

Wedding Policy

Monroe Street United Methodist Church

The congregation and staff of the Monroe Street United Methodist Church believe that marriage is a sacred covenant, one that should be approached in the deepest spirit of faith and commitment. We look forward to meeting with you to make your wedding an occasion to celebrate your faith in God and your love for each other.

This brochure will provide you with information regarding premarital counseling and the planning of your wedding ceremony. Wedding dates are set months in advance. After reviewing this brochure you will need to contact our minister to arrange for a preliminary meeting, at which time you will confirm the date and time for your wedding and the times for premarital counseling.

Procedure

After you have reserved the date with the church office and paid your deposit, here are the next steps:

1. Contact our pastor and set a time for a preliminary meeting. At this meeting you will confirm the date and time of your wedding and rehearsal, and schedule counseling appointments as necessary. All counseling appointments must be completed before the ceremony.

If you are using an outside minister, that person must contact the Monroe Street UMC pastor to have a conversation prior to the wedding getting final approval.

2. Set a time to meet with our Organist/Music Director to plan the music for your ceremony. If you desire another musician to play for the service, permission must be received from our Music Director.
3. Set a time to meet with our Wedding Director. This meeting should take place after the initial meeting with the pastor.
4. Apply for your marriage license well ahead of your wedding date. You may obtain your Lucas County marriage license at the Probate Court, Adams and Erie Streets, Toledo (419-245-4570). The minister will need your license at the time of your rehearsal.

The Use of the Church

The wedding ceremony is a Christian worship service and not simply a private or personal event. It is a liturgy of the church in which persons publicly declare their faith and vows and ask God's blessing upon this sacred covenant.

Adequate facilities for either a sanctuary or chapel wedding are available. The chapel seats 50 persons and the sanctuary will seat 500. A bridal dressing room is available that is easily accessible to either the chapel or sanctuary. Both the sanctuary and chapel are handicapped accessible.

We do not allow smoking or the use or display of alcoholic beverages in our church building. **We do not permit the use of rice, confetti, birdseed, flower petals, or substitute materials** outside of the church because of the slippery hazard they create on floors and sidewalks. Release of balloons is discouraged because of the environmental hazard they create. Bubbles are allowed, BUT ONLY OUTSIDE THE BUILDING.

NO AISLE RUNNERS, flower petals (real or artificial) or other substitute materials may be used in the sanctuary.

The group using the facilities is responsible for damage to the building or equipment either by its members or by persons involved in their activities. A refundable deposit will be received along with your nonrefundable deposit. The full or partial amount will be returned after the wedding depending on damage, breakage, or other uncovered costs associated with the use of the building and/or staff.

The church will be open two hours before and ninety minutes after the scheduled start time of the wedding ceremony. Up to two hours is allotted for the rehearsal. Additional time will require payment of an hourly custodial fee of \$20 per hour.

Wedding Director

You must contact our Wedding Director to help you with the preparations for your wedding. She will make an appointment to show you the church's facilities and to help you with decisions involving the use of the church. She will be present at your rehearsal to assist with preparations and to instruct ushers and to coordinate delivery of flowers and other special arrangements. The day of your wedding she will greet you, make sure the altar area is prepared, direct the ushers, and start the processional at the appropriate hour. If you have a wedding planner, that person must work with our Wedding Director to ensure the smooth flow of the rehearsal and service.

Wedding Music

Please remember that the wedding ceremony is part of the church's liturgical tradition. Music should be suitable for Christian worship. Music for the ceremony should be planned with our Organist/Music Director. The scheduling of vocalists and additional musicians should be in counsel with the minister and organist.

If you do not wish to utilize the services of our Music Director/Organist, permission must be granted by him/her for anyone else to provide music for the service and a bench fee must be paid.

Monroe Street offers a magnificent pipe organ and grand piano in the sanctuary and a piano in the chapel. We also have a number of trained and gifted soloists and musicians who may be contacted to be part of your wedding ceremony.

Floral Arrangements

Because Monroe Street's sanctuary and chapel possess a rare beauty and dignity, it is not necessary to enhance the settings with elaborate decorations or floral arrangements. Arrangements for the delivery of the flowers must be coordinated with the Wedding Director.

Decorating of the church should be completed at least one hour prior to the service. All property of the florist should be removed from the sanctuary within ninety minutes after the conclusion of the ceremony.

Custodian

The church custodian will be available to unlock the doors two hours prior to the wedding ceremony. The custodian will clean the sanctuary following the rehearsal and the wedding ceremony. The custodian fee includes 5 hours of labor. Time needed beyond the 5 hours is subject to an additional charge.

Financial Arrangements

For Church Members

To be considered a church member you must be on the church membership roll and be actively involved in the worship life of the church for at least one year prior to meeting with the minister to select a date for your wedding.

Sanctuary	No Charge
Chapel	No Charge
Minister	No Charge
Organist	\$150 (or bench fee)
Custodian	\$100
Wedding Director	\$100
Parking Security	\$100
Candles if used	\$35
Candelabra	No Charge

For Non-Church Members

Sanctuary	\$500
Chapel	\$200
Minister	\$250
Organist	\$200 (or bench fee)
Custodian	\$150
Wedding Director	\$150
Parking Security	\$100
Candles if used	\$35
Candelabra	No Charge

Church soloists will be contacted through the music director.

Payment Schedule

A \$200 deposit is due when your wedding is scheduled. Half of this deposit (\$100) will be refunded after the service if there is no damage, breakage, or extra custodial costs. The other half will be considered a first payment on the wedding costs and is nonrefundable.

Half of the remaining fee is due 8 weeks before the wedding.

The final payment for remaining fees is due 4 weeks before the wedding.

Checks for fees should be made payable to **Monroe Street United Methodist Church**.