



But the hour cometh, and now is, when the true worshippers shall worship the Father in spirit and in truth.
John 4:23

THE SERVICES OF THE CHURCH
 United Evangelical United Church Of Christ
 East Avenue and Dillon St. Baltimore, Md.
 Revised March 1986

PURPOSE

The purpose of this booklet is to help all those who request the Services of the Church and its Pastor(s) to understand at the time of that request, and/or prior to the event requested, the affirmed policies and procedures of the Spiritual Committee, the Church Council, and the Pastor. In the event there is some question or disagreement concerning these policies or procedures, please consult the Pastor in advance of the event.

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BAPTISMS

Time for Baptism

All baptisms are conducted as a part of the morning service of worship on any but Communion Sunday, except under special circumstances.

Application for Baptism

Application for baptism can be made through the Church Office or to the Pastor. A consultation with the Pastor is to be arranged beforehand by both members and non-members.

Honoraria

From non-member families a donation to the Church of not less than \$30.00 is to be forthcoming. For inactive members, not less than \$20.00. Donations may be made by members but are not obligatory.

Sponsors

All children who receive the Sacrament of Baptism should have sponsors (godparents). This again is a desirable arrangement but not mandatory.

These sponsors are to be chosen by the parents and can be grandparents, relatives or friends, with the following qualifications:

1. The sponsors should be beyond Confirmation age.
2. Preferably, the sponsors should be Protestants and active members of a Protestant Church.

Normally there are two sponsors. They must be active in some church.

Both of the parents and both sponsors are to be present in the sanctuary at the time of the baptism.

CONFIRMATION

Confirmation instruction consists of two years preparation. The first year commences when the child enters the 7th grade or later in Middle School or Junior High School. The class organizes in September of each year.

The second year class is organized also in September and meets with the Pastor. Sessions for each class are held weekly or bi-weekly, as agreed upon between the Pastor, parents and members. The second year class attains the time of Confirmation during the following year.

All must complete the two years of preparation prior to Confirmation.

Attendance at the sessions of the class, Church School and the Sunday morning and special church services is required. Attendance records will be kept of the youth's attendance.

Parents of the members of the classes are also expected to be in attendance at the services of worship regularly with the Confirmand and are invited to attend all class sessions.

At the time of Confirmation, white robes are rented and a Confirmation picture taken. The rental price for the robes and the cost of pictures will be charged each Confirmand.

WEDDINGS

All weddings are normally solemnized in the Church.

As early as possible the date and time should be chosen and this information given to the Pastor, that it might be entered upon the church calendar. Also, times for the pre-marital consultations must be set with the Pastor. No less than 3 hours should be allowed for these consultations.

Facilities and Appointments For The Ceremony

The Church provides the kneeling bench for the ceremony and the candles on the altar. If a white aisle runner is desired, the church can provide it. The use is free, but there is a charge for the laundering of same. If extra candles are desired, the candelabras and candles can be arranged for through the florist.

Music at the Wedding

All music at the church is under the direction of the Pastor and the Director of Music. The Director is the logical person to serve at the wedding. However, if one prefers to have a guest organist, arrangements must be made at the discretion of the Director of Music before such a person is permitted to use the organ.

Since the wedding ceremony is a worship of God, it is required that all music be in good taste and suitable in the worship setting. Vocal music must be approved by the Pastor and the Director of Music. A soloist, if desired, can be provided by the Director of Music.

Fees and Honararia at the Wedding

The following fees are required when neither bride or groom is an active member of

the Church.

Use of Church -----	\$100.00
Director of Music -----	40.00
Soloist (when used) -----	30.00
Caretaker -----	25.00
Aisle Carpet (when used) -----	15.00
Total	<u>\$210.00</u>

If either the bride or groom is an active member of the church, the only fees would be:

Director of Music -----	\$ 40.00
Soloist (when used) -----	30.00
Caretaker -----	25.00
Aisle carpet (when used) -----	15.00
Total	<u>\$110.00</u>

Fees are to be placed in separate envelopes, each envelope designating the purpose, and these given to the Pastor at the time of the wedding rehearsal. The marriage license is also to be presented to the pastor at the time of the wedding rehearsal.

Pictures at the Wedding

No picture taking will be permitted by a photographer or any other individual once the wedding processional has begun. The photographer and friends should be informed of this rule.

Pictures may be taken before the wedding service in the Narthex as the bridal party prepares to enter the sanctuary. Pictures may be taken at the altar and elsewhere after the ceremony is concluded. The Pastor will be available for these pictures, if requested.

Floral Arrangements at the Wedding

The primary rule as regards floral arrangements is that no floral piece nor basket is to be placed on or directly in front of the altar. When flowers are desired, arrange-

ments of flowers in paper-mache baskets can be secured for the credensa on either side of the altar. Additional baskets of flowers may be placed on either side of the Altar and of the Chancel, at the Lectern and Pulpit.

Use of Rice at Weddings

No rice is to be thrown. With hunger rampant in the world, it is better to throw confetti or bird-seed outside the church building. Nothing is to be thrown inside the church building.

Note: If the couple desire the Pastor and his wife to attend the wedding reception, notice of this should be expressed through an invitation in advance.

Use of the church's Friendship Social Hall and kitchen facilities for a wedding reception must be cleared well in advance and permission granted by the Church Council. The current rate for non-members is \$75.00 per hour plus \$50.00 for custodial services. Present Church policy excludes the use of alcoholic beverages on the premises.

An advance payment equal to all the building use fees is required at the time the arrangements are made.

FUNERALS

The Pastor is to be notified at the time of death, by a family member, if possible. The Pastor will then come to see the family either at their home or at the Funeral Home, for it is the Pastor's desire to visit such a family in their time of need and bereavement.

The arrangements for the funeral service will be decided upon between the family, the Pastor and the funeral director.

The fee to the church from non-member families is \$50.00 plus \$15.00 custodial charge. There is no set fee to member families. In the case where music is desired, the church acts on behalf of the family to secure an organist and a soloist, if desired. The fee for the organist is \$40.00 and for the soloist is \$30.00

Gifts to the church in memory of the deceased can be made through the Church Office. No specific amount has been set for such memorial gifts. If flowers from the funeral are brought to the church, it is requested that no more than two baskets be donated.

The Funeral Service is essentially a Memorial Worship Service for not only the family and friends of the departed Church Member but also for the entire Church Congregation. At the funeral service the Pastor functions on behalf of the entire congregation. Therefore, the use of the Church Building for this worship service is most appropriate, especially for active church members.

Funeral worship services for the families and friends of deceased non-church members will be conducted at the discretion of the Pastor.