

# Wedding Policy

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## Monroe Street United Methodist Church

The congregation and staff of the Monroe Street United Methodist Church believe that marriage is a sacred covenant, one that should be approached in the deepest spirit of faith and commitment. We look forward to meeting with you to make your wedding an occasion to celebrate your faith in God and your love for each other.

This document will provide you with information regarding premarital counseling and the planning of your wedding ceremony. Wedding dates are set months in advance. After reviewing this policy you will need to contact our minister to arrange for a preliminary meeting, at which time you will confirm the date and time for your wedding and the times for premarital counseling.

### Procedure

After you have reserved the date with the church office and paid your deposit, here are the next steps:

1. Contact our pastor and set a time for a preliminary meeting. At this meeting you will confirm the date and time of your wedding and rehearsal, and schedule counseling appointments as necessary. All counseling appointments must be completed before the ceremony.

If you are using an outside minister, that person must contact the Monroe Street UMC pastor to have a conversation prior to the wedding getting final approval.

2. Set a time to meet with our Director of Music to plan the music for your ceremony. If you desire another musician to play for the service, permission must be received from our Organist.
3. Apply for your marriage license well ahead of your wedding date. You may obtain your Lucas County marriage license at the Probate Court, Adams and Erie Streets, Toledo (419-245-4570). The minister will need your license at the time of your rehearsal.

### The Use of the Church

The wedding ceremony is a Christian worship service and not simply a private or personal event. It is a liturgy of the church in which persons publicly declare their faith and vows and ask God's blessing upon this sacred covenant.

Adequate facilities for either a sanctuary or chapel wedding are available. The chapel can seat 50 persons and the sanctuary will seat 300. A bridal dressing room is available that is easily accessible to either the chapel or sanctuary. Both the sanctuary and chapel are handicapped accessible via elevator.

We do not allow smoking or the use or display of alcoholic beverages in our church building. We do not permit the use of rice, confetti, birdseed, flower petals, or substitute materials outside of the church because of the slippery hazard they create on floors and sidewalks. Release of balloons is discouraged because of the environmental hazard they create. Bubbles are allowed, but only outside the building.

Artificial flower petals may be used, but aisle runners are discouraged.

The group using the facilities is responsible for damage to the building or equipment either by its members or by persons involved in their activities.

The church will be open two hours before and ninety minutes after the scheduled start time of the wedding ceremony. Up to two hours is allotted for the rehearsal. Additional time will require payment of an hourly custodial fee of \$20 per hour.

## **Wedding Music**

Please remember that the wedding ceremony is part of the church's liturgical tradition. Music should be suitable for Christian worship.

Monroe Street offers a magnificent pipe organ and grand piano in the sanctuary and a piano in the chapel. We also have a number of trained and gifted soloists and musicians who may be contacted to be part of your wedding ceremony.

## **Floral Arrangements**

Arrangements for the delivery of flowers must be coordinated with the pastor or the church office. Decorating of the church should be completed at least one hour prior to the service. All property of the florist should be removed from the sanctuary within ninety minutes after the conclusion of the ceremony.

## **Building Access**

The church can be unlocked two hours prior to the wedding ceremony. The sanctuary will be cleaned following the rehearsal and the wedding ceremony. The cleaning fee includes 5 hours of labor. Time needed beyond the 5 hours is subject to an additional charge.

# Financial Arrangements

## For Church Members

To be considered a church member you must be on the church membership roll and be actively involved in the worship life of the church for at least one year prior to meeting with the minister to select a date for your wedding.

Sanctuary	No Charge
Chapel	No Charge
Minister	No Charge
Organist	\$200 (plus \$50 if organist attends rehearsal; plus \$25 if rehearsal with soloists is required)
Wedding Host (if used)	\$100
Cleaning service	\$150
Parking Security	\$225 (5 hours at \$45 an hour) (per guard hired)
Sound Technician	\$50

## For Non-Church Members

Sanctuary	\$500
Chapel	\$200
Minister	\$250
Organist	\$200 (plus \$50 if organist attends rehearsal; plus \$25 if rehearsal with soloists is required)
Wedding Host (if used)	\$100
Cleaning service	\$150
Parking Security	\$225 (5 hours at \$45 an hour) (per guard hired)
Sound Technician	\$50

## Payment Schedule

A \$200 deposit is required to schedule your wedding.

The remaining fee is due in full 8 weeks before the wedding.

Checks for fees should be made payable to **Monroe Street United Methodist Church.**