



WEDDING GUIDELINES

St. Mark's United Methodist Church

WEDDING FEES (non-members)

DEPOSIT DUE WITH RESERVATION FORM.

Sanctuary.....	\$ 350.00
Minister	\$ 325.00
Music: Wedding, Rehearsal, and a 1 Hour consultation	\$ 275.00
Solo and other Musicians	as arranged
Fellowship Hall	\$100.00 (Up to 4 Hours)
(No charge for Fellowship Hall for Friday night set up.)	
Community Life Center.....	\$700.00 Minimum (Up to 4 Hours)
	\$90.00 each additional hour
Use of kitchen	\$100.00 (Up to 4 Hours)
	\$25.00 each additional hour
*Sound Technician	\$50.00/Hr. (2-Hr. Minimum)
Sound Equipment	\$50.00/Event
Media Technicians	\$50.00/Hr.(2-Hr. Minimum)
Media Equipment:	\$50.00/Event
*Wedding Coordinator:	
Wedding & Rehearsal	\$300.00 (Up to 6 Hours)
	\$50.00 each additional hour
Reception	\$200.00 (Up to 6 Hours)
	\$50.00 each additional hour
*Custodian:	
Wedding Only	\$ 100.00
Reception in the Fellowship Hall.....	\$ 100.00
*Required Personal	
Deposit for Sanctuary.....	\$ 100.00
Deposit for Fellowship Hall.....	\$100.00
Deposit for Community Life Center.....	\$300.00

All deposit fees must be submitted with the reservation form and are non-refundable if wedding is cancelled less than 30 days prior to the ceremony.

WEDDING FEES (members)

DEPOSIT DUE WITH RESERVATION FORM.

Sanctuary.....	\$200.00
Minister	Honorarium
Music: Wedding, Rehearsal, and A 1- Hour Consultation	\$250.00
Solo and other Musicians	as arranged
Fellowship Hall	\$50.00
Community Life Center.....	\$600.00 Minimum (Up to 4 Hours) \$60.00 each additional hour
Use of Kitchen	\$25.00—Non Cooking \$50.00-----Cooking
*Sound Technician	\$50.00/Hr (2-Hr. Minimum)
Sound Equipment.....	No Fee
Media Technician	\$50.00/Hr (2-Hr. Minimum)
Media Equipment	No Fee
*Wedding Coordinator:	
Wedding & Rehearsal	\$300.00 (Up to 6 Hours) \$50.00 each additional hour
Reception.....	\$200.00 (Up to 6 Hours) \$50.00 each additional hour
*Custodian:	
Wedding Only	\$100.00
Reception in the Fellowship Hall	\$100.00

*Required Personnel

Deposit for Sanctuary.....	\$100.00
Deposit for Fellowship Hall.....	\$100.00
Deposit for Community Life Center.....	\$300.00

All deposit fees must be submitted with the reservation form and are non-refundable if wedding is cancelled less than 30 days prior to the ceremony.

St. Mark's United Methodist Church Information and Guidelines for Weddings

The Sanctuary, Fellowship Hall, Community Life Center (CLC) must be reserved before the date and time of the wedding are announced. This may be done by calling the church office between 9:00 AM and 5:00 PM.

Our Pastors officiate weddings held in the church, unless otherwise arranged. Couples should meet with the Pastor at least twice prior to the wedding.

Wedding Coordinator

After the wedding has been placed on the Church Calendar with the Pastor's approval and the deposit has been received, the Wedding Coordinator will arrange a meeting with the couple in order to help them plan the details of the rehearsal and wedding. The Coordinator provides guidance for the entire wedding service which includes unlocking the doors, controlling the heating/cooling systems, seeing that the church is decorated correctly, and instructing and supervising the wedding party. In addition to our Wedding Coordinator, the couple may use a Mistress of Ceremonies. The Wedding Coordinator and the Mistress of Ceremonies review the details together.

Music

Music arrangements must be made in consultation with the Wedding Coordinator. The church pianist is available to discuss music for the wedding, the use of soloists and/or other instrumentalists and fees. The church pianist is the primary pianist for weddings at St. Mark's and must be contacted for her availability before any other pianists/musicians are considered. If the church pianist is unavailable for the wedding date, she will provide contact information for other possible pianists/musicians.

Photography

Photographs may be taken in various areas of the church prior to and following the wedding ceremony. We allow 1 Hr. for pictures after the service. See the Wedding Coordinator for special instructions for photography during the ceremony. No flash equipment is allowed during the ceremony.

Video

Video of the ceremony may be taken from a designated area. See Wedding Coordinator for details.

Sound System

If the church sound system is to be used, a sound technician from the church must be used.

Flowers

Flowers, palms, candelabra, etc., should be placed carefully so as not to hide the altar. As in all church decorating, everything should be arranged to direct attention to the altar. Decorations should not interfere with participants in the wedding or the clear view of wedding guests.

Flower arrangements that are to be left for use in the church are appreciated and an announcement will be placed in the church bulletin on Sunday following the ceremony recognizing the married couple.

St. Mark's has two candelabras and a unity candelabra that may be used. The couple would furnish the unity candle. Dripless candles are required.

Wedding Reception

The wedding reception may be held in the Fellowship Hall or the CLC and must be reserved through the church office. The wedding party is responsible for set-up and take down of tables and chairs. The custodian is responsible for clean-up after chairs and tables have been put away.

In celebration of the wedding "birdseed" is allowed to be thrown outside.

Dressing for the Wedding

The bride and her attendants are welcome to use the Ministry Office for dressing before the ceremony. Groomsmen may use the Choir Room for dressing.

Clean Up

All decorations must be removed following the service. The bride and groom should assign family members to remove decorations.

The church custodian will be responsible for cleaning the sanctuary and other areas used by the wedding party.

WEDDING RESERVATION FORM

Name of Bride: _____

Name of Groom: _____

We wish to reserve St. Mark's United Methodist Church for our Wedding to be held on:

Date: Day of Week: _____ Date: _____ Time: _____

Rehearsal will be held on:

Date: Day of Week: _____ Date: _____ Time: _____

Name of officiating St. Mark's Minister, pending availability: _____

We are using an outside officiant, pending approval by a St. Mark's Minister: _____

Name of Officiant: _____

Date of Approval: _____

Total deposit fees must be attached to this form. I understand that my reservation becomes effective with payment. **Dates are not reserved until fees are received.**

Signed: _____

Address: _____

Phone No.: (H) _____ (C) _____

E-mail Address: _____

Notes:

1. Deposit fees: Sanctuary--\$100.00; Fellowship Hall--\$100.00; CLC--\$300.00.
2. Fees are non-refundable if wedding is cancelled less than 30 days prior to ceremony.
3. Deposit is not to be deducted from "Payment of Services."
4. "Payment of Services" is required two weeks before Wedding date.
5. Deposit Fees are refunded after the wedding only if the church is left in proper order and the key is returned.

St. Mark's United Methodist Church

Wedding Guidelines and Contact Information

Wedding Coordinator: Joan Buchanan
Phone No: Cell (804) 402-1380
E-Mail Address: JHB1381@aol.com

Asst. Wedding Coordinator: Carole Evans
Cell (804) 980-0297
cevens@stmarksmidlo.com

Lead Pastor: Rev. Fran Cooper

Minister of Visitation: Rev. Tom Dunkum

Church Office #: (804) 379-1655

Church Address: St. Mark's United Methodist Church
11551 Lucks Lane
Midlothian, VA 23114