



Metropolitan Community Churches

TRANSFORMING OURSELVES AS WE TRANSFORM THE WORLD.

GREETINGS!

Congratulations on your decision to get married! Thank you for contacting MCC San Francisco to explore the possibility of our working together to make your big day all that you have wanted it to be. Metropolitan Community Church of San Francisco is proud of its long history of conducting weddings for same-gender couples for over 35 years. We celebrate with you this special and important part of your life.

This packet contains a wealth of information pertinent to your planning process, and should help you in your decision to engage the staff of MCC San Francisco to help make arrangements for your special day. Please review the information carefully, and return your Request for Wedding form and deposit as soon as possible so that we can reserve your preferred date.

MCC San Francisco contracts with a number of clergy to officiate weddings, all of whom are ordained by the Metropolitan Community Churches denomination. Collectively, these clergy have performed hundreds of weddings. They take pride in helping you plan a ceremony that uniquely celebrates you as a couple and that will provide a lifetime of memories.

Once again, congratulations as you begin this adventure of deepening your love and commitment. We wish you joyous blessings on the journey.

Metropolitan Community Church of San Francisco

150 Eureka Street

San Francisco, California 94114

415-863-4434 phone

415-431-9813 fax

www.mccsf.org

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MARRIAGE PROCESS

1. Review the enclosed information very carefully.
2. Send the Wedding Request form and deposit for 50% of total fee to: MCC-San Francisco 150 Eureka Street San Francisco, CA 94114. Checks should be made out to MCC-San Francisco, or you may pay by credit card. Please contact the MCCSF Office at 415.863.4434 or smarlowe@mccsf.org for information on this process.
3. Within ten business days of our receiving your completed form and deposit, the MCCSF Wedding Coordinator will contact you to discuss the date and time of your ceremony. Once this is confirmed, you will also be given information regarding the officiating clergy person. Do not print or mail invitations or commit to a venue before your date is given final confirmation.
4. Your officiating clergy will contact you to schedule a meeting to begin the process of wedding planning and counseling.

MCCSF WEDDING POLICIES & PROCEDURES

1. You must have been together at least one year to contract for a wedding with MCCSF.
2. You must send your non-refundable deposit (50% of total fee) at the time of your Wedding Request. After your deposit is paid, a date can be confirmed and clergy officiant assigned.
3. In the event that MCCSF cannot accommodate your requested dates, the deposit will be returned.
4. Balance of fees must be paid in full 15 days prior to the wedding date. If your balance is unpaid 15 days from the wedding, the wedding will be canceled.
5. If the wedding is cancelled due to non-payment, the deposit is non-refundable. If the wedding is cancelled by you less than 45 days from the wedding date, the deposit is non-refundable.
6. You, the marrying couple, must be in compliance with California state marriage law requirements.
7. In confirming a wedding date, MCCSF agrees to provide pre-wedding planning, counseling, ceremony preparation, officiating of the ceremony, certificate, and signing of the marriage license.
8. It is the couple's responsibility to provide, coordinate and compensate all other elements of the event including but not limited to venue acquisition, music/musicians, sound system, flowers and decorations, altar, altar decorations and candles, reception, wedding program, maps/direction to reception, clean-up of all venues, photography and recording.
9. You must comply with all policies and requirements of the venue's contract.
10. You must abide by the enclosed fee schedule.
11. The fees are for services performed.
12. Clergy have the right to refuse to marry anyone.

AGREEMENT BETWEEN MARRYING COUPLE AND MCCSF

Upon receiving the Wedding Request form and the correct deposit, the wedding date and time will be confirmed and the clergy officiant will be assigned. By sending your deposit and Wedding Request Form, you indicate your understanding of all of our wedding policies and procedures, and signify your agreement to the terms below.

The Metropolitan Community Church of San Francisco, through the officiating clergy person, agrees to—

1. Work with the couple to plan and create the wedding event the couple envisions.
2. Provide counseling to give the marriage its greatest chance for thriving into the long term. (May be waived for long term couples at discretion of clergy.)
3. Prepare for and conduct a quality, meaningful ceremony.
4. Provide a certificate of marriage (suitable for framing).

The marrying couple agrees to—

1. Be in compliance of California state marriage laws.
2. Submit balance of payment at least 15 days prior to the wedding for the wedding to proceed.
3. Arrange in advance a venue for the wedding and comply with all policies and requirements of venue contract. Please contact the MCCSF Office for booking the sanctuary at 150 Eureka Street.
4. Arrange for all other elements of wedding event including but not limited to music/musicians (recommended contact list enclosed), sound system, flowers and decorations, altar, altar decorations and candles, reception, wedding program, maps/direction to reception, clean-up of all venues, photography and recording.

GROUP WEDDINGS

GROUP WEDDINGS

All policies, procedures, and scheduling processes related to group weddings are the same as for all other weddings described in this packet. A group wedding is still a full-scale wedding, and the officiating clergy will work with the group to plan the ceremony. The fees for group weddings are outlined on the fee schedule page. A minimum of two couples are required and the Wedding Request forms should be submitted together. Please note on the form that you are interested in a group wedding and name the other participating couple(s).

GROUP RENEWAL OF VOW CEREMONIES

These ceremonies are for couples who have participated in a ceremony previously and simply now want to “make it legal.” Group renewal of vow ceremonies are NOT full-scale weddings, but they celebrate a ritual which allows the opportunity to renew vows and legalize the union. For more information on Group Renewal of Vow events that may be in the planning stages, please contact the MCCSF office at 415-863-4434.

SAMPLE ORDER OF CEREMONY

Below is a template of a basic order of service often used for weddings.
Your officiating clergy will work with you to plan the ceremony you desire.

Pre-service Music and Lighting of Candles

Music begins 5-15 minutes before the ceremony time, depending on the size of the wedding.

Processional

The “big entrance” and walk down the aisle, set to live or pre-recorded music.

Welcome & Opening Prayer

The clergy officiant welcomes the gathered community and sets the tone for the service.

Readings

Reading(s) should be meaningful to you both, an ideal opportunity to involve family members.

The Questions

These are what set apart a legal civil ceremony. “Do you take ____ as your lawfully wedded.....?”

Special Music

A solo or other music special to you both

Vows

A planned or spontaneous expression of your love and commitment to each other

Exchange of Rings or Other Symbols of Marriage

Choose from traditional or contemporary ring vows.

Blessing

A prayer blessing the couple and the marriage

Signing of the Marriage Documents / Pronouncement

Recessional

OPTIONAL ELEMENTS

Additional Special Music

Celebration of Holy Communion

May be for the couple only or for the entire gathered community.

Community Vow of Support

The gathered community responds “We will!” to supporting, encouraging and upholding the couple in their commitment.

Words of Spiritual Guidance

The clergy officiant speaks brief words of guidance, challenge and encouragement.

Benediction

Provides additional closure to the service after the pronouncement.

Please note: Usually a rehearsal is not required. The officiating clergy person can prepare the couple and attendants just prior to the start of the ceremony.

ABOUT WEDDING MUSIC

Most soloists have their own rates depending on years of expertise and your music requests. All performers will learn specific repertoire, but expect a higher rate for time taken to prepare your special requests. The contacts below are tremendous performers and can also give references. For example, under 'brass', one name is listed, but this contact has access to many instrumentalists.

Small ensembles and large ensembles are also available to you but take time to book. They also generally have a set list of repertoire they are able to provide and will not deviate from that list. Below are three, Queer singing groups in the Bay Area that have stellar small and large ensembles available for hire, and also feature many members that play instruments, as well as exceptional soloists. If you want a soloist, and want to support a non-profit, contact one of these groups and your resources will go to the group. Contact- ing one of the below soloists will help sustain our professional, queer musicians. Either choice is a winner for your special day.

There is no music like the music found at MCC-San Francisco! MCC-San Francisco has an active, strong music program with exceptional soloists. To request a soloist or instrumentalist from our music program, contact Grace Renaud, \$50 per hour for consultation, \$75 per hour for performance. Available through the MCC music department: piano, violin, guitar, flute, recorder, drumming, small band- piano, bass, drums - all men, all women, or mixed soloists of all voice types and styles.

Lesbian/Gay Chorus of San Francisco Contact: Kristen Brown, 415.215.2246, manager@lgcsf.org, lgcsf.org

Golden Gate Men's Chorus Contact: General Manager, 415.668.ggmc (4462), www.ggmc.org

Queer Professionals Rates: Depending on location and repertoire, expect \$75-\$150 per hour for the performance. Most soloists will work with your budget. Note: It is not unheard of to audition soloists. Remember, almost all soloists require an accompanying instrument so an audition, while not unheard of, is inconvenient and will cost the soloist money to hire a pianist for the audition. If you want to audition soloists, it is recommended you offer a small 'thank you for your time'. \$50 is appropriate.

Organ/Piano: Grace Renaud, 510.501.8794, kruzzzz@hotmail.com

Brass Contact: Aaron Priskorn, trumpet- all styles, 415.722.2009, sftrpt@gmail.com

Strings Contact: Caroline Dream, violin/viola- all styles, 415.264.4875

Dance Contact: Michael Mohammed, 650.219.5785 Brittany Brown Ceres of Dance Ceres, 415.794.0752 *Why dance? Perhaps you need help choreographing your wedding or you want dancers to burst forth down the aisle signaling the arrival of the wedding party- or you want a special moment of embodied art. Dance can be beautiful, tasteful, and an unusual addition that people will be talking about for a long time. Some people even hire dancers for their reception to keep the party going!

Alternative Music Includes chanting, throat singing, intoning, bowl ringing, and all mystical instruments Contact: Shaman David Samas, 415.826.4112

What is "Standard Wedding Music"? Below is a list of music that all musicians know. Guaranteed.

Canon in D by Pachelbel

Ave Maria (Schubert and Gounod)

There is Love ("The Wedding Song")

Prelude in C by J.S. Bach

"Here Comes the Bride" (Wagner)

Claire de lune (Debussy)

Wedding Request Form

To confirm a wedding ceremony date and clergy officiant, send this completed form with deposit (50% of total fee) to:

MCC San Francisco – Wedding Request
150 Eureka Street
San Francisco, CA 94114

Today's Date: _____

Parties of Marriage

A. Full Name _____

Gender: _____ Age: _____ Date of Birth: _____

Name as it should appear on Certificate of Marriage:

Name or variation of name to be used in ceremony: _____

B. Full Name _____

Gender: _____ Age: _____ Date of Birth: _____

Name as it should appear on Certificate of Marriage:

Name or variation of name to be used in ceremony: _____

ADDRESS: _____

Phone: _____ Email: _____

Page 2 of Wedding Request Form

How long have you been in relationship with one another?

Do you have children?

Date you desire for your ceremony:

First Choice: _____ Second Choice: _____ Third Choice: _____

Time of Day in order of preference: Morning _____ Afternoon _____ Evening _____

Location of Ceremony: _____

Are either of you members of MCC San Francisco? _____

How did you hear about MCC San Francisco?

Our deposit is enclosed via check number: _____ in the amount of \$ _____, which is 50% of the total fee, OR total fee enclosed \$ _____.

Please charge our credit card for our deposit, which is 50% of the total fee: \$ _____

Type of Card: _____ Name on card: _____

Card number: _____ 3 Digit Code: _____

Expiration Date: _____ Signature: _____

FOR INTERNAL USE ONLY: Date Received: _____ Balance Paid: _____

MCCSF Wedding Fee Schedule - Members

WEDDINGS (one couple)

Clergy Officiant fee: (regardless of wedding size)	\$300
150 Eureka Sanctuary Space	Contact Church Office smarlowe@mccsf.org
Administrative fee:	waived

GROUP WEDDINGS (min. 2 couples)

Clergy Officiant fee per couple	\$200
150 Eureka Sanctuary Space	Contact Church Office smarlowe@mccsf.org
Administrative fee:	waived

Fee Information

Above fees include: Pre-planning meeting(s), counseling (may be waived for long term couples at discretion of clergy), service preparation, conducting of ceremony, certificate, signing of marriage license.

Generally, a rehearsal is not required and the clergy officiant can prepare the couple (and wedding party) for the ceremony just prior to it. **Additional fees will apply for rehearsals** held on a different day than the ceremony, usually \$50.

Additional fees will also apply for ceremonies held out of the immediate San Francisco area depending on the distance, generally \$50 for every 100 miles, roundtrip.

Please note that **musicians** must be arranged for separately and compensated directly. A musician contact list is provided.

The fees are for services performed. In the event that any changes occur in California state marriage law at any point in the future which affect these marriages, no refunds can be given for services already performed.

Group weddings

To schedule a group wedding, at least two couples must submit their Wedding Request forms together. Other couples may be added at the discretion of officiating clergy. Please refer to the page on group weddings for more information.

MCCSF Wedding Fee Schedule for Non-Members

WEDDINGS (one couple)

Clergy Officiant fee:

100 Guests or less	\$300
More than 100 guests	\$400

150 Eureka Sanctuary Space	\$100/per hour (less than 50 people)
	\$150/per hour (more than 50 people)

Administrative fee: \$75

GROUP WEDDINGS (min. 2 couples)

Clergy Officiant fee per couple \$200

150 Eureka Sanctuary Space	\$100/per hour (less than 50 people)
	\$150/per hour (more than 50 people)

Administrative fee: \$75

Fee Information

Above fees include: Pre-planning meeting(s), counseling (may be waived for long term couples at discretion of clergy), service preparation, conducting of ceremony, certificate, signing of marriage license.

Generally, a rehearsal is not required and the clergy officiant can prepare the couple (and wedding party) for the ceremony just prior to it. **Additional fees will apply for rehearsals** held on a different day than the ceremony, usually \$50.

Additional fees will also apply for ceremonies held out of the immediate San Francisco area depending on the distance, generally an additional \$50 for every 100 miles, roundtrip.

Please note that **musicians** must be arranged for separately and compensated directly. A musician contact list is provided.

The fees are for services performed. In the event that any changes occur in California state marriage law at any point in the future which affect these marriages, no refunds can be given for services already performed.

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To schedule a group wedding, at least two couples must submit their Wedding Request forms together. Other couples may be added at discretion of officiating clergy. Please refer to the page on group weddings for more information.