

Approved by: Church Council
Date Approved: May 6, 2007

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

WEDDING GUIDELINES

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

1. The Sanctuary and Fellowship Hall 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. Due to the SONset worship service, weddings cannot be scheduled after 1:00 p.m. on the first and third Saturdays of each month.
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 couples 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 mistress of ceremonies may direct the rehearsal and the wedding. The coordinator's fee is listed on the reservation form.
4. Music arrangements *must* be made through or in consultation with the wedding coordinator. If a pianist from St. Mark's is used, the fee is listed on the reservation form.
5. Photographs may be taken in the fellowship hall, the pastor's study, 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. Any flower arrangements that are to be left for use in the church, please notify the church office. Artificial flowers on the altar are not permitted.

8. St. Mark's has two candelabras and a 3-candle Unity Candelabra that may be used. Dripless candles are required.
9. The wedding reception may be held in the Fellowship area and should be reserved through the church office. The fees for the fellowship area and the kitchen are listed on the reservation form.
10. The church custodian will be responsible for setting up and 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.
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, arrangements must be made with the wedding coordinator.

WEDDING FEES (non-members)

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

Sanctuary.....	\$ 300.00
Minister\$250.00
Fellowship Hall\$ 150.00
Use of kitchen\$ 50.00
Music:	
Wedding & Rehearsal pianist\$ 225.00
Solo	as arranged
Sound Technician	\$25.00/hr
(Note: Sound technician fee is for a minimum of 2 hours.)	
Media Technician:\$ 25.00/hr
(Note: technician fee is for a minimum of 2 hours.)	
Wedding Coordinator:	
Wedding & Rehearsal\$ 125.00
Reception\$ 75.00
*Custodian:	
Wedding Only\$ 50.00
Reception\$ 75.00
*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 RESERVATION FORM

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

Date: _____

Time: _____

Rehearsal will be:

Date: _____

Time: _____

A check in the amount of \$_____ is attached to cover the deposit fee. I understand that my reservation become effective with payment of check.

I understand that a church key can be obtained several days prior to rehearsal and that the key must be returned promptly.

Signed: _____

Address: _____

Phone:(H)_____ (W)_____

WEDDING FEES (members)

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

Sanctuary.....None

MinisterHonorarium

Fellowship Hall None

Use of kitchen \$ 50.00

Music :

 Wedding & Rehearsal pianist \$ 200.00

 Solo as arranged

Sound Technician \$ 25.00/hr

 (Note: Sound technician fee is for a minimum of 2 hours.)

Media Technician: \$ 25.00/hr

 (Note: technician fee is for a minimum of 2 hours.)

Wedding Coordinator:

 Wedding & Rehearsal \$ 125.00

 Reception. \$ 75.00

*Custodian:

 Wedding Only \$ 50.00

 Reception. \$ 75.00

*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.