



“For this cause, a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh.” Gen. 2:24

“Let all things be done properly and in an orderly manner.” 1 Corinthians 14:40

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*Congratulations* to the both of you on having made one of the most significant decisions of your lives! While we believe making Jesus Christ your Lord and Savior is the most important life-changing decision you can make, choosing the one with whom you will spend the rest of your life in the sacred covenant of marriage is incredibly significant. Now that you have chosen to commit yourselves to one another, we encourage you to make and keep Christ the center of your engagement, your marriage and your home.

The wedding policy you have received details the steps necessary to ensure your wedding ceremony will be conducted in a Christ like, orderly, and edifying manner.

Thank you for carefully reading these guidelines and complying with them. It is our distinct joy and privilege to serve you through the personnel and facilities of Saint Mark UMC.

May God continue to bless you as you look to Him for guidance regarding this important event.

### **MEMBERSHIP REQUIREMENT**

Weddings will be performed only when either the bride or groom is a member in good standing at Saint Mark UMC. If neither the bride or groom are members of Saint Mark, but parents of the bride or groom are in good standing with Saint Mark, the couple may, after thorough review, receive approval from the Pastoral staff to proceed with their wedding at Saint Mark. A member is one who faithfully attends and faithfully supports Saint Mark with their time, talents, gifts and financial resources.

Non-members may use our facility as outlined below.

### **PRE-MARITAL COUNSELING**

Everyone who has requested to marry at Saint Mark and officially engaged will first meet with a member of the Pastoral Staff. The purpose of the meeting is to become acquainted, discuss personal background, family history, life experience, and share Biblical basis for Christian marriage.

After the initial meeting, the couple is **REQUIRED** to participate in our pre-marital classes. For class dates and times contact Bro. B at [s\\_breathett@saintmarkumc.com](mailto:s_breathett@saintmarkumc.com) or 316.681.2214 ext. 122.

## WEDDING POLICIES

1. Wedding dates are approved upon availability of the Church & Pastoral Staff. It would be helpful to have 2 choices of dates. Every effort will be made to accommodate your first choice. No wedding will be scheduled after **6:00pm** Friday or Saturday.
2. **Saint Mark United Methodist Church will provide the following services for weddings:**
  - Facilities for the wedding, rehearsal, rehearsal dinner, and reception;
  - Pastoral Staff will officiate the ceremony;
  - Premarital Classes are **required** if your wedding is to be performed by Saint Mark's Pastoral Team.
  - Music and Musicians are the responsibility of the wedding party. Saint Mark Musicians can be used for **an additional fee**.

**All of these services are subject to the availability of the church facility and pastoral staff. If you desire a pastor (other than Saint Mark Staff) to officiate, must be approved by the Senior Pastor.**

### 3. Wedding Rehearsal

- **The church will be opened thirty (30) minutes prior to the time scheduled on the date of the wedding rehearsal. Two (2) hours will be allowed for rehearsal. Wedding rehearsals will be scheduled no later than 5pm on Thursday s or 6:30pm on Fridays.**

### 4. Wedding Decorations and Ceremony

- The church will be opened three (3) hours prior to the scheduled time for the wedding service. We ask that you try to be out of the sanctuary no later than one (1) hour after the ceremony. **NOTE: sermon series displays in sanctuary/foyer will be removed at the discretion of the Pastor or his/her designee. Initial \_\_\_\_\_ WC initial \_\_\_\_\_**
- Members of the wedding party are to remain in their designated area(s).
- No food or beverages are permitted in any area of the upper level including the sanctuary (except in your dressing areas). No alcohol is permitted on church premises inside or outside.  
**Initial \_\_\_\_\_ WC initial \_\_\_\_\_**
- Respect all furnishings in the church. **None of the furniture in the Chancel area may be moved.** All furnishings represent all aspects of the Christian Faith and should be visible in a Christian wedding. All hymnals should be left in place. **The altar must remain in its designated placed.**
- When decorating the sanctuary, **clear plastic or some form of protection, IS REQUIRED under all candles.** We require you using dripless candles. **Please, no tacks, nails or anything else** with the exception of flower petals used by the Flower Girl should be thrown in the church. If anything is thrown outside, it should be bird seeds. **Initial \_\_\_\_\_ WC initial \_\_\_\_\_**
- To ensure a systematic flow and proper maintenance of the wedding, **we recommend that you have four (4) people assigned to remove decorations and to clean up the designated area(s) for wedding party.**
- All decorations are to be removed immediately after ceremony and taken with you. If Saint Mark Church Consultant/Custodian(s) have to take down decorations or you exceed the contracted time **you forfeit your deposit. Initial \_\_\_\_\_ WC initial \_\_\_\_\_**

Most current revision done on 06/22/15

This revision supersedes all previous versions

Saint Mark reserves the right to make changes as needed.

- Neither Saint Mark nor its Staff is responsible for returning rental items. This is the responsibility of the wedding party. Please notify the Church Office when rental items **are being dropped off**.
- The music (LIVE or RECORDED) shall be **sacred/inspirational** and **appropriate** in nature. Regardless of the officiating pastor, music **MUST** approved by the pastoral staff of Saint Mark. **Recorded music (CD) MUST be received at least one (1) week PRIOR to wedding.**
- **No flash photography can be taken while the minister is leading the couple in the exchange of VOWS.**

**WEDDING FEES**

**A deposit of \$100 for the use of kitchen.**

- Any item left or unclaimed will be disposed of by the Church Wedding Consultant.
  - All food items left after reception will be disposed of immediately.
  - **All utensils used for reception will be property of the wedding party. (No church utensils are to be used).**

**5. Wedding Rehearsal Dinner / Reception\*\***

- 3 hours will be allotted for time to set up, have rehearsal dinner / reception and clean-up.
- **An Additional \$75member/\$100non-members fee will be charged for the Wedding Consultant to OVERSEE the event.**
- **An additional \$75members/\$100non-members fee will be charged for Custodian set-up and tear down.**

6. If you would like the Wedding Consultant to be your coordinator, there will be an additional fee.

7. **There is a Church deposit fee of \$200 to be paid one (1) week after setting your wedding date. All monies are to be paid two (2) months prior to wedding date. Your deposit will be forfeited if the Church or Wedding Consultant (s) are not informed of your wedding cancellation within 2months (if possible) or if ANY PART OF THE CONTRACT IS BREACHED. Deposits will be returned within ten (10) working days if everything is found in the same condition prior to wedding. There is an extra fee for weddings on Holidays.**

	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
Church Rental	No Charge	\$200.00
*Rehearsal Dinner	No Charge	\$75.00*
*Reception (Preston Hall)	No Charge	\$100.00*
*Reception (FLC-Gym)	No Charge	\$200.00*
Saint Mark Pastor	\$100.00	\$125.00
Custodians (2) **	\$125.00	\$150.00
Wedding Consultant**	\$100.00	\$125.00
Media Center Operation (2 people)	\$125.00	\$150.00
*Request DVD of Ceremony	<u>\$35.00</u>	<u>\$35.00</u>
(Main campus ONLY)		
<b>Total Package</b>	<b>\$485.00</b>	<b>\$785.00</b>
	Without DVD <b>\$450.00</b>	Without DVD <b>\$750.00</b>

**\*Optional**

## **SAINT MARK WEDDING CONSULTANT**

- You will have two meetings with the Saint Mark Consultant
  - The first meeting will be to gather basic contact information, to view the sanctuary, dressing areas, reception area (*if applicable*), rehearsal dinner area (*if applicable*), and to go over the Saint Mark UMC Wedding Policies.
  - The second meeting is also your Wedding Rehearsal. The Marriage License is to be given to the Wedding Consultant at this time.
  - Telephone calls/email can be used to communicate outside of these meetings.
- Your Wedding Consultant will be available to answer any questions you have on behalf of the minister marrying you. Our ministers do not attend rehearsals.
- Your updated contact information will be shared with the Director of Membership.
- Wedding Consultant can be contacted at 681-2214 Monday – Thursday from 9am – 7pm.

If you are in agreement with the policies set by Saint Mark United Methodist Church, please sign below. ***If any part of the contract is breached – the deposit is forfeited.***

## **WEDDING POLICY FOR SAINT MARK CHAPEL**

**There is a church deposit fee of \$100.00 to be paid one (1) week after setting wedding date. All monies are to be paid two (2) months prior to wedding date. Your deposit will be forfeited if the church or wedding consultant(s) are not informed of wedding cancellation within 2 months (*if Possible*). Deposits will be returned within ten (10) working days if Chapel is left as found prior to wedding.**

### **SIMPLE WEDDING for members only includes the following:**

- No Rehearsals
  - 2 Songs (sacred/inspirational)
  - No Decoration
  - Only the Wedding Party and immediate family
  - Premarital Classes **are still required**
  - Minister Fee: \$85 (for Saint Mark Pastoral Staff Only).
  - Wedding Consultant Fee: \$85 (Saint Mark Members ONLY)
- (It is the responsibility of the Wedding Couple to make sure the fee is paid)***

### **WEDDING WITH DECORATIONS for members only include the following:**

- Flowers and Bows (***no tacks or nails on the altar or pews***)
- Candles (***we require using a drop cloth under the candles and candles MUST be dripless***)
- Music (***maximum of 2 sacred/inspirational songs***)
- If needed, rehearsal available for **one(1) hour (*on day of the wedding*)**
- All decorations are to be removed immediately after ceremony. If Saint Mark Church Consultant(s) have to remove decorations no deposit will be refunded.

**THE FEE FOR WEDDINGS WITH DECORATIONS IN CHAPEL**

	<b>Member</b>	<b>Non Member</b>
<b>Simple Wedding</b> ( <i>Holidays extra fee</i> )	<b>No Cost</b>	<b>\$75.00</b>

**Wedding with Decorations** (*Holidays extra fee*)

▪ Minister	\$85.00	\$125.00
▪ Wedding Consultant	\$85.00	\$100.00
▪ Custodian	\$85.00	\$100.00
<b>Total Package</b>	<b>\$255.00</b>	<b>\$400.00</b>

**If you are in agreement with the policies set by Saint Mark United Methodist Church, please sign below. *If any part of the contract is breached – the deposit is forfeited.***

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**(Bride or Groom Signature)**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**(Wedding Coordinator)**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**(Saint Mark Wedding Consultant)**