



# *Wedding Guidelines*

St. Mark's United Methodist Church



**ST. MARK'S UNITED METHODIST CHURCH**

11551 Lucks Lane  
Midlothian, Virginia 23114

Telephone: (804) 379-1655

**WEDDING STAFF**

PASTOR: David J. Bonney 379-1655  
218-5434

WEDDING COORDINATOR: Joan Buchanan 379-1698

ASSISTANT WEDDING

COORDINATOR: Elizabeth Johnson 379-8043

## WEDDING GUIDELINES

Below is listed information and guidelines for Weddings held at St. Mark's United Methodist Church.

1. The Sanctuary, Fellowship Hall, Community Life Center (CLC) should be reserved before the date and time of the wedding are announced. This may be done by calling the Church Office, 379-1655, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.
2. Our minister officiates weddings held in the church, unless otherwise arranged. Couples should meet with the pastor at least once prior to the wedding.
3. After the wedding has been placed on the Church Calendar, 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 everything from unlocking the doors, to control of heating/cooling systems, to seeing that the flowers are placed correctly, instructs and supervises 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 go over the details together and the coordinator's fee is listed on the reservation form.
4. Music arrangements must be made through or 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.
5. Photographs may be taken in the Fellowship hall, the pastor's study, Library or in the narthex prior and following the wedding ceremony. Photographs of the wedding party and of various actions in the ceremony may be taken at the conclusion of the service.
6. If the church sound system is to be used, a sound technician, arranged by the wedding coordinator, must be hired. The sound technician fee is listed on the reservation form.
7. Flowers, palms, candelabra, etc. should be placed carefully so as not to hide the altar. As in all church decorating, everything should be arranged so as 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 in church bulletin on Sunday Service recognizing the gift from the Bridal Party.

8. St. Mark's has two candelabras and a 3-candle Unity Candelabra that may be used. Bridal Party furnishes the Unity Candle. Dripless candles are required.

9. The wedding reception may be held in the Fellowship Hall or CLC and should be reserved through the church office. The fees for the Fellowship Hall/CLC and the Kitchen are listed on the reservation form.

10. The church custodian will be responsible for cleaning up for the wedding and reception. Custodial fees are listed on the reservation form.

11. Smoking and alcoholic beverages on church property are NOT permitted.

12. The bride and her attendants are welcome to use the education building for dressing before the ceremony. Groomsmen are welcome to use the Choir Room for Dressing.

13. Tracking is allowed and should be 50-60 feet long.

14. A key to the church can be issued upon request.

15. Throwing birdseed is prohibited inside the buildings. **Rice** may not be used inside or outside.

16. All decorations shall be removed immediately following the service.

## **WEDDING RESERVATION FORM**

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:

Date: day of week \_\_\_\_\_ date \_\_\_\_\_ time \_\_\_\_\_

A check in the amount of \_\_\_\_\_ is attached to cover the deposit fee.

I understand that my reservation becomes effective with payment of check.

Dates are not reserved until check is received.

Please make check payable to: St. Mark's United Methodist Church

signed: \_\_\_\_\_

address: \_\_\_\_\_

phone: (H) \_\_\_\_\_ cell \_\_\_\_\_

e-mail address: \_\_\_\_\_

**NOTES:**

1. Deposit is \$100.00
2. Fee is non-refundable, if the wedding is canceled.
3. Deposit is not to be deducted from " Payment of Services"
4. "Payment of services" is required 10 days before Wedding Date.
5. Deposit Fee is refunded *after the wedding*, only if the church is left in proper order and the key is returned.

revised 12/2010

**WEDDING FEES** (non-members)

THESE FEES SHOULD BE DEPOSITED WITH THE CHURCH OFFICE AT LEAST TWO WEEKS BEFORE THE WEDDING. The only exception is the deposit, which must be returned with the reservation form.

Sanctuary.....	\$ 300.00
Minister .....	..\$ 325.00
Music:     Wedding, Rehearsal, and a 1 Hour consultation .....	..\$ 275.00
Solo and other Musicians .....	as arranged
Fellowship Hall .....	\$ 250.00
Community Life Center.....	..\$ 500.00
Use of kitchen .....	\$ 100.00
Sound Technician .....	\$50.00/hr
Sound Equipment .....	..\$50.00/event
Media Technicians .....	\$50.00/hr
Media Equipment: .....	\$50.00/event
Wedding Coordinator:	
Wedding & Rehearsal .....	..\$ 200.00
Reception .....	..\$ 100.00
*Custodian:	
Wedding Only .....	..\$ 100.00
Reception in the Fellowship Hall.....	\$ 100.00
Reception in Community Life Center.....	\$ 200.00
*Custodian is required for clean up.	
Deposit: .....	..\$ 100.00
Fee is non-refundable if the wedding is canceled. Fee is refunded after the wedding, if the church is left in proper order and the key is returned.	

**WEDDING FEES** (members)

THESE FEES SHOULD BE DEPOSITED WITH THE CHURCH OFFICE AT LEAST TWO WEEKS BEFORE THE WEDDING. The only exception is the deposit which must be returned with the reservation form.

Sanctuary.....	No Fee
Minister .....	Honorarium
Music:      Wedding, Rehearsal, and A 1- Hour Consultation . . . . .	.\$ 250.00
Solo and other Musicians .....	as arranged
Fellowship Hall .....	No Fee
Community Life Center.....	No Fee
Use of kitchen .....	.\$ 100.00
Sound Technician .....	\$50.00/hr
Sound Equipment.....	No Fee
Media Technician .....	.\$50.00/hr
Media Equipment .....	No Fee
Wedding Coordinator:	
Wedding & Rehearsal .....	.\$ 200.00
Reception.....	.\$ 100.00
*Custodian:	
Wedding Only .....	.\$ 100.00
Reception in the Fellowship Hall .....	.\$100.00
Reception in the Community Life Center .....	.\$ 200.00
*Custodian is required for clean up.	
Deposit: .....	.\$ 100.00
Fee is non-refundable if the wedding is canceled. Fee is refunded after the wedding, if the church is left in proper order and the key is returned.	