

SALEM UNITED CHURCH OF CHRIST WEDDING POLICY

Salem United Church of Christ is pleased to offer you its blessing as you prepare for marriage through worship.

As you prepare for this time, the Pastor will meet with you to plan the ceremony and to offer you guidance.

The following policies have been set by the Salem Church Council. If you are a member at Salem, please see the fees listed below applying to members. If you are not a member of Salem, please see the fees listed below applying to non-members.

Please note that all fees must be paid one week prior to the wedding rehearsal. Individual checks need to be made payable to each individual recipient and be given to the church office. The sanctuary fee should be made payable to "Salem U.C.C." and should also be given to the church office.

FEES FOR MEMBERS:

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|--------------------------------|-----------|
| ▪ Music Director | \$ 100.00 |
| ▪ Wedding Assistant/Custodian | \$ 125.00 |
| ▪ Sound Technician (If Needed) | \$ 75.00 |
| ▪ Custodian (Parish Hall) | \$ 75.00 |

An honorarium for the Pastor's services is traditional. The suggested amount is \$200.00.

Also, there is no charge for the sanctuary, but an honorarium would be appreciated.

FEES FOR NON-MEMBERS:

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|--------------------------------------|-----------|
| ▪ Church Facilities (Sanctuary) | \$ 200.00 |
| ▪ Pastor | \$ 250.00 |
| ▪ Music Director | \$ 125.00 |
| ▪ Administrative | \$ 50.00 |
| ▪ Wedding Assistant/Custodian | \$ 150.00 |
| ▪ Sound Technician (If Needed) | \$ 100.00 |
| ▪ Parish Hall Rental (Downstairs) | \$ 150.00 |
| ▪ Custodian (If Parish Hall Is Used) | \$ 100.00 |

A \$200.00 deposit will be required to hold your requested date open and will be applied toward the church facilities fee. You must cancel 30 days or more before the requested date to receive a full refund.

REMINDERS FOR ALL:

- 1. Marriage License** – Should be given to the Pastor no later than the wedding rehearsal. You must obtain your marriage license from the County Clerk's office in Edwardsville, sixty (60) to two (2) days prior to the ceremony. A license from another county or state is not valid. The state of Illinois requires that both of you must appear in person to apply for the license, and that you have a valid form of identification which gives your birth date, (e.g. birth certificate, drivers license, State I.D.) The phone number for the County Clerk is (618) 692-7030. **Anyone under 18 must have parental permission to marry.**
- 2. As part of our service, we are pleased to make and print your wedding bulletins, if you wish.** Pre-printed bulletins are available at cost.
- 3. Please be prompt for the rehearsal.**
- 4. The ushers need to be in place 45 minutes prior to the ceremony for the seating of the guests.**
- 5. Please remind your guests and relatives that flash pictures are not allowed during the ceremony.** Please keep in mind that a wedding is considered a time of worship.
- 6. Please have your florist contact the church office a few days prior to the ceremony to arrange the time of delivery.** All decorations and the placement of decorations are subject to the Senior Pastor's approval.
- 7. If desired, we will furnish the brass candelabra filled with candles, the kneeler, and the stand for the Unity candle.** You will need to furnish the Unity candle.
- 8. All music is to be approved by the Music Director and the Senior Pastor at least two weeks prior to the ceremony.**
- 9. No alcohol, drugs, or smoking are permitted in any of the buildings or on any part of the church property.** The only exception to this is the wine used for a service with communion.
- 10. No rice or birdseed is permitted.**
- 11. Per our Safe Church Policy, children are to be supervised at all times.**
- 12. Photographers and Videographers must meet with the Senior Pastor prior to the ceremony.**

Please Note: Salem UCC is a Concealed Carry Prohibited Area.

REVISED: 02/12/2015