

# Bethlehem United Church of Christ

## WEDDING POLICY



### YOUR WEDDING AT BETHLEHEM

**Welcome to Bethlehem!** For over one hundred years, our church has served couples during this time of celebration. We are affiliated with the United Church of Christ, which has its roots in the early formative years of American Protestantism. We hope you will find our staff very willing and eager to serve you as you make plans for your wedding day.

### BETHLEHEM CHURCH OFFICE INFORMATION

The church office is normally open Monday to Friday from 9:00 A.M. to 4:00 P.M. We are happy to show our facilities during these hours and to assist you in any way we can. It is our wish to help make your wedding a most happy occasion. Please contact us at (812) 867-2497 with any questions or to speak with (or leave a message for) any involved staff members.

### WEDDING POLICIES and PROCEDURES

When two persons come to the church altar for marriage, they are participating in one of the most solemn and joyful services of the church of Jesus Christ. It is the policy of Bethlehem United Church of Christ that only our staff be used to perform weddings; however, a guest minister may assist with performing the service. Our minister will discuss with the guest minister what role they will fulfill. With this in mind, the following policies of the church govern the wedding and the use of the facilities:

**Setting the Date** – Please contact the church office and check with the minister/church calendar to determine date and time availability. *The \$250 Church Deposit will be required to schedule your wedding.*

**Counseling and Worship Planning** – A consultation or interview with the minister conducting your wedding is required of the prospective bride and groom to discuss the details of the marriage ceremony. Please contact the church office at least one (1) month before your wedding to schedule this consultation with our minister. Children are not allowed to attend any of the counseling sessions. Child care arrangements must be made.

The Church Sanctuary is a place of worship dedicated to God. All things which take place there must be in keeping with the purposes to which they are dedicated.

**Wedding Rehearsal** – The Wedding Rehearsal begins ON TIME and everyone in the wedding party should be at the church by the appointed hour. The wedding coordinator will open the church twenty (20) minutes before the wedding rehearsal for the wedding party to assemble and twenty (20) minutes after the rehearsal concludes. The rehearsal will last approximately one (1) hour.

**Wedding Day**- The wedding coordinator will open the church two (2) hours before the wedding ceremony for the wedding party to assemble.

**Decorations** – Seasonal decorations cannot be removed to accommodate a wedding theme. Only masking tape should be used in putting up decorations (please be certain to tell this to your florist). The minister should be consulted before any decorations are installed in the Sanctuary. ***Throwing of rice, birdseed, or confetti is not permitted***; however, bubbles and/or hand bells are permitted when the couple is exiting the church.

### **Additional Items**

- Smoking and/or alcoholic beverages are not permitted in or on church property.
- Food is not allowed in the library or bridal room.
- The church is not liable for any items left by the wedding party or florist.
- All floral and personal property must be removed immediately following the ceremony.
- If using an aisle runner from a florist, it should be at least 75 feet in length.
- Fees for having rehearsal or reception dinners in our Fellowship Hall are quoted upon request.

**Music** – The wedding music, like the ceremony, should be an act of worshipping God. Organ music will be provided by the church organist. If the church organist is not available, a substitute will be arranged by the church organist. All music should be discussed and approved by the minister and organist. Please plan for a fifteen (15) minute prelude of organ music as the guests are arriving. Please contact the church organist no later than one (1) month prior to your ceremony to arrange any music requests.

**Soloist** – If a soloist is desired, arrangements MUST be made with the church organist. The church organist will make the final decision regarding working with a soloist.

**Photography** – **To preserve the dignity of the service, no flash photography may be used during the ceremony and that needs to be stated in your wedding program.** Photographers and videographers may take pictures from the rear of the sanctuary during the

ceremony (***without flash***). Restaged photographs of the wedding ceremony may be taken after the completion of the wedding. Plan to complete ALL photographs no later than 4:00 P.M. due to Saturday evening worship services being conducted in the Sanctuary. Videotaping is allowed. Please discuss this with the minister if you wish to videotape your wedding.

**Marriage License (Certificate of Marriage)** – It is the responsibility of the bride and groom to obtain their marriage license from the

*Office of the Vanderburgh County Clerk  
City-County Building  
1 N.W. Martin Luther King Jr. Blvd.  
Evansville, IN 47708  
(812) 435-5160*

The County Clerk's office is open Monday through Friday from 8:00 A.M. to 4:00 P.M. Please contact the Clerk's Office with any questions regarding obtaining a Marriage License.

***The minister must have the marriage license on the day of the wedding before performing the ceremony.***

# Bethlehem United Church of Christ

## WEDDING FEE SCHEDULE

- \$250.00 Church**     **Non-refundable.** Church deposit is due when the date for your wedding is set on the church calendar. The church deposit guarantees the wedding date will be reserved on the church calendar.
- \$250.00 Clergy**     This includes pre-marital planning sessions with the minister, the rehearsal, and service itself. *(This fee is not required for church members.)*
- \$175.00 Organist**     This includes a consultation, one (1) hour rehearsal with the soloist/musician, and playing for the rehearsal and service.
- \$150.00 Consultant**     Our consultant will meet with you after the date is set for your wedding to help you plan your event at Bethlehem. In addition, the consultant will be at the church twenty (20) minutes prior to, one (1) hour of, and twenty (20) minutes after the rehearsal. The consultant will be at the church two (2) hours before the start of the wedding for floral arranging, photography, etc. The consultant will be at the church during, and forty-five (45) minutes after the ceremony. The consultant will prepare the sanctuary for the day of the wedding *(each additional hour – \$50/Hour)*.
- \* \$50.00 Consultant**     *\*Required if pew and/or window candle hurricanes are used.*  
*(Optional)*
- \$80.00 Custodian**     Necessary cleaning prior to and after the service.
- \* \$80.00 Sound Tech**     *\* Required to operate audio system if recorded music requested.*  
*(Optional)*

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**\$905.00**

### **TOTAL REQUIRED FEES**

*(Total does not include Sound Tech fee or additional Consultant fee, if necessary.)*

**(\$250.00)**

***Church Deposit Required to Reserve Wedding Date***

**\$655.00**

### **REMAINING BALANCE DUE One Month Prior to Wedding**

Please make these checks payable to the appropriate individual providing support services for you. *(If more time or services are required of any of the above, additional charges will be incurred.)*

# Bethlehem United Church of Christ

## WEDDING FEE SCHEDULE

for

\_\_\_\_\_ **Wedding**

on

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<b>\$250.00</b>	<b><u>Church Deposit</u></b> <i>(Non-refundable)</i>	<b>Bethlehem United Church of Christ</b>	
<b>\$250.00</b>	<b><u>Clergy</u></b>	<b>Rev. Mark C. Sirnic</b> (812) 867-2497 (Church Office) mark@bethlehemucc.org	<i>(This fee is not required for church members)</i>
<b>\$175.00</b>	<b><u>Organist</u></b>	<b>Sheri Schenk</b> (812) 423-4048 (Home) 12music34@twc.com	
<b>\$150.00</b>	<b><u>Consultant</u></b>	<b>Barb Dizney</b> (574)312-0422 (Cell) bnanadiz@gmail.com	
<b>*\$50.00</b>	<b><u>Consultant</u></b> <i>(Optional)</i>	<i>Additional fee required if pew and/or window candle hurricanes are used.</i>	
<b>\$80.00</b>	<b><u>Custodian</u></b>	<b>Rick Chandler</b>	
<b>* \$80.00</b>	<b><u>Sound Tech</u></b> <i>(Optional)</i>	<i>To operate the audio system if recorded music is requested.</i>	

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**\$905.00**

**Total Required Fees**

*(Total does not include Sound Tech fee or additional Consultant fee, if necessary.)*

PAID ON

**(\$250.00)** \_\_\_\_\_

**Church Deposit Required to Reserve Wedding Date**

**\$655.00**

**Remaining balance due one month prior to wedding**

Please make these checks payable to the appropriate individual.

*(If more time or services are required of any of the above, additional charges will be incurred.)*

Pay By

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