

## How to Make Arrangements for Your Wedding at Countryside Church

1. Call the church office with your intended date(s). The church office will check the church calendar and give you contact information for our Wedding Coordinator.
2. Contact our Wedding Coordinator, who will:
  - a. be your liaison with the church for all wedding logistics/plans.
  - b. can contact our Minister to check availability; give you a list of contacts, if you need a minister
  - c. contact our Music Director if you need a pianist and/or other musicians;
  - d. confirm the date/time of the wedding and of the rehearsal with the church office.
  - e. send you a contract, which you need to sign and return with a deposit of half the fee(s) in order to secure the date on the church calendar.
3. If one of our Ministers officiates, you will contact her directly to schedule pre-wedding appt(s).

### Minister/Officiant

Our Ministers' schedules do not often permit officiating for weddings of non-members. Still, sometimes this is possible. If you need a minister, inform our wedding coordinator, who will check our Ministers' availability and can give you names of other area ministers.

You may bring in another minister/officiant to perform the ceremony in our Sanctuary. Once the wedding is scheduled, please ask the outside minister/officiant to contact our Senior Minister as a professional courtesy.

## Things to Consider as you begin to plan your wedding:

Why have you chosen to have your ceremony in a religious setting rather than a civil environment?

Is there music which has special significance to you?

Are there prayers, poems, or readings that express the love that you share?

Do you want to write your own vows, use vows you have found, do you need some more resources? Would you like to write something special to say to one another?

Would you be more comfortable as you prepare for your ceremony, if there were professionals to help support and guide your planning?

NOTES and QUESTIONS:



## Weddings at Countryside Church Unitarian Universalist

The Rev. Hilary Landau Krivchenia  
Senior Minister

1025 N Smith Rd · Palatine IL 60067  
847-359-8440 · [www.ccuu.org](http://www.ccuu.org)



**Welcome!**  
**We are glad that you are considering celebrating your wedding at Countryside Church.**

We are glad to share our church home with you. Our building is light, lovely, and flexible, and the memories made here will last a lifetime.

We are dedicated to creating a ceremony that honors the spiritual grounding of the couples we serve. We welcome the opportunity to honor love and are proud to be free to perform civil unions, which we treat as weddings at Countryside.

There is so much to do in order to plan and arrange a wedding or spiritually grounded civil union. At Countryside, our wedding coordinator can help you navigate through the many details of planning – clergy, musicians, room arrangements. This brochure should answer many of your basic questions about your wedding or civil union here at Countryside.

*Congratulations on an adventure that will last a lifetime!*



### **Our Sanctuary**

Maximum capacity is 260.

The Sanctuary is currently set up one center aisle. If any furniture re-arranging is requested, there is an additional sexton fee of \$50 for moving chairs before and after the wedding.

### **Musicians**

If you need a pianist and/or other musicians, let the Wedding Coordinator know. She will contact our music director for recommendations. For services held at Countryside Church UU, our staff musician has the right of first refusal to provide music for weddings, funerals, or memorials.

If you are bringing in outside musicians, please let the Wedding Coordinator know that so she can inform our music director as a professional courtesy.

### **Sound System**

Our sound system is available if you need the use of microphones and/or want to play recorded music.

### **Receptions**

Our social hall (Atherton Hall) and our kitchen can be rented for receptions. Maximum capacity is 205 people, using tables & chairs. The church has round tables, 6' and 8' rectangular tables, and folding chairs available for use.

Arrangements should be made with a caterer to provide any table linens, dishes, food needed.

Serving of alcohol is not permitted per Church Board policy.

The wedding party is responsible for set up and removal of tables and chairs. Arrangements can be made for a church member to do so at an additional fee of \$25/hour.

### **Fees**

- Deposit for holding the date is half the rental fee. It should be mailed to the church office.
- Final payment should be received no later than at the wedding rehearsal.
- All payment of fees for building use, wedding coordinator, minister, musicians, sexton should be payable to the church and collected by the wedding coordinator no later than the rehearsal. We will disburse funds to appropriate parties.

*If you are a church member in good standing for at least one year, contact the church office for member-specific information. In cases of financial challenge, fees may be waived or reduced by the Minister or Board.*

#### Wedding/Union Package: \$700

- Use of Sanctuary and Narthex (2-3 hours), includes piano fee
- Use of Sanctuary for Rehearsal (1-1½ hrs)
- Use of Changing Room(s)
- Use of basic sound system
- We have candleabra available to use; couple provides own candles, runner, flowers, programs

#### Reception Package: \$700

- Use of Atherton Hall for up to 4 hours
- Use of Kitchen
- Use of Tables/Chairs

#### Minister's Fee

\$350; \$400 with rehearsal

Alternatively, 10% of total wedding budget

#### Wedding Coordinator Fee (required in all cases)

- Wedding Only: \$200
- Wedding and Reception: \$300 or negotiated

#### Musicians

- Staff Musician: \$200; \$250 if an in-person consultation meeting or coordination with other musicians in advance of the wedding is needed
- Other musicians set their own fees for their services and should be paid directly.

Sexton Fee: \$25/hour (if assistance is needed to rearrange furniture or for set-up/clean-up)