

Wedding Service Fees

(effective March 2017)

St. Paul's United Church of Christ

2227 West Michigan Street

Evansville, Indiana 47712

When two people are joined in marriage, it is one of the most joyful celebrations in the church of Jesus Christ. St. Paul's United Church of Christ has been the host of hundreds of weddings since our beginnings over one hundred, twenty-five years ago. We are pleased to permit people who are not members of St. Paul's the opportunity to use our beautiful facility.

A wedding at St. Paul's United Church of Christ will include:

- use of the sanctuary or the chapel
- the services of a pastor to officiate the wedding ceremony
- the services of a wedding coordinator
- the services of a media technician (sanctuary wedding only)
- the services of a custodian on the day of the wedding
- use of two (2) rooms for the wedding party on the day of the wedding
- access to the facility for two (2) hours on the day of the rehearsal
- access to the facility for six (6) hours on the day of the wedding

A minister on the staff of St. Paul's United Church of Christ will attend your wedding rehearsal and officiate your wedding ceremony. A second licensed clergy member may take part in your ceremony with the advance approval of the pastoral staff of St. Paul's United Church of Christ.

All wedding service content must be consistent with the beliefs, practices, and procedures of St. Paul's United Church of Christ. The pastoral staff of St. Paul's will have the final say in what is acceptable in a wedding ceremony at St. Paul's.

Utilizing proceeds from the fees paid by you, St. Paul's United Church of Christ will compensate only the persons on the staff of St. Paul's United Church of Christ who perform services at your wedding.

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Wedding Ceremony in the Sanctuary	\$ 1,135.00
Wedding Ceremony in the Chapel	\$ 735.00
Organist / Pianist - Optional	add \$ 300.00

A non-refundable deposit of \$250.00 will be required of all persons wishing to use the St. Paul's facility for their wedding ceremony.

A wedding will not be scheduled until the non-refundable deposit is received.

The non-refundable deposit will be applied towards the total fee, and the remaining balance must be paid in full no later than thirty (30) days prior to the wedding date. Failure to pay the entire remaining balance by this time will result in the removal of the wedding from the St. Paul's calendar. All fees are to be paid directly to St. Paul's United Church of Christ.

The Wedding Service Fees include the following:

Pastor

Our Pastor will advise you on planning your wedding service content, conduct your wedding rehearsal, and officiate at your wedding ceremony.

Wedding Coordinator

Our Coordinator will meet with you after the date for your wedding is scheduled to help you plan your wedding service. The coordinator will attend your wedding rehearsal, coordinate the activities of your wedding service and its participants, and will open the building for you and your wedding party three (3) hours before the starting time of your wedding service.

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Media Technician

A Media Technician is mandatory for a sanctuary wedding and is included in the wedding fees. It is the Bride and Groom's responsibility to notify the media technician if ceremony music will be live or recorded. Recorded music must be provided to the media technician before the date of the wedding rehearsal. Other special needs must be communicated in advance. The media technician will set up any necessary audio/video equipment that is the property of St. Paul's United Church of Christ, and will operate that equipment and audio board during the wedding rehearsal and the wedding ceremony.

Our Media Technician will not be responsible for the set up, use, or operation of any equipment that is not the property of St. Paul's United Church of Christ.

Custodian

Our Custodian will clean the facility before, during, and after your wedding ceremony. It is the Bride and Groom's responsibility to see to the removal of all decorations.

IMPORTANT

The wedding party will have access to the facility three (3) hours before the wedding ceremony and up to two (2) hours after the ceremony. Should earlier access be desired, or should the time needed to clean the facility exceed more than two (2) hours after the wedding party's access to the facility has ended, a charge of \$ 40.00 per extra hour shall be applied.

Organist/ Pianist - Optional and Additional Cost

A staff organist or staff pianist may play at your wedding for an additional fee of \$300.00. This fee will include consultation with the couple about the music for the wedding, participation in one rehearsal with any other musicians for a time not to exceed one hour, play at the wedding rehearsal, and play for the wedding service. St. Paul's Allen digital organ, Kurzweil electronic keyboard, and Baldwin grand piano (Wicks pipe organ if a chapel wedding) may not be used by persons other than St. Paul's staff organists or staff pianists unless a staff organist or staff pianist is unavailable to play at your wedding. In that case, a qualified organist or pianist may play the above listed musical instruments at your wedding with the approval of the pastoral staff of St. Paul's.

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OTHER IMPORTANT INFORMATION

The throwing of rice or birdseed on the property of St. Paul's United Church of Christ is not allowed.

There is NO SMOKING in any part of the St. Paul's United Church of Christ building or on church property.

The consumption of alcoholic beverages or the use of illegal drugs is not permitted in the St. Paul's United Church of Christ building or on church property.

The two (2) rooms available for use by the wedding party on the day of the wedding are the parlor on the main level and the youth room on the lower level. St. Paul's United Church of Christ reserves the right to change the available rooms for the use of the wedding party at its discretion and without prior notification.

Child care will not be provided. The nursery and children's room(s) are not and will not be available for use.

Altar candles and altar candelabras are available for your use at no charge. A unity candle, if used, must be provided by the wedding couple. The use of any and all other candles is prohibited.

All fees are to be paid directly to St. Paul's United Church of Christ. Full payment of all fees must be made no later than thirty (30) days prior to the wedding ceremony date.

The use of space within the St. Paul's United Church of Christ facility for a wedding rehearsal dinner and/or a wedding reception must be arranged and paid for separately.

It is the responsibility of the Bride and Groom to seek clarification on any points, regulations, requirements, and/or fees stipulated by St. Paul's United Church of Christ which may be in question.

I have received a copy of "Wedding Service Fees" as provided by St. Paul's United Church of Christ:

Prospective Bride Date

Prospective Groom Date

Representative of St. Paul's United Church of Christ Date