



ST. ANDREW'S

UNITED METHODIST CHURCH

Wedding Policies and Guidelines

Please read the below document. On the wedding information form you will be asked to confirm you have read and understand the St. Andrew's Wedding Policies and Guidelines. These guidelines apply only to weddings that take place at the St. Andrew's church building. Off-site wedding requests and related guidelines will be handled by the officiating pastor.

MAKING RESERVATIONS

You are encouraged to schedule your wedding at St. Andrew's as far in advance as possible. The earlier we know the date of the wedding, the better the chances of being able to accommodate your request. Please call the church office at 402.431.8560 to check available dates. Tentative dates may be checked by telephone, however, weddings will not be placed on the church calendar until the wedding date has been approved by a representative of the church office, the Pastor and the 'Your Wedding' form is submitted with the deposit. The wedding form and deposit are completed online, and the link will be emailed to you after you confirm your selected date is available. Couples who are not members of St. Andrew's must meet with the Pastor before their wedding is confirmed on the church calendar.

Weddings on Saturdays will be at 3:00pm. All activities associated with Saturday weddings must be concluded by 5:00pm. Weddings or rehearsals may not be scheduled on certain holidays. Please check with the church office for availability.

You will be assigned a wedding facilitator three months before your wedding. You may contact your facilitator with any questions. Wedding facilitators will meet with the couple at least one month prior to the wedding date to discuss the details of the ceremony and will be present at the rehearsal and the wedding.

COUNSELING

All couples being married at St. Andrew's Church will need to complete marriage counseling. Options for counseling will be provided by the officiating pastor.

FACILITATOR

Every couple who is married at St. Andrew's United Methodist Church is assigned one of our trained wedding facilitators. This is required unless waived by the officiating pastor. Your wedding facilitator is here to assist in making your wedding run smoothly, we want your day to be special and joyful. Duties of your wedding facilitator are:

- Meet with the wedding couple at the church to go over the wedding information sheet.
- Coordinate the wedding rehearsal with the pastor.
- Coordinate the wedding with the wedding party, keeping the ceremony running on time.

REHEARSAL

Rehearsals will start at 5:00pm. The rehearsal will begin on time, since a large number of people are involved and delays consume every person's time. There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist should be arranged at another time. Please remind members of the wedding party that, throughout the entire rehearsal, they are in a holy place dedicated to the worship of God. The wedding rehearsal must proceed in a dignified manner.

DECORATIONS

No furnishings may be moved from other parts of the building. Facilities staff will move any furnishings customary for all weddings.

Nails, tacks, staples, screws, pins, tape, or anything that will mar chairs and wall finishes may not be used.

The three floor candles on the chancel are available for use during weddings. A unity candle holder is available to use for the ceremony. The couple is responsible for providing the candles. Candle lighters are provided by St. Andrew's.

The florist or assigned attendant is expected to remove all decorations and equipment promptly following the ceremony. No equipment may be left at the church after the wedding.

St. Andrew's decorations will not be removed from the chancel/altar area. This includes seasonal decorations (VBS), banners, chairs, platform, and music equipment.

Facilities staff will not load or off-load equipment or decorations to be used in the wedding. Aisle Runners are allowed at St. Andrew's.

DRESSES AND VALUABLES

The couple is strongly urged to designate someone to watch wedding gifts during the ceremony and remove them from the church following the ceremony. Also, do not leave money, jewelry, and other valuables unattended in the dressing rooms, restrooms, etc. St. Andrew's cannot be responsible for gifts or any personal items or cameras brought to the church for use in a wedding. Dresses may be brought the night before the ceremony and stored.

PHOTOGRAPHY/AUDIO VISUALS

The photographer may take pictures before or after the ceremony in any part of the building. The photographer may take pictures during the ceremony; however, photographers should strive to be minimally disruptive during the ceremony. No pictures may be taken by guests during the wedding ceremony. Photographers are not allowed to stand on the chairs.

The couple should appoint an assistant to help coordinate the photographer. The assistant will be in charge of making sure the people who need to be photographed are where they need to be at the appropriate time. Photographs including the pastor should be taken immediately following the signing of the wedding license after the ceremony.

The wedding may be videotaped using existing light. Slide or video presentations may be used in the actual wedding service (see wedding package fees). However, the content must be keeping with a Christ centered wedding and must be approved by the Lead Pastor.

OTHER IMPORTANT INSTRUCTIONS

- ALCOHOLIC BEVERAGES ARE NOT ALLOWED ON CHURCH PREMISES INCLUDING THE PARKING LOTS AND VACANT LAND. IF ANY MEMBER OF THE WEDDING PARTY IS FOUND TO BE INTOXIATED THE OFFICIATING PASTOR MAY EXCLUDE THAT PERSON FROM THE WEDDING CEREMONY.
- No smoking is allowed in any of the church facilities.
- No unsightly or inappropriate materials shall be used to decorate the wedding car.
- Due to insurance liabilities, no childcare will be provided at St. Andrew's Church for weddings. Our comfort room is available for young children. Use of the comfort room must be supervised by an adult.
- No rice shall be thrown. Birdseed and bubbles may be used outside the building.
- Only trained technicians of St. Andrew's are allowed to operate sound equipment, computers or any other church owned equipment.
- All members of the wedding party must attend the rehearsal.
- The Pastor will direct the rehearsal.
- If a flower girl or ring bearer is to be used, please see that the children are over five years of age or, if younger, must be supervised by an adult.
- The number of ushers should be in keeping with the anticipated attendance. Usually, four are sufficient. If you cannot have four consider using some of the attendants.
- The marriage license must be brought to rehearsal and given to the pastor. The wedding license will be signed by the pastor and other required persons immediately following the ceremony.
- All members of the wedding party should be at the church no less than one hour prior to the ceremony.
- The church property must be left in the condition in which it was found. This includes clean - up of all equipment and items pertaining to the wedding
- St. Andrew's is not responsible for any automobiles left on the property and has the authority to have vehicles towed at owner's expense.

WEDDING PACKAGE FEES

A member wedding is defined as one in which at least one member of the couple, or one of their parents, has been a member of SAUMC for a minimum of six months when the wedding is scheduled.

Required Fees Member/Non-Member

Building Use \$600*/\$900*

A non-refundable deposit of \$100 and submission of 'Your Wedding' form is required before the wedding is placed on the church calendar.

**Includes 6 hours on day of wedding, 1 hour rehearsal, use of Sanctuary, and two lower level rooms, set up 2 tables in rotunda and Audio/Tech package 1. The building will be available starting at 10:00 am, if additional time is needed it will be at the hourly rental rate.*

Pastor (with counseling by pastor) \$400 / \$600

Pastor (without counseling by pastor*) \$200 / \$300

Make check payable to the officiating Pastor.

**Counseling is required for all couples getting married in St. Andrew's United Methodist Church. Couples are responsible for cost of counseling if done by an outside counselor.*

Wedding Facilitator \$300/\$300

Make check payable to your Wedding Facilitator.

All costs listed are expected to be paid at the church office at least one week before the date of the wedding.

Additional Services

St. Andrew's will, upon request, provide a contact and list of people available to act as vocalists, pianist, and Music Coordinator. Any additional cost will be determined by the individual performing in these capacities. Contact the church office or your Wedding Facilitator.

Additional Audio/Tech Services

Package 1: Audio Only – Includes a microphone and set-up for audio needs only. Included in the wedding package

Package 2: Audio & Prerecorded Video Projection – Cost is \$125 and includes two hours. Cost is \$50 per each additional hour.

Package 3: Audio & Video Projection with Camera on Screen – Cost is \$200 and includes video, graphics, camera operator for two hours. Cost is \$75 per each additional hour.

Package 4: Audio & Video with Livestream – Cost is \$250 and includes all of package three, with Livestream operator for two hours. Cost is \$100 for each additional hour.