WEDDINGS AT GREENFIELD HILL CONGREGATIONAL CHURCH

Congratulations! We are delighted for the decision you have made to commit yourselves to one another in marriage, and equally delighted for the chance to be a part of your wedding day. At Greenfield Hill, we are grateful for our many opportunities to be with couples in the planning and celebration of their marriage ceremony; it is a task we take seriously, and with great joy.

The purpose of this information sheet is to share with you our requirements, and answer some of the questions you may have. Please look this over carefully, and don't hesitate to contact us if you have any questions or worries (contact info at the end of this document).

Please note that the information sheet at the end attached is to be returned to the Church Office as soon as possible, info@greenfieldhillchurch.com.

Guidelines

Choosing a date: As soon as you have some idea of the wedding date you're hoping for, please be in touch with the church office right away (info@greenfieldhillchurch.com, 203-259-5596). The calendar of the church is busy, especially during the spring and summer months.

Normally, **Rev. Alida Ward** will be the pastor officiating at your wedding (award@greenfieldhillchurch.com). She will also be the pastor with whom you'll do your premarital counseling – more on that below. On occasion, because weddings are scheduled so far in advance, commitments that arise may require that Rev. David Rowe will substitute at the time of the wedding.

Our pastoral requirements: Weddings are an important part of our ministry to the community, and we are glad to speak with any couple who wishes to be married at Greenfield Hill Church. We do require, however, that a couple married here commit themselves to at least **two premarital sessions**.

These visits serve two purposes: they are a time to develop the order of service for your wedding; and for us as pastors to work with you to strengthen your life together. Our aim is to help you not only to prepare for a ceremony, but to be ready for a marriage. In our meetings together, we offer to you chances to talk with us and with one another about your love and your life as a couple.

The first of these premarital meetings should be arranged with Rev. Ward approximately six months before the wedding (or earlier than that if you wish!).

The service itself: The United Church of Christ, our denomination, is a tradition which is based on theological freedom and lay participation in worship. Therefore, your input into your wedding service is not only welcome but encouraged. While the pastor has ultimate responsibility for what occurs in the service, the couple's thoughts and feelings are very important as we work together to develop a service which is worshipful, spiritual, and uniquely reflective of you as a couple.

Music at the service. Dr. Michael Crowley serves as the Director of Music at Greenfield Hill Church, and as such oversees music at all services including weddings. Please be in touch with him well in advance to discuss options for ceremony music (MCrowley@greenfieldhillchurch.com). Dr. Crowley's wedding music guide can be accessed here.

Please note also that by church policy Dr. Crowley—or the substitute he designates—provides the music at all wedding ceremonies conducted at GHCC. If wedding couples prefer to use the services of another organist or ensemble instead of Dr. Crowley, he will still receive his normal fee (see fee

listings below). Soloists and instrumentalists are welcome, but please discuss these with Dr. Crowley in advance and before making any bookings. All plans for music should be final a month prior to the wedding date.

Wedding rehearsal: The rehearsal is normally scheduled for the evening before the wedding, at the time that's best for your wedding party. Any readers in the service are also welcome to come and rehearse, if they would like. Allow one hour for the rehearsal.

Photography/Videography: We know how important it is for you to have tangible memories of your wedding ceremony. At the same time, it's as important to us as it is to you and your guests that people attending your wedding not be distracted from the beauty and meaning of the service itself by a disruptive photographer or videographer. **Please go over the following requirements with your photographer:** photographers must remain in the side aisles, balcony, or back of the church, except during the processional and recessional; the same applies to videographers. Please, no flash photography during the service.

Cell phones: We suggest that you include a note in your wedding program encouraging guests to refrain from using their phones to photograph/video your service -- it makes it difficult for other guests to see and can also disrupt the work of your own photographer and videographer!

Flowers: If the florist needs to come in earlier than two hours before the service, please have them contact the church office to ensure that there are no prior events in the Sanctuary. Please arrange to use ties or clamps, not tape, in attaching any ribbons or flowers to the pews or other woodwork. For planning, there are 12 rows of pews in the church. **Rose petals:** as our aisle is carpeted, fresh rose petals are prohibited unless an aisle runner is in place. (Non-staining alternatives are acceptable)

Birdseed/ bubbles/ confetti: For the couple's exit from the church, bubbles, birdseed, or flower petals may be used if wished. Confetti is not permitted.

Wedding program: We're glad to provide a simple printed order of worship on plain paper, or you may wish to have a printer prepare a program for you. If the church is to provide the order of worship, we ask that all the information needed be given to the office administrator at least one week prior to the wedding (email is info@greenfieldhillchurch.com) .

Marriage license: The license for your marriage must be obtained through the Office of the Town Clerk in Fairfield (203-256-3090, www.fairfieldct.org/townclerk, by appointment only). Note that as of Oct. 1, 2026, acquiring a license requires *two* visits to the Clerk's office, at least 48 hours apart – plan accordingly! The license is valid for 65 days.

Important note about professional wedding planners/coordinators: Many couples engage the services of a wedding coordinator. They are a great help! -- *but* please communicate to your wedding planner that the pastors will be directing the rehearsal and the wedding service itself. A wedding planner is very welcome to be there, but the service and rehearsal are under our direction.

Important: The license and any fees (see below) should be brought to the rehearsal or delivered to the church office in the week before the wedding -- please do not wait until the wedding day itself!

Fees

Pastor: **$350** *(payable to the pastor)*

Church donation (waived for member families): **$300** *(check payable to Greenfield Hill Church)*

Organist: **$300** *(check payable to Michael Crowley) It is expected that a couple will retain the services of the church organist, Dr. Michael Crowley. If other musicians are used in his place, GHCC policy is that Dr. Crowley receives his normal fee (also known as a 'bench fee').*

**Please note: There is an additional charge of $50 if Dr. Crowley will be accompanying musicians/vocalists.*

Janitorial services: **$100** *(cash, or check to James Zalenski)*

Police officer for traffic/parking (required for weddings of 150+ guests) **$300** *(fee is set by the Town; check payable to church)*

Contact Information:

Greenfield Hill Congregational Church
1045 Old Academy Road, Fairfield CT 06824
phone 203-259-5596 fax 203-255-4641
web: www. greenfieldhillchurch.com
email: info@greenfieldhillchurch.com

Rev. Alida Ward 203-259-5596 ext. 1210 or cell 203-521-3139
Award@greenfieldhillchurch.com

Wedding Information
Greenfield Hill Congregational Church

Please fill out the following (to the extent known at this time), and return to the secretary's office at the church, 1045 Old Academy Road, Fairfield CT 06824 – you may also fax to 203-255-4641, or email the information to info@greenfieldhillchurch.com. Thank you!

(1) Full name: _____

Address: _____

_____

Phone: _____

Email: _____

(2) Full name: _____

Address, if different from above: _____

_____

Phone: _____

Email: _____

Date and time of wedding: _____

Date and time of rehearsal: _____

Number of guests expected _____

Florist, if known: _____

Photographer/videographer, if known: _____

_____

Wedding coordinator, if applicable: _____

Is the program to be printed by Greenfield Hill Church? _____ Yes _____ No