.



Courtyard of Atherton Memorial Chapel is a walled-in garden that will hold approximately 175 people. Folding chairs are provided for the immediate family. In case of inclement weather, the ceremony may be moved into Atherton Memorial Chapel at no additional cost.



Atherton Memorial Chapel seats 200. There are 11 pews on each side of the center aisle.



Pilgrim Chapel seats 25 people. Especially appropriate for renewal of vows ceremonies and private weddings.

Music



A wedding ceremony at Central Union Church is a worship service. All wedding music will reflect the traditions of both Central Union Church and the United Church of Christ. The Principal Organist is available to assist a couple with their selection of sacred music appropriate to the beauty and integrity of the worship service. A CD of the organ processions and recessions traditionally included in the wedding ceremony is available from the Wedding Scheduler. All musical selections will be approved by the Principal Organist.

Only Central Union Church designated organists will play the organ for the wedding ceremony. If desired, a professional soloist associated with Central Union Church will be scheduled to sing music from the wedding solos listed. Should a couple request an outside soloist, the soloist may be asked to provide a performance CD. When approved, this soloist will be asked to arrange rehearsal time with the scheduled organist (for an additional rehearsal fee) prior to the wedding rehearsal.

Any arrangements for additional musicians requested for prelude music prior to the wedding ceremony will need to be approved and/or facilitated by the Principal Organist. No recorded music will be used as a part of the wedding itself.

Processionals and Recessionals

Wedding March (<i>Lohengrin</i>)	Wagner
Recessional (<i>Midsummer Night's Dream</i>)	Mendelssohn
Trumpet Tune	Purcell
Trumpet Voluntary (<i>Prince of Denmark's March</i>)	Clarke
Canon in D Major	Pachelbel
Joyful, Joyful, We Adore Thee	Beethoven
Rigaudon	Campra
Rondo Fanfare (" <i>Masterpiece Theatre Theme</i> ")	Mouret
Jesu, Joy of Man's Desiring	Bach
La Rejouissance	Handel
Hornpipe (<i>Water Music</i>)	Handel
Processional (<i>St. Anthony's Chorale</i>)	Haydn

Wedding Solos

Ave Maria	Schubert
Be Thou But Near	Bach
Love Divine, All Loves Excelling	Tune: Hyfrydol
O Perfect Love	Barnby
One Hand, One Heart	Bernstein
Panis Angelicus (<i>O Lord, Most Holy</i>)	Franck
The Gift of Love	Hopson
The Lord's Prayer	Malotte
Jesu No Ke Kahuhipa (<i>Savior, Like a Shepherd Lead Us</i>)	Bradbury
Ke Kali Ne Au (<i>Hawaiian Wedding Song</i>)	King
Ku'u Ipo I Ka He'e Pue One	Likelike
Lei Aloha, Lei Makamae	King
The Queen's Prayer	Queen Lili'uokalani

Decorations

There are communion tables in both the Sanctuary and Atherton Memorial Chapel. Each of the tables is 7'3" in length. They have 2 candles in tall candleholders, one on each side. There are two freestanding candelabras with seven oil-filled candles on each side of the communion table.

Floral decorations for the communion table are designed by the Flower Committee of the Church each Saturday morning for use in the Sanctuary. These arrangements are provided free of charge. They may be color coordinated by request to fit in with the colors of the bridal attendants. Early notice is advisable. However, it may not always be possible to coordinate the colors. These arrangements may be augmented by pedestal arrangements ordered from the florist. Pedestals of various sizes and heights are available at no cost to the couple. The freestanding candelabras may also be decorated with flowers, ferns and ribbon.

Artificial floral arrangements are available for both Atherton Memorial Chapel and the Sanctuary. These are provided at no cost to the wedding couple. If floral arrangements are ordered for Atherton Memorial Chapel, they must not obstruct the pewter cross on the communion table.

Pew clips are required to place floral decorations on the ends of the pews in the Sanctuary and Atherton Memorial Chapel. In the Sanctuary there are 26 pews on one side of the center aisle and 25 on the other. In Atherton Memorial Chapel there are 11 pews on each side. Bows may be attached by using the permanent screw holders in the pews. Use of tacks, nails, adhesive tape, or other material is prohibited. Clips may be requested from the Wedding Director and returned immediately after the ceremony.

White aisle runners are provided for an additional \$75.00. They may be used in either the Sanctuary or Atherton Memorial Chapel. The aisle runner is required when there is a flower girl (s) dropping petals in the aisle. The petals must be white, yellow or pale pink. The aisle runners are an option that can be discussed with your photographer and the Wedding Director. Only aisle runners provided by Central Union Church may be used.

Florists should be advised that they should arrive to decorate the church up to two hours before the scheduled start time of the ceremony. Decorating must be completed at least 30 minutes before the ceremony starts. Boxed flowers should be clearly labeled and delivered to the appropriate chapel two hours before the ceremony. Following the ceremony, either the florist or friends of the bride and groom must remove any arrangements including pew decorations provided by the couple. Pew clips should be returned to the Wedding Director at this time.

No floral decorations may be placed on the aisle floor where people walk. No lighted candles may be placed in the aisle.

Blowing bubbles or tossing flower petals is **not** permitted inside the church. Confetti, rice, and bird seed may not be used within or outside the church.

Photography and Video

Since the wedding is a sacred and beautiful worship service, these rules have been established so that the permanent record captures the sacredness and the beauty. They are established so that those who are participants and witnesses to the wedding and those who officiate at the wedding are not distracted.

Please inform all amateur and professional photographers and videographers of the following policies:

Formal wedding pictures may be taken two hours before the ceremony and must be completed 30 minutes before the wedding. Pictures may be taken after the service but must not last more than 30 minutes. The bride and groom and their attendants may be photographed in their waiting areas until ten minutes before the wedding.

Once the Processional has ended and the service begins, pictures may be taken from the rear of the church. **PLEASE DO NOT USE FLASH PHOTOGRAPHY** until the Recessional begins.

Video cameras must be stationary and in place in the chancel at least 20 minutes before the ceremony begins. No video lights are permitted.

Placement of video equipment must be arranged with the Wedding Director.

Videographers and photographers must take the direction of the Wedding Director in determining the placement of their equipment and themselves.

Photographers and videographers should check with the Wedding Directors as to the rules. A card with directions is available to give to the photographers and videographers.

IT IS EXPECTED THAT THE PHOTOGRAPHERS AND VIDEOGRAPHERS BE DRESSED APPROPRIATELY FOR THE WEDDING.

Electronic Equipment

The church's electronic equipment may be used only by persons approved by the church.

NO ALCOHOLIC BEVERAGES MAY BE USED ON THE CAMPUS OF THE CHURCH. THE CAMPUS IS ALSO A NON-SMOKING CAMPUS.

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