



Thank you for considering the Stowe Community Church (SCC) for your wedding.  
Please consider the following carefully when making your wedding plans at the Stowe Community Church.

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**SERVICE:** Upon confirming your wedding date and receiving the deposit, our pastor, Rev. Dan Haugh, will contact you to set up a meeting to discuss your vision for your wedding and order of service.

**MUSIC:** Please contact our organist, Karen Miller, at 802-533-7720 or 57 Hutchins Farm Rd., East Hardwick, VT 05836 to learn about her services and our magnificent 1867 Simmons Tracker Organ. The organ is a historic part of the Church and, if you would like organ music in your ceremony, Karen would need to participate in your plan. If you prefer to have other forms of music, contact the church office to arrange for musicians and/or vocalists.

**FLOWERS AND CANDLE LIGHTING:** We realize that flowers and candles can be an important part of your wedding and have a few guidelines to consider.

- Pew clips are required, and available, if you are decorating the pews with flowers or ribbons.
- There are twelve pews on each side.
- If you would like to sprinkle petals down the aisle, we ask that they are silk to avoid staining the carpet.
- No flower arrangements are to be placed on the piano.
- If you choose to donate your flowers to our Church, please let Administrative Assistant Marylou Durett know and your wedding will be acknowledged in the Sunday worship bulletin.
- The 26-inch pair of brass candlesticks on the communion table are customarily used. If you would like to have a unity candle lighting ceremony, contact your florist to provide the candle arrangement. We have unity candle holders that you are welcome to use.
- If you choose to have a runner, please convey to the florist/wedding planner that the center aisle is 75 feet long.
- The sanctuary carpet color is cranberry and wedding attire shows up beautifully against this dark carpet.
- Candles in the windows should be covered by hurricane glass surrounds for safety reasons.

**REHEARSAL:** Typically, rehearsals take place the evening before the wedding between 4 and 7 PM. It is important to ensure your wedding party is at the church on time as there may be other rehearsals that evening. The processional, details of the service and the recessional are rehearsed and, on average, should take about 30 minutes. Logistics and ushering instructions are also given. Rehearsals are strongly advised for weddings with bridesmaids and/or groomsmen.

**LICENSE:** In-state couples may apply for their license from the town clerk in the place of their residence. Out-of-state couples must apply at the [Stowe Town Clerk's](#) office located at the municipal building in the middle of Stowe Village. Please refer to "[Getting Married in Vermont](#)" for more information.

**CO-OFFICIANTS:** Rev. Dan Haugh will be present for the rehearsal and service. Additionally, other ordained clergy, family and friend participation are welcome. These details will be discussed during your planning meetings.

**PARKING:** There is enough room in front of the church to park two standard-sized vehicles, one limousine or one coach bus. A sign is available to be placed in front of the church to reserve this space. There is accessible parking behind the church and across the street. Additional parking is in the rear of the building and ample public parking behind the church in the Recreational Path parking lot. **PLEASE INFORM YOUR GUESTS NOT TO PARK IN THE STOWE LANDING SPACES (THE BUILDING NEXT TO THE CHURCH) AND OBEY ALL PARKING SIGNS.**

**BIRDSEED:** Our policy is that NO birdseed, rice or confetti be thrown. If any of these items are used, there will be a \$500 penalty for clean-up.

**LIVESTREAM AND RECORDING:** For a fee of \$500.00 your wedding ceremony may be broadcasted live to family and friends unable to attend in person by accessing a direct link. The ceremony will also be recorded, and both the link and a recording will be provided.

**PHOTOGRAPHY AND RECEIVING LINES:** It is recommended that you discuss the details of your service with your photographer, so that you are both satisfied with the photographic plans. Rev. Haugh requests that no direct flash be used during the ceremony itself. During the processional and recessional, flashes are acceptable.

We've found it helpful to have formal photographs taken right after the service and encourage your guests to go to the reception immediately following the ceremony. There is limited space in the Church, and we recommend receiving guests at your reception. Depending on the Church's wedding schedule for the day, allowances may be made for receiving lines and photographs. These details will be discussed with Rev. Haugh.

**DEPOSIT:** In order to secure your date on the Church calendar, we request that you sign the wedding information form and send it with a \$250 deposit or call the church office with your credit card information.

If you decide NOT to have your ceremony at Stowe Community Church, please advise the church office immediately.

## **SUGGESTED SUMMARY WEDDING CHECKLIST**

To ease your wedding planning, this checklist has been prepared.

- Organist contacted & music arranged
- Photographer engaged & informed
  - No flash during ceremony
  - Videographer to remain stationary
- Wedding planner selected (optional)
- Flowers Selected
  - Delivery arranged
- Attendants informed of date/time of rehearsal
- Guests informed
  - NOT to throw bird seed, rice or confetti
  - Parking options
- Wedding license obtained

## **THE FOLLOWING FEES MUST BE RECEIVED BY THE CHURCH AT LEAST ONE MONTH PRIOR TO THE WEDDING:**

Please issue separate checks and send them to Stowe Community Church, PO Box 991, Stowe, Vermont 05672

- Site Fee to Stowe Community Church
- Minister's fee (to Dan Haugh)
- Organist's fee (to Karen Miller)
- Livestream fee to SCC (optional)

**FEES**

The Church is an important part of your wedding day and requires some financial consideration. The following is a breakdown of SCC’s fee structure:

**SITE FEE\*:** \$1,250.00 for non-members or \$500 for members and includes custodian services. If there is a financial challenge, please discuss with Rev. Haugh or Marylou Durett.

**MINISTER:** \$500.00 includes two to three planning sessions, the rehearsal and the wedding. Please make the check for these services payable to Rev. Dan Haugh.

**ORGANIST:** \$250.00. Discuss this option directly with organist, Karen Miller, when you select your musical arrangements.

**LIVESTREAM RECORDING (OPTIONAL):** \$500.00; Please include this amount in your payment to SCC.

**MANDATORIES**

**IN ORDER TO SECURE YOUR REHEARSAL AND WEDDING DATES, A NON-REFUNDABLE DEPOSIT OF \$250.00 MUST BE SENT TO THE STOWE COMMUNITY CHURCH.**

**ALL FEES MUST BE PREPAID AT LEAST ONE MONTH PRIOR TO THE WEDDING OR THE WEDDING WILL BE REMOVED FROM THE CHURCH CALENDAR.**

**MARRIAGE LICENSE MUST BE PRESENTED ON OR BEFORE THE WEDDING REHEARSAL.**

**PLEASE SIGN THE INFORMATION BELOW AND SEND IT WITH YOUR PAYMENT.**

\*site fee may be deductible from your income tax

**TEAR HERE**



**WEDDING INFORMATION FORM**

Enclosed please find a deposit for our wedding. We have read the above information carefully and will comply with the Stowe Community Church guidelines and regulations:

Signed: \_\_\_\_\_

Bride & Groom (please print): \_\_\_\_\_

Wedding Date and Time: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_