

Phippsburg Congregational Church (UCC)

Welcome!

The Phippsburg Congregational Church is a beautiful and historic site much loved by its members and by the local community. First and foremost, this church is home to an active and growing Christian Community with roots dating to 1765. We share this landmark with couples who wish to be married here because it is such a hallowed place. The church is a place of worship; therefore all ceremonies here must be religious. We hold that "God is love, and those who abide in love abide in God, and God abides in them." (I John 4:16) As you come to honor the love God has given you to share we also ask you to honor this sacred space.

The People Involved

Our Office Administrator / Wedding Contact, is Amanda Kibbe-Wark. You will be working with her in reserving the church for your wedding date and coordinating all other aspects of church building use, ie. viewing the church, flower drop-off, rehearsal times, etc. **You may reach her at (207) 389-1767.**

Our Pastor is Holly Morrison. Reserving the church does not automatically mean you have "reserved" her, so please contact her at (207) 389-1767 or at pastor@phippsburgucc.org if you require her services. She is willing to work with you as her schedule allows, but she asks that you commit to 3-4 meetings before your service takes place, in order to talk not just about your wedding, but about your marriage. She wants your wedding day to be as meaningful to you as your love is to each other. Therefore, if you already have a minister who you would like to celebrate your marriage covenant, she encourages you to work with her/him.

Our Staff Organist is Ann Hartzler, who can be contacted by phone at (207) 837-3416 or by email at ann.hartzler@gmail.com. We have a wonderful Allen Digital Organ and a person very capable of playing it, but reserving the church does not automatically mean you have reserved her. As with our Pastor, make separate arrangements with her if you require her services at your wedding. If you have special music that is outside the standard repertoire, please provide the Organist with this music at least one month in advance. As with our Pastor, if you have a friend who you would like to play our organ instead of our Staff Organist, please have your organist contact her to make arrangements for use of the organ. We also have a nice Steinway Grand Piano you may use for your service, as well as a CD player, cassette tape player, and microphones. If additional rehearsal time is needed, for instance with other musician(s) or soloist(s) an additional fee will be negotiated.

1. Policies, Terms, and Conditions

Parking When the church building was completed in 1802, there was no way our forebears could have understood the need for parking. We are fortunate to now offer a parking lot across from Church Lane on the Parker Head Road that holds around 30 cars. We are also fortunate to have property that we can use for parking near the church, but it is limited to 50 cars and only to the space in the field in front of the church (around the Linden tree). Please respect the private property of the homes around the church and do not park anywhere on the east (or "river") side of the access road to the church ("Church Lane"). The church is located off a small, rural road. Especially during the summer, traffic volume on this road is heavy. Therefore, you must **contact the Phippsburg Town Hall (207) 389-2653 to arrange for the Town Constable and/or Chief of Police and an assistant to direct traffic at your wedding.** You should hire these folks for at least one hour: 30 minutes before your service starts and 30 minutes afterwards. Compensation of these people is your responsibility.

Church Furnishings The pulpit in the church is on casters and is usually moved to one side for weddings, or it may be used as a lectern for readers. We have two plant stands and two lecterns in the church which are available for your use. Hymnals are property of the church. If you find that a guest has inadvertently removed a hymnal from the church, mail it to us at the address given below. Symbols of our faith, flags and other furniture in the church must not be moved.

Photography As a wedding is a worship service to God celebrating love, we ask that folks restrain from taking flash photographs, especially during the service itself (that is, while the couple is "at the altar"). Please have your photographer/videographer check in with the presiding Pastor on this issue.

Respect for the space Do not use confetti or rice. Do not use pins, tacks, nails, or any other objects that might mar the surfaces of the church. Smoking and alcoholic beverages are prohibited on church grounds.

Reservations Because most of the people involved with your wedding have lives outside the church, we try to schedule only one wedding per weekend. If your date is available, you can reserve it by sending an original, signed copy of the wedding contract to the Office Administrator at the address listed below, along with the Church Rental fee. All fees are due in full 30 days before your wedding date. If you wish to use our Pastor and/or Staff Organist, it is highly recommended that you check their availability first before committing to the church.

2. Fee Schedule for the Church:

All fees are due in full 30 days before your wedding date. Please make out separate checks to the following:

Church Rental (paid in advance): The Phippsburg Congregational Church

Pastor (if the officiant): Holly S. Morrison

Organist (if the organist): Ann Hartzler

Cleaning: Marie Harvell

Those in Fellowship of the Church

Church Rental: Free of charge

Pastor's Fee: Negotiable

Organist's Fee: Negotiable

Cleaning Fee: Negotiable

Phippsburg Residents or Taxpayers Not in Fellowship of the Church

Church Rental: \$250

Pastor's Fee: \$200

Organist's Fee: \$150

Cleaning Fee: \$75

All Others

Church Rental: \$500

Pastor's Fee: \$275

Organist's Fee: \$200

Cleaning Fee: \$100

3. Cancellation Fee

In the event the wedding at the Church is canceled, the Church Rental fee, payable to the Church in advance, is forfeited.

Wedding Contract

1. Officiant: Only people who can legally solemnize marriages in Maine are allowed to perform your service at this church. Remember also that all services performed in the church shall be religious (no "civil" services). If the person leading your service is not an ordained member of the clergy, please have him/her contact our Pastor, Holly Morrison, to make sure that the service they will be leading is a worship service. Services led by non-clergy officiants are subject to the approval of the Pastor, and/or Board of Deacons. For other legal requirements, especially your marriage license, contact our Town Clerk, Lisa Wallace, at 207-389-2653. If you are using a person other than our Pastor to perform your service, please provide us with information about this person for our records:

Name _____

Church _____

Address _____

Phone _____

Email _____

Date of Commission, Licensure, Ordination

2. Organist: If you are using a person other than our Staff Organist to play the organ during your service, please provide us with information about this person for our records:

Name _____

Address _____

Phone _____

Email _____

Credentials _____

3. Dates/Times We would like to reserve the church on _____

at _____ AM/PM (circle one) for our rehearsal.

We would like to reserve the church on _____

at _____ AM/PM (circle one) for our wedding service.

4. Acceptance of Premises

The Church shall not be responsible for any damage or loss to persons or property of outside groups using the facility. Such groups agree that they have inspected the facility and accept the facility "as is." Such groups also assume their own liability. Such outside groups agree to indemnify and to hold the Church harmless from all liabilities, damages, lawsuits and reasonable attorney fees resulting from the use of this facility. The user agrees to accept responsibility for damage to the premises. This agreement shall be filed in the pastor's office.

Name _____

Signature _____

5. Indemnification and Hold Harmless

Name _____ shall indemnify, defend, and hold harmless the Church and its respective officers, directors, employees, agents, and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against the Church by any person(s) arising out of its use of its facilities.

Name _____

Signature _____

6. Signatures of Couple

By signing this document, you agree to all of the terms, policies and conditions as stipulated on the "Weddings" section of our website - www.phippsburgucc.org

Signed _____

Signed _____

Printed name _____

Printed name _____

Address _____

Address _____

Phone _____

Phone _____

e-mail _____

e-mail _____

7. Where to send this contract

Please make a copy of this contract for your records, and send the signed original to:

The Phippsburg Congregational Church
Attn: Weddings
PO Box 301
Phippsburg, Maine 04562