



Open hearts. Open minds. Open doors.

**The people of The United Methodist Church®**

**THE UNITED METHODIST CHURCH OF EVANSVILLE, WI**

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## **Wedding Policies and Fees for Members Evansville United Methodist Church**

To be married as a member, the person to be married, their parents or grandparents must be a member for at least one year prior to the wedding date.

1. Members may book a wedding as far in advance as they'd like. Rehearsals must be booked at the same time as the wedding. A wedding is considered "booked" upon receiving a completed application and refundable booking fee. Securing a wedding date is on a first-come, first, serve basis (based on booking fee payment), though members have higher priority over non-members.
2. Pre-wedding counseling is required.
3. Couple must speak with the Evansville United Methodist pastor before booking the wedding to guarantee that the pastor is available to officiate on the chosen wedding date. The pastor will want to have a preliminary conversation about the wedding with both parties of the wedding couple. If our pastor is not available to officiate on the chosen date, it will be at the pastor's discretion to approve someone who may and may not preside.
4. Except during the processional and recessional when a photographer may be near the front, at no time should the photographer take pictures from the alter area. The photographer should not interfere with the ceremony at any time. Flash and photo lamps are **not** permitted during the ceremony.
5. No alcoholic beverages are allowed anywhere in the church building or on the church grounds.
6. No smoking is allowed in any area of the church building, or church grounds.

### **FEES**

#### **Due at time of booking:**

**BOOKING FEE** There is a \$300 refundable booking fee. Booking fee will be kept by the church if wedding is cancelled less than 2 months from scheduled date or if there is any damage to the church. The booking fee will be refunded within two weeks after the wedding if there is no damage to the church, and at the pastor's approval. The booking fee covers the use of all areas of the church including the kitchen, fellowship hall, and church sanctuary. If food is going to be served there is an additional charge for cleaning. No alcohol can be served or consumed in any part of the church building or on church grounds.

#### **Due one month before wedding:**

**CUSTODIAN** A custodial fee of \$50 will be imposed for any wedding use. If food is served and the kitchen is used there is an additional \$100 cleaning fee, for a total of \$150.

**WEDDING COORDINATOR** A wedding coordinator fee of \$100 will be paid by the wedding couple. The wedding coordinator will schedule weddings, help the bride and groom with planning, will lead the rehearsal and help with the ceremony.

**PASTOR HONORARIUM** is customary and is at the discretion of the couple but a typical honorarium is \$150.

**CHURCH ORGANIST/PIANIST** will be paid directly according to the organist/pianist fee which is customarily \$100 and includes the wedding, rehearsal and consultation. There is an additional \$25.00 charge (payable to the organist/pianist) for each additional rehearsal. If the church organist/pianist isn't used, then the pastor must approve the organist/pianist.

**The Wedding Service:** The celebration of marriage is sacred and holy. Our pastor has final discretion over the content of your wedding service. Please discuss your plans with him or her to make final decisions regarding your wedding celebration. Secular music is permitted but you must share the music with our pastor in advance for his or her approval.

*SPRC approved September 2009*