



WEDDING GUIDELINES

Wedding Chairperson Joanne Carey
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BIG MOOSE COMMUNITY CHAPEL, 1544 BIG MOOSE ROAD, EAGLE BAY, NY 13331

THE BIG MOOSE COMMUNITY CHAPEL congratulates you on your upcoming wedding and wishes God's blessing on your union. Because of the large number of requests to use the Chapel for wedding ceremonies, the small size of our community, and the fact that our wedding hosts/hostesses and the Wedding Chairperson are volunteers, we urge you to check with the Chairperson as early as possible to discuss available dates. We ask you to adhere to the following policies regarding weddings at the Chapel, as they are designed to help make your wedding a memory to be cherished by you, your family, and friends.

CEREMONY GUIDELINES Big Moose Community Chapel is not just any wedding venue. Rather, the Chapel is a house of worship serving the spiritual and outreach needs and goals of its faith community. With that understanding, the Chapel's policy regarding wedding ceremonies is that they are to be religious ceremonies in which the union in marriage is consecrated in the eyes of God through the faith of those who are being married. Big Moose Community Chapel is a Christian chapel but is open to all faiths. Therefore, the wedding ceremony, while sacred and religious, need not be Christian.

CLERGY We urge you to begin conversation with a clergyperson to perform your wedding as you look to book a date on the Chapel calendar. The Chapel requires that the officiant for a wedding ceremony (or a renewal of vows or blessing) be a duly ordained and credentialed clergyperson, with such ordination and credentials granted by an established religious institution and which include an academic program of religious studies, preferably approved by the Association of Theological Schools. He or she must be authorized to perform weddings in New York State. If questions arise, the Chapel's regular summer pastor, the Reverend Dr. Richard McCaughey, is authorized by the Chapel's Board of Trustees to determine the appropriateness of a requested officiant. To be clear:

- The Chapel does NOT recognize online or other such ordinations.
- The Chapel does NOT host civil services, NOR may Justices of the Peace perform weddings there.

The Reverend Dr. McCaughey is available to perform weddings during the regular Chapel season. His off-season address is 3505 Middle Cheshire Road, Canandaigua, NY 14424. Should you wish to engage him to perform your ceremony, please feel free to contact him at rmccaughey63@gmail.com or 585-396-5867. The Reverend Dr. McCaughey's fee should be negotiated directly with him, as should time and method of payment.

Any fee required for outside clergy should be negotiated and delivered directly to that person. We recommend your marriage license be delivered to the clergyperson at the rehearsal.

WEDDING DATES & THE CHAPEL CALENDAR We are an open, nondenominational church that welcomes all who wish to hold their services here, but the Board of Trustees strictly limits the number of weddings per day to one (1). Because we are a seasonal chapel, open from the end of June through the end of September, we urge you to book the Chapel even before you book a reception site.

Weddings may be booked from mid-June until the last Saturday in September. No weddings will be booked on the last Saturday in July or the first Saturday in August because those are the dates of the Chapel's annual Balsam Bee and Bazaar. Typically a rehearsal is held on Friday and the wedding on Saturday. Blessing or Renewal of Vows ceremonies may be held on the same weekend as a scheduled wedding but only at the discretion of the Wedding Chairperson.

In booking the Chapel for your wedding the building will be available to you for a one (1)-hour rehearsal prior to the wedding day and for approximately three (3) hours on the wedding day (which includes an hour before and an hour after the ceremony). Because the Chapel is used for other occasions and events, please discuss your rehearsal and wedding times with the Wedding Chairperson.

TO RESERVE A WEDDING DATE We urge both members of the wedding party read these "Wedding Guidelines" and the other wedding documents on the Chapel's website **BigMooseChapel.org** under the "Weddings" tab. We suggest you make initial contact with the Wedding Chairperson to discuss the Chapel's availability and any other questions. You may then reserve the rehearsal and wedding dates by downloading, completing, and returning the following to the Wedding Chairperson at her address on page 1 of these guidelines:

- "Wedding Information Form" from the website, a 1-page document
- "Reminders & Checklist" from the website, a 2-page document
- A check as specified in "Fees & Paperwork" below

If you need the forms sent to you by mail, contact Joanne at **BigMooseWeddings@gmail.com**. Your rehearsal and wedding dates will be added to the Chapel calendar ONLY AFTER she has received these three (3) items.

Once your rehearsal and wedding are on the Chapel calendar, you will be assigned a volunteer host/hostess who will be in touch with you well before the wedding day to confirm many of the details you provide on the "Wedding Information Form." He or she will be your Chapel liaison and will be on site for the rehearsal and wedding ceremonies. Please contact the Wedding Chairperson at **BigMooseWeddings@gmail.com** immediately should your plans change.

THE ORGANIST & OTHER MUSIC The Chapel employs an organist. If you would like contact information regarding hiring an organist for your wedding, please contact the Wedding Chairperson.

You may arrange for other musician(s) and/or singer(s) to perform at your wedding, keeping in mind that all music and instruments should be appropriate to the occasion and to the Chapel setting. Payment to all performers should be handled directly with them. As with clergy, we urge you to begin discussion with musicians as soon as possible to ensure their availability.

In addition to the organ, a piano is available near the altar. The Chapel does NOT have a sound system—nor is one needed because of the intimacy and size of the sanctuary—but several electrical outlets are convenient to the altar should you wish to play prerecorded music on a “boombox.”

FLOWERS The Chapel will be open before the rehearsal or ceremony to allow florists to deliver and/or arrange flowers. Initial plans should be discussed with the Wedding Chairperson, but please speak with your host/hostess about flowers and decorations as he or she may need to coordinate with the florist or wedding planner. Some decorating may be done after the rehearsal if time permits, with the balance usually done in the hour preceding the ceremony. If you provide altar flowers for your wedding and do not plan to use them further, the Chapel will happily enjoy them at our services on Sunday. An announcement will be made to the congregation that day noting your gift. Flowers or other decorations may NOT be affixed to pews or other Chapel furniture with any kind of tape.

SUPPLIES, FACILITIES, & CELL PHONES The Chapel seats 150 comfortably, with 11 pews on each side of the Chapel and 3 half-pews on each side at the rear. We provide white candles for the candelabras and the fireplace and, if needed, a kneeling bench. We’re happy to light a fire in the fireplace, too. The wedding party provides its own unity candle. Any of the wedding party may dress in the Chapel basement with complete privacy. The groom, the best man, and groomsmen typically wait with the clergyman prior to the ceremony in the Chapel’s side room upstairs.

We encourage you to inform your wedding party and guests that the Chapel is located 5.5 miles west of Eagle Bay on the beautiful, winding Big Moose Road and that their punctuality is appreciated in attending both the rehearsal and the wedding. There is no internet or cell phone service at the Chapel, and the ONLY bathroom facilities are located in the basement, down one flight of stairs. There are three (3) steps at the front door of the Chapel. Please let your host/hostess know if any of your family or guests will need a ramp for these steps.

PARKING There is a large parking lot across the road from the Chapel. There is NO parking in front of the Chapel during weddings and NEVER on the Chapel lawn. That area is for drop-off and pick-up only, both for persons needing assistance and for the wedding party.

PICTURES & POOCHES Please plan your ceremony and any photography before or after the service within the time period outlined above. Photographs may be taken in the Chapel and on Chapel grounds, including lakeside, the dock, and on the stone stairs, after the ceremony. It is the policy of the Chapel that there should be no flash photography during the wedding ceremony. Professional and amateur photographers at your wedding should be discreet and their actions, presence, and noise level appropriate to the occasion. There must be NO standing on the pews or other furniture to take photographs.

Though often considered family, NO pets or animals of any kind may be brought into the Chapel with the exception of bonafide service animals. NO pets or animals may be tied up anywhere on the Chapel premises, NOR should anyone plan to leave an unattended animal in a car in the parking lot. Please discuss this with the Wedding Chairperson if needed.

REMINDERS & CHECKLIST Before you sign and return the “Reminders & Checklist” form, please take a moment to review the important information on it as it is the wedding couple’s responsibility to ensure that their guests adhere to these guidelines.

FEES & PAPERWORK The Chapel’s fee of \$750 for weddings covers your use of the Chapel for the rehearsal and wedding as described above and expenses such as electricity, heat, candles, and custodial services. There is a fee of \$200 for a Blessing or a Renewal of Vows service, each of which is limited to 25 or fewer guests and does not include a rehearsal. There is a \$25 cancellation fee if a scheduled wedding needs to be removed from the Chapel calendar. Please include a check for the applicable fee, made payable to Big Moose Community Chapel, when you return the signed “Wedding Information Form” and the initialed and signed “Reminders & Checklist” to the Wedding Chairperson. Once the paperwork and check are received, your rehearsal and wedding times will be booked into the Chapel calendar and a Chapel host/hostess will be assigned as described above.

WEDDING CHAIRPERSON

The Chapel’s Wedding Chairperson is:

Joanne Carey
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QUESTIONS? If you have any questions, please ask. We look forward to helping you make Big Moose Community Chapel a part of your special Adirondack wedding day.