

FACILITY USE AND EVENT BOOKLET



EAST CONGREGATIONAL CHURCH

UNITED CHURCH OF CHRIST

610 ADAMS STREET

MILTON, MA 02186

www.eastchurch.org

An Open and Affirming Congregation

Revised November 2021

A WORD FROM OUR PASTOR

Welcome, and thank you for considering East Church as the venue for your group or event.

East Congregational Church is an Open and Affirming Congregation in the United Church of Christ. We are a vibrant community of faith that strives to follow the teachings of Jesus the Christ.

We thank you in advance for the care you will give our building during your time with us.

Peace,
Rev. Shelly Davis, Pastor

DONATIONS FOR BUILDING USE

Security Deposit: \$150

Use of Building:

First three hours: \$150

Use of Building with Kitchen:

First three hours: \$250

Each additional hour: \$50

Required Use of Sexton for Set-up/Clean-up:

First three hours: \$150

Each additional hour: \$25

YOUR NEXT STEPS

1. Please call the Church Office at (617) 698-0270 to reserve your date for use of the facilities with the Church Office Manager.
2. Complete the "Building Use Data Sheet" as soon as possible and return to the Church Office at:
East Congregational Church
610 Adams Street
Milton, MA 02186
Attn: Lanelle C. Fleming
3. *All donations for building use must be paid in advance.* Donations are to be made payable to "East Congregational Church." Donations for the Sexton are to be paid by a separate check payable to "Stephen Natale."

POLICIES AND GUIDELINES FOR BUILDING USE

- All building use must be cleared through the Church Office.
- Arrangements for deliveries of rental equipment, food, etc.; the opening and closing of the building; and the services of the sexton will be negotiated at the time of rental.
- All applications for building use are subject to approval by the Property Committee.
- Care must be exercised to prevent any physical damage to the church's property or any of its furnishings.
- No objects which can damage walls or furnishings will be allowed, e.g., nails, scotch tape, tacks, screw hooks, etc. Signs or decorations may not be secured to any surface.
- Fellowship Hall is rated to hold **no more than 152 people (in accordance with Fire Safety laws)**.
- No food or beverage is allowed in the Sanctuary, Chapel or Church School classrooms.
- No alcoholic beverages in the building.
- No smoking allowed in the building.
- No rice or confetti on the premises.
- In order to book an event, we must receive a 10% deposit and all completed building use forms. The remaining balance is due no later than 7 days before the date of the event. At that time, the security deposit is also due. All donations must be in the form of a bank check.
- The 10% deposit is nonrefundable if the event is cancelled within 7 days of the date.
- The security deposit bank check will be refunded within 48 hours if the church determines the facilities have suffered no damages and the property is reasonably clean.

BUILDING USE FORM

Name: _____

Organization: _____

Address: _____

Day Phone#: _____ Evening Phone#: _____

E-mail: _____

Date of Function: _____

Start Time: _____ End Time: _____

All evening events must end by 10pm.

Usage Purpose: _____

Total expected attendance: _____

*Fellowship Hall capacity must not exceed 152 people
in accordance with Fire Safety Law.*

PLEASE SELECT THE ROOM(S) YOU WOULD LIKE TO RESERVE:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Meeting/Game Room
<input type="checkbox"/> Church School Classrooms	<input type="checkbox"/> Parlor
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Chapel
<input type="checkbox"/> Kitchen	

Total Usage Cost: _____ 10% Deposit \$ _____

Security Deposit and Balance are due 7 days before event date

Security Deposit: **\$150.00** Balance: \$ _____ Due Date: _____

*Please make bank checks payable to "East Congregational Church."
Checks for the Sexton must be paid by separate check to "Stephen Natale."*

I have read and understood the Building Usage Policies.

Signature: _____

Print Name: _____

Today's Date: _____

Return the completed Building Use Form to the Church Office at:

**East Congregational Church
610 Adams Street
Milton, MA 02186
Attn: Lanelle C. Fleming**



**MEMORIAL SERVICES
AND
FUNERALS
AT
EAST CONGREGATIONAL CHURCH**



A WORD FROM OUR PASTOR

Welcome, and thank you for considering East Church for the memorial service or funeral of your loved one.

East Congregational Church is an Open and Affirming Congregation in the United Church of Christ. We are a vibrant community of faith that strives to follow the teachings of Jesus the Christ.

Please know our prayers are with you as you mourn the loss and celebrate the life of your loved one.

Peace,
Rev. Shelly Davis, Pastor

IMPORTANT DETAILS YOU NEED TO KNOW

- Fellowship Hall is rated to hold no more than 152 people *(in accordance with Fire Safety laws)*.
- No alcoholic beverages in the building.
- No smoking allowed in the building.

SCHEDULE OF FEES FOR MEMORIAL/FUNERAL SERVICE

Pastor	\$300
Organist	\$250
Sexton (Sanctuary)	\$150
Soloist	<u>\$150</u>
Total	\$850

Fellowship Hall for Collation: *(Includes table and chairs. You will need to provide your own plates, napkins and silverware)*

Fellowship Hall/Kitchen: \$150 for 3 hours (\$25/hour thereafter)
Sexton: \$150 for 3 hours (\$25/hour thereafter)

The Sexton's Sanctuary fee of \$150 is for 3 hours of set-up, assistance and cleaning. The Sexton's Fellowship Hall fee of \$150 is for 3 hours of set-up and clean-up for collation, and \$25 for each additional hour.

Please pay all fees by the date of the service. Please make out *separate* checks for the pastor, organist, sexton, soloist and building use fees.

MEMORIAL SERVICE OR FUNERAL FORM

Name of Deceased: _____

Date of Birth of Deceased: _____

Date of Death of Deceased: _____

Date of Service: _____

Time of Service: _____

Total expected attendance: _____ **Total Cost:** \$ _____

Are you planning to use our Fellowship Hall? Yes No

Balance \$ _____ **Today's Date:** _____

Contact Name: _____

Address: _____

Day Phone#: _____

Evening Phone#: _____

E-mail: _____

I have read and understood the Building Use Policies and Guidelines.

Signature: _____

Print Name: _____

Today's Date: _____

Please make separate checks payable to the following:

- Pastor:* Rev. Shelly Davis
- Organist:* Lynn Salmonsens
- Sexton:* Stephen Natale
- Soloist:* (Name will be Provided)
- Building Use:* East Congregational Church



**WEDDINGS
AT
EAST CONGREGATIONAL CHURCH**



A WORD FROM OUR PASTOR ABOUT YOUR UPCOMING WEDDING

This booklet is designed to assist you as you prepare for the celebration of your marriage. Its purpose is two-fold: to give you the necessary information to plan for your wedding at East Church, and to provide you with some insights into the meaning of a Christian marriage. It is easy to get caught up in the many details of preparing for your wedding, and we believe it is important to take the time to reflect upon the spiritual nature of marriage.

We will need to speak soon, so that we might schedule our pre-marital meetings as soon as possible. I generally meet with couples four times, but the number of meetings will be determined by your needs. It will be a great honor for me to officiate at your wedding, and I look forward to meeting with you soon!

Peace,
Rev. Shelly Davis

THE MARRIAGE LICENSE

You need to have a marriage license to get married in the Bay State. You can apply for a license from any city or town in the state — it doesn't have to be from the town where you live or where your ceremony will be.

You should contact your city or town clerk to find out exactly what you and your future spouse need to do to get a marriage license, but in general, before your wedding you'll need to:

- Fill out a Notice of Intention of Marriage Form — You and your future spouse will need to go in person to your city or town clerk to fill out this form. You'll need to provide:
 - Proof of your age, such as a birth certificate or passport
 - Your Social Security number
 - Payment for fees, which vary by town
 - The name you'll use after the wedding if you've decided to change it

Pick up Your Marriage License — There is a required 3-day waiting period before you can pick up your marriage license. In some cases, you can [apply for a marriage without delay](#) at the [probate or district court](#) in the town where you submitted your notice to waive this period. The license is valid for 60 days. If you're not married within 60 days of the date the license was granted, you'll need to apply for it again.

OUR COVENANT OF COMMUNITY STATEMENT

Drawn together in Christ and aspiring to emulate the unconditional love of God, we the members of East Congregational Church of Milton, Massachusetts, United Church of Christ, joyously pledge to serve our community as a safe sanctuary, open to and affirming of all people.

Believing that each person is created in the image of God, we invite all people into the full life and ministry of this church, including but not limited to people of all ages, nationalities, ancestries, ethnic groups and faith backgrounds; people of all gender identities and sexual orientations; people of all mental, emotional and physical abilities; and people of all economic and social standings who seek to follow the teachings of Jesus Christ.

We are especially grateful for the gift of children in our community and we promise, by word and example, to help them discover their true identity as beloved children of God. We promise to help them grow in faith, and to love, respect and value themselves and others. We celebrate families in all their diverse forms, whether traditional or non-traditional.

In mutual support and love, we will render loving service toward humankind, striving for righteousness, justice and peace in the name of Jesus Christ.

Our Vision

*Drawn together in the mystery of God,
and led by Christ,
we will grow in the Spirit
by engaging faith, embracing change,
and seeking justice for all.*

Our Mission
Building and serving community
in Christ's name.

CHRISTIAN MARRIAGE

Weddings are occasions steeped in tradition that can govern everything from flowers to wedding clothes to music. A church is certainly one traditional setting, but the decision on your part to have a “church wedding” needs to be based on something more than tradition. We believe the choice of a church setting best comes from an understanding that the love you have discovered in each other is a reflection and extension of the divine love of the Creator for all of creation. A Christian Wedding Service acknowledges this and centers the marriage in that spirit.

“To the Christian, marriage is more than a legal business arrangement or social contract. It is, rather, a holy covenant that is made before the gathered assembly and in the presence of God.” This statement is taken from a typical United Church of Christ wedding service, and is often part of the Charge to the Couple. It is a reminder to us all that what is taking place does not depend on the perfect orchestration of the many details that go into planning a wedding. All the outward forms and celebrations are only symbolic, for the actual marriage rests on the understanding that this is a sacred, personal union that the state may make legal and the church solemnize, but only love can create and mutual respect fulfill.

Christian marriage takes place in the community of the church and is nurtured within that community in the future. A church is best not chosen simply because it is pretty or convenient, but because you believe that this community would be a place where you would feel comfortable in your faith journey. The Deacons and I; therefore, invite and encourage you to attend at least one of our Sunday Worship services so you might come to know us better as we get to know you in the planning of your wedding.

***So they are no longer two, but one flesh. Therefore what God has
joined together, let no one separate.***

Matthew 19:6, NRSV

ARRANGEMENTS WITH EAST CHURCH

1. **Schedule:** All dates must be cleared with the Church Office Manager (617) 698-0270, and should be scheduled well in advance of your wedding.
2. **Data Forms** Please complete the Wedding Data Sheet and the Building Use Data Sheet, and return them to the Office Manager as soon as possible.
3. **Meet with Pastor:** Meet with the Pastor before making any other plans. Pre-marital meetings will be scheduled at that time
4. **Organist:** It is expected that the Organist of East Church will be your organist, and the person whom you will consult regarding wedding music. (All musicians, including a guest organist, must be approved by the East Church Organist.)
5. **Wedding bulletins:** Wedding bulletins may be ordered and arranged through the church for a small fee.
6. **Photography etiquette:** Please instruct family and ushers to inform your guests and any photographers that flash photographs should *not* be taken in the Sanctuary *during the wedding service*. Photographs are permitted when the wedding party is processing into or recessing from the Sanctuary.
7. **The Parlor:** The Reid Parlor is available for formal pictures and the ceremony can be “re-posed” after the congregation has departed. It is also possible to videotape the service using *natural* lighting.
8. **Wedding Officiant:** Our pastor will perform the service; however, guest clergy and guest musicians are welcome. They should receive a personal invitation from the Pastor or Organist whom they will assist.
9. **Our Fellowship Hall is rated to hold no more than 152 people.**
No alcoholic beverages in the building.
No smoking in the building.
No rice or confetti on the premises.

SCHEDULE OF FEES

Please be sure to call the Church Office Manager, complete and return the Wedding Data forms to the Office Manager as soon as possible, and arrange an appointment with the Pastor. After meeting with the Pastor, book your rehearsal and wedding dates with the Church Office Manager and plan any details.

MEMBER (Required fees):

Pastor	\$300
Organist	\$250
Sexton (Sanctuary)	<u>\$150</u>
Total	<i>\$700+optionals</i>

NON-MEMBER (Required fees):

Pastor	\$350
Organist	\$250
Sexton (Sanctuary)	\$150
Use of Building	<u>\$250</u>
	<i>\$1,000+optionals</i>

Optional:

Fellowship Hall	\$150
Soloist	\$150
Wedding Bulletins	\$15/100
Candelabra	no cost (<i>couple provides candles</i>)
Sexton (Fellowship Hall)	\$150

The Sexton's Sanctuary fee of \$150 is for 3 hours of set-up, assistance, and cleaning. The Sexton's Fellowship Hall fee of \$150 is for 3 hours of set-up and clean-up for a reception, and \$25 for each additional hour.

All fees *must* be paid by the *rehearsal* date. Please make out *separate* checks for the pastor, organist, sexton, soloist and building use fees.

In order to book an event, we must receive a 10% deposit of the rental fee, and all completed rental forms. The remaining balance is due no later than 7 days before the date of the event. At that time, the security deposit is also due. All payments must be in the form of a bank check.

The 10% deposit is nonrefundable if the event is cancelled within 7 days of the date. The security deposit bank check will be refunded within 48 hours if the church determines the facilities have suffered no damages and the property is reasonably clean.

WEDDING DATA SHEET

Name: _____

Partner's Name: _____

Address: _____

Phone: _____ Email: _____

Date of Wedding: _____ Start Time: _____ End Time: _____

Rehearsal Date: _____ Start Time: _____ End Time: _____

Total expected attendance: _____

Are you a Member of East Church Yes No

Would you be interested in any of the following optional items?

Soloist

Fellowship Hall

Wedding Bulletins

Sexton (Fellowship Hall)

Candelabra

Total Wedding Cost: _____ 10% Deposit \$ _____

Date: _____ Security Deposit (*due 7 days before event date*): **\$150**

Balance (*due 7 days before event date*) \$ _____

Please have bank checks made payable to East Congregational Church. Please note that the remainder is due seven days before the date of your event.

Please make separate checks payable to the following:

Pastor: Rev. Shelly Davis

Organist: Lynn Salmonsens

Soloist: *Name will be Provided*

Sexton: Stephen Natale

Building Use: East Congregational Church

I have read and understood the Building Use Policies and Guidelines.

Signature: _____

Print Name: _____

Today's Date: _____

please return this completed form to the Church office



Our Vision

***Drawn together in the mystery of God,
and led by Christ,
we will grow in the Spirit
by engaging faith, embracing change,
and seeking justice for all.***

Our Mission

***Building and serving community
in Christ's name.***



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UNITED CHURCH OF CHRIST**

610 Adams Street

Milton, MA 02186

Phone: (617) 698-0270

Email: office@eastchurch.org

Website: www.eastchurch.org

Pastor:

Rev. Shelly Davis

Office Manager:

Lanelle C. Fleming

Organist:

Lynn Salmonsens

Sexton/Caretaker:

Stephen Natale