

Appendix D
Mt. Bethel UMC-Wedding Fee Schedule Worksheet

Name of Bride & Groom _____

Date of: Wedding _____ Rehearsal _____ Member or Non-member (circle one)

Bride or Groom Phone: _____

Bride or Groom email: _____

Pastor Officiating: _____ Wedding Facility Coordinator: _____

Required	Item Rehearsal & Wedding	Member- *Regular attender Fee	Non- Member Fee	Payable to:	Payment Due
X	Reservation-Damage Deposit	\$300	\$300	Mt Bethel UMC	At scheduling of Wedding Date.
X	120 seat Sanctuary	Honorarium	\$300	Mt Bethel UMC	Rehearsal Day
	More than 120 seat Sanctuary	Honorarium	\$350	Mt Bethel UMC	Rehearsal Day
	Removal of band equipment	Honorarium	\$50	Mt Bethel UMC	Rehearsal Day
	Dressing-Staging Room/s	Honorarium	\$25 / \$25	Mt Bethel UMC	Rehearsal Day
	Fellowship Hall- see usage policy	Honorarium	\$50	Mt Bethel UMC	Rehearsal Day
	Kitchen-see usage policy	Honorarium	\$35	Mt Bethel UMC	Rehearsal Day
X	Pastor premarital sessions	Arranged with Pastor	Arranged with Pastor	Rev. David Brown	Rehearsal Day
X	Pastor rehearsal & wedding	Honorarium	\$300	Rev. David Brown	Rehearsal Day
X	Wedding Facility Coordinator	\$150	\$175	To Be Determined	Rehearsal Day
X	Organist/piano	\$125	\$125	To Be Determined	Rehearsal Day
	Sound Technician	\$50	\$50	To Be Determined	Rehearsal Day
	Soloist	\$75	\$75	To Be Determined	Rehearsal Day
	Bulletin/program preparation	\$45	\$45	Mt Bethel UMC	Rehearsal Day
	Bulletin/program printing	Honorarium	\$.25 per 2 sided sheet TOTAL:\$	Mt Bethel UMC	Rehearsal Day
X	Custodial Fee: Over 2 hours of work will be billed at \$25/hr and deducted from Damage Deposit.	Honorarium	\$100	Mt Bethel UMC	Day of Wedding

* Regular attender defined as: minimum of worship attending 2x's a month for 6 months. Ad Board amended 7/2012
 I/we agree to abide by the facility usage policy of Mt. Bethel UMC. Major items regarding policy appear on the
 back of this form. Users are responsible for adhering to the facility Usage Policy in its entirety.

Date: _____ Calendar Deposit fee \$ _____ Check #: _____

Signature _____ Title (if applicable) _____

Administrative Board Approval: _____ Date: _____

Church Rep Signature: _____ Title: _____

Weddings: Procedures and Policies

Mount Bethel United Methodist Church

“Christian marriage is a sign of a lifelong covenant between a man and a woman. They fulfill each other and their loves gives birth to a new life in each other. This union of love is possible because Christ is the bond of unity. The Christian marriage confirms this grace-filled equality of female and male in Christ. Marriage is a covenant between equals that celebrates their unity in Jesus Christ.”

At Mt. Bethel United Methodist Church we see our first responsibility as providing witness to God’s love in this world. As such, we make our facilities and congregation available to persons seeking to join their lives in marriage. We understand this time of celebration to be a time of worship in which we claim God’s call to one another in love and hope for a future life together. As such, we encourage couples to seek support and involvement in a faith community such as this one. If you desire to marry in this facility, we also hope you will participate in the whole life of this church, including worship. Our resources are made available to couples seeking marriage on this basis:

Counseling: If you seek to be married here, we require you to participate in pre-marital counseling with the charge pastor.

Lead Time: We anticipate at least one month’s lead-time before a marriage. Longer is preferred. When a wedding date and time have been established, the couple needs to contact one of our Wedding & Facility Coordinators who will assist in coordinating the wedding details at Mt. Bethel Church and familiarize you with our building and policies. The Wedding & Facility Coordinators are Mary Anich (651-451-2580) and Darlene Ashley (651-423-5707).

Scheduling your Date: A refundable Wedding Reservation/Damage deposit of \$300 is due upon church calendar entry. This deposit of \$300 is requested at the time of reservation. The Reservation/Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of Reservation/Damage Deposit. When custodial cleaning by Mt. Bethel UMC greater than 2 hours is required after a wedding, a custodial fee of \$25/hr. will be charged and deducted from the Reservation/Damage Deposit.

Wedding & Facility Coordinator’s (WFC) main responsibility is to represent the church. Their responsibility does not include “wedding planning.” They will be present and oversee all facility needs during the wedding process, including rehearsal, directing the wedding party to dressing/staging room/s, directing the florist, photographer, videographer, &/or caterer before, during, and after the wedding ceremony. This is to insure that all church policies regarding the wedding are being followed. The WFC will be responsible for scheduling church staff and will be present to over see kitchen operations. The WFC will see that the florist, photographer, decorations, planners and other personnel have removed all of their materials & equipment from the church and that all areas are cleaned and returned to their original condition. The WFC will report any damages done by the wedding party or helpers.

Other Persons: The involvement of other persons in the service, lay or clergy, will only be allowed with the consent of the charge pastor. In the case of clergy, the charge pastor must agree to invite them to participate.

Recording: Audio, video, or photographic recording is permitted only when it does not detract from the religious emphasis of the service. Flash photography is permitted only during the processional and recessional, but *not* at other times. The pastor will be happy to re-enact portions of the service for the photographer upon your request.

Smoking, alcohol and illegal drugs: We expect that all members of the wedding party will have respect and consideration for the traditions of our facility and refrain from use of these on church premises. Smoking, alcohol and illegal drugs are prohibited on the church property. No use of alcoholic beverage/illegal drugs is allowed in our building or on the church property at any time. Should you or members of the wedding party choose to partake in the use of alcohol or illegal drugs before participating in the service, it will be cause for those individuals to be forbidden to take part in the service or for cancellation of the wedding.

Marriage License: The marriage license should be provided to the pastor at the last counseling meeting.

No: rice, birdseed, real flower petals &/or confetti is to be tossed, sprinkled or dropped in or outside of Church. No isle runner.

Personal Belongs: All personal belongs will be removed from the church *prior to the start* of the ceremony. Personal belongs need to be removed from dressing/staging room/s, kitchen & fellowship hall prior to the start of the wedding ceremony.

Music: It is important to keep in mind that a Christian wedding is a very sacred service and should be centered in the Christian faith. All music should reflect this fact. The Pastor of Worship reserves the right to advise in matters he/she deems necessary and refuse use of certain types of musical selections. Your wedding is an occasion of worship. Sentimental love songs would be more appropriate at the reception than in the ceremony. Music before the ceremony usually begins twenty minutes before the bride comes down the aisle. Vocal solos and the use of instruments other than the organ and piano are an optional part of the music selections.

Reception hall: The Mt. Bethel UMC kitchen is not a health department approved food preparation facility. Groups are encouraged to use a caterer.