St. Luke United Methodist Church
623 Ontario Avenue, Sheboygan, WI 53081 Phone/Fax: 920-458-3461 www.stluke.net

Wedding Guidelines

Congratulations and best wishes for planning your wedding service! We want to help make your wedding at St Luke United Methodist Church in Sheboygan, WI a blessing to you and all who participate in celebrating with you. **Please read carefully** the information in this packet and contact the church office with any other questions regarding the guidelines and expectations for use of the St Luke United Methodist Church sanctuary and facility.

All are welcome to celebrate a service of Christian Marriage at St Luke United Methodist Church. All couples should plan for each aspect of the wedding service and its rehearsal to be in worship, praise and thanks to God for the gifts of love and marriage.

Scheduling

Point of contact: Ruth Hallstead, Pastor at St Luke UMC

Email address: pastor@stluke.net

Office phone: 920-458-3461

Weddings can be scheduled on the church calendar up to 18 months prior to your chosen wedding date, with the submission of the signed wedding contract. A $300 deposit is required for guest (non member) couples to secure a wedding date and time on the church calendar.

Due to the church's worship schedule and Liturgical seasons, reservations *will not* be considered during the following times: Sundays, Holy Week (defined as the weekend of Palm Sunday through Easter Sunday), the seasons of Advent and Christmas**, and the weekend of the Wisconsin Annual Conference of the United Methodist Church.

***When Advent/Christmas weddings are allowed, personalized floral décor is disallowed.*

The official "start time" of a wedding service is that which is indicated by invitation to your wedding guests, and is the time that the procession of wedding attendants begins. Weddings must be scheduled to begin no later than 7pm.

Wedding rehearsals should be scheduled to begin between 4pm and 7pm the day before the wedding.

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St Luke Church Wedding Staff

Officiant: The Senior Pastor of St Luke UMC is generally available to officiate member and guest wedding services. If necessary due to conflicts, we can schedule other local United Methodist clergy to officiate. Each pastor will address the matter of pre-marital counseling with couples directly. The required honorarium for a St Luke-related officiant is $400. Guest pastors may be invited by the couple to officiate wedding services when preferred. In this case, pastor honorariums are managed directly by the couple. The pastor maintains the right to say no to a guest officiant.

Church Musician(s): Honorariums for St Luke staff musicians are set by the staff themselves. Additional guest musicians (e.g. soloists, strings, brass) may be invited by the couple and coordinated with the pastor. We have a piano available, all other instruments must be provided by the guest musicians. Guest musician honorariums are managed directly by the couple.

Sound Technician: The honorarium for the St Luke technical staff will be $150.

Wedding Host: A St Luke Church wedding host is required to be onsite during wedding rehearsal and wedding day activities to answer questions and clarify expectations regarding church properties/ paraments, décor, 3rd-party vendors (e.g. florist, photographers), space use and time parameters. The honorarium for the St Luke wedding host is $150.

Building Manager: The St Luke Church building manager is required to accommodate cleaning/resetting used spaces for church use. This DOES NOT include the removal of floral or other wedding décor. The honorarium for Building Manager is $150.

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FEES, HONORARIUMS & RESPONSIBILITIES

REQUIRED FEES & HONORARIUMS

Facility Usage Fee $600

Wedding Host $150

Wedding Building Manager $150

CONTINGENT & OPTIONAL FEES & HONORARIUMS

St Luke Pastor/Officiant $400

St Luke Sound Technician $100

MORE DETAILS ON FEES

The reservation and facility usage fees include the use of the sanctuary for a one-hour rehearsal the day before the wedding, and facility access three hours prior to the announced hour of the service and one hour following the end of the wedding service. *Reservation and facility usage fees can be waived for members and children of our St Luke UMC community.*

The honorariums include the provisions made by St Luke Church wedding staff as outlined above. St Luke UMC does not manage honorariums, arrangements or vendor fees for any non-staff engagements.

Deposit: A **$300 deposit** is required by guest (non-member) couples PLUS the signed wedding contract in order to secure a wedding date.

Fee Balance: The balance of all required and contingent fees is due in the church office no later than 30 days before the date of the wedding service.

Refund Policy: 50% of the deposit plus any other fees paid to date is refundable in the event of any wedding canceled at least 30 days prior to the contracted wedding date. Refunds will be issued to the party that remitted the applicable fees.

Other responsibilities: The wedding couple is accountable for maintaining themselves and the entire wedding party according to the **alcohol-free and tobacco-free** environment of the church facility. St Luke UMC maintains the right to assess a fee of $250 if any substance breach or property damage or loss is discovered. Such action will be addressed by the St Luke UMC Senior Pastor and Accountable Leadership Board and potentially cause the loss

of wedding/facility use privileges for any associated wedding party members related to the couple for any future requests.

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FACILITY

Building Access - Rehearsal: Rehearsals are accommodated for a maximum of one hour. The wedding host will be on hand for opening/securing the building.

Building Access - Wedding: Wedding day access is accommodated for a maximum of three hours prior to the announced hour of the wedding, and for one hour after the wedding service ends. The wedding host will be onsite to address needs, questions or expectations.

Décor/Decorating: Any decorating and floral deliveries must be made during the three-hour wedding day access time window. Any church décor, furniture, properties and paraments are to be moved **ONLY** with the approval/assistance of the wedding host. No nails, tacks, staples or adhesives may be used to attach any decorations to any church fixtures. Aisle runners are not permitted.

Only silk flower petals are to be strewn in the aisle/on the carpet. Fresh flowers are preferred for chancel arrangements, bouquets and personal accessories.

Only Paradise Candles (mechanical, dripless) are approved for use in candelabras. The use of a unity candle service is allowed, but the set must be provided by the wedding couple. The church will provide a small round table upon which the unity set may be placed.

The wedding couple is invited to leave any altar flower arrangement as a memento for Sunday worship. In this case, the church office should be notified - otherwise the wedding couple is responsible for the removal of all floral décor.

Dressing Rooms and Restrooms: A dressing room and restrooms on the first floor are available for the wedding party; the church parlor is available as a lounge or staging area; first floor restrooms are available for the wedding party and wedding guests. All belongings left unattended are done so at personal risk.

Refreshments: Refreshment space can be made available in the church parlor or fellowship hall with prior arrangements.

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Wedding Service

Unity Symbol: A unity candle/liturgy may be used in your wedding service, and should be addressed with the pastor officiating your wedding service. The wedding couple will be responsible to provide their own unity candle set.

Amplification: A lavalier microphone is available for the officiant and a standing microphone is available for liturgists or vocalists. If the staff sound technician is not needed, the wedding host will accommodate onsite use of the amplification system.

Music: Couples will consult with the pastor and staff musicians to make music selections and discuss any additional preferences. Approval of all music is at the discretion of the team.

Photography: The couple may enlist the services of photographers/videographers to record the activities of the wedding/rehearsal. All pre-wedding photography should be finished 40 minutes prior to the announced time of the wedding service. Wedding service photography/videography must be without flash. Worship space resetting activities begin within 15 minutes following the wedding, and it is strongly recommended that all staged photography be executed before the wedding to include First Look sessions.

In conjunction with new wedding policies as outlined in The United Methodist Book of Discipline, St Luke United Methodist Church extends our wedding ministry to all couples regardless of gender, orientation and identity.

Any exceptions to this policy must be addressed with the Senior Pastor at least 60 days prior to the planned service.

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St Luke United Methodist Church Memorandum of Understanding for onsite Rehearsal/Wedding Activities

Rehearsal Date/Time:

Wedding Date/Time:

Couples' Information

Names:

Address(es):

City, State, Zip:

Cell #(s)

Email address(es)

Wedding Information

Officiant name, affiliation, email and cell phone #:

REQUIRED FEES & HONORARIUMS
Facility Usage Fee $600
Wedding Host $150
Wedding Building Manager $150
CONTINGENT & OPTIONAL FEES & HONORARIUMS
St Luke Pastor/Officiant $400
St Luke Sound Technician $150
Onsite Reception (optional) $500

GRAND TOTAL

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Memorandum of understanding should be submitted to the church office by mail/dropped off:

623 Ontario Ave

Sheboygan, WI 53081

OR emailed to pastor@stluke.net

Fees should be submitted by check. Checks can be mailed to address above, preferably WITH THE contract.

If you must cancel your wedding, a 50% refund of the deposit and any other fees already submitted will be issued with at least 30 days notice. Refunds will be issued to the party who paid the applicable fees.

By signing below, I agree that I have read, understood and agreed to the terms and financial responsibilities to St Luke UMC and staff outlined above, and 3rd-party vendors enlisted by the wedding couple. St Luke United Methodist Church reserves the right to assess additional fees for memorandum breeches and/or damages to church property by me or my guests.

Signature(s)

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