

## Church Policies:

- > The church holds about 200 people.
- > Available for your use: Two candelabras (including candles), Unity candle stand (with two side candles). **The wedding couple provides the large unity candle for the center.**
- > Dressing rooms are available for the wedding party.
- > **A No Smoking policy is in effect throughout the building.**
- > **The possession or use of alcoholic beverages is prohibited on church property.**
- > **No food or drink is allowed in the sanctuary.**
- > The wedding party is responsible for leaving the church building in good condition. A custodian will clean before & after the ceremony.

## General Information:

- > Minnesota state law requires couples to secure a license to marry.
- > **Please bring your marriage license to the church office 5 days before the wedding.**
- > Applications are taken at any Clerk of Court office in the state.
- > You must produce proof of age for both persons.
- > After the application, it takes a minimum of two weeks to receive your license.

First United Methodist Church

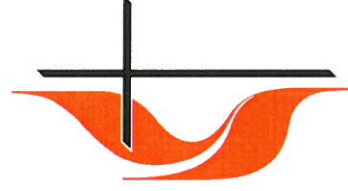
# Weddings



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*one in ministry to all*

## First Meeting

Weddings are a sacred time in the life of a couple. It is the intent of the wedding coordinator to help the wedding party have a meaningful ceremony they will always recall as a very special day in their lives.

Within two months of the wedding, the wedding party is responsible for contacting the Pastor for counseling & planning the ceremony.



## Wedding Charges

Church Usage Fee: \$550.00  
Pastor: \$250.00  
Organist: \$150.00  
Custodian: \$125.00  
Church Soloist: \$100.00  
Sound Technician: \$50.00  
\*Deposit Fee: \$100.00

Deposit checks should be made payable to: *First United Methodist Church.*

\*The Deposit/Cancellation check will be held and not cashed unless the wedding party is notified otherwise. The check will be cashed if there is extraordinary clean-up or damage at the time of the wedding.

If the wedding party cancels the reservation after the church has been reserved, the \$100.00 deposit fee will not be returned.

When the wedding date is set, and the church reserved, we ask that the wedding party present the \$550.00 church usage fee. This is a separate check from the deposit check.

Checks should be sent to the church office to the attention of the wedding coordinator.

Other payments should be put in envelopes & given to the coordinator at the rehearsal. She will distribute them to the appropriate persons.



## Wedding Coordinators are available to:

- > Give a tour of the church & review church policies
  - > Reserve the church when a date is set
  - > Be of assistance to the couple & officiating Pastor in planning the wedding ceremony
  - > Attend the rehearsal & wedding ceremony- the coordinator with help with the last minute details
  - > Help during the rehearsal & wedding ceremony
- The wedding party is responsible for developing their own wedding bulletin, if they plan to use one. Sample bulletins are available from the church office if requested.