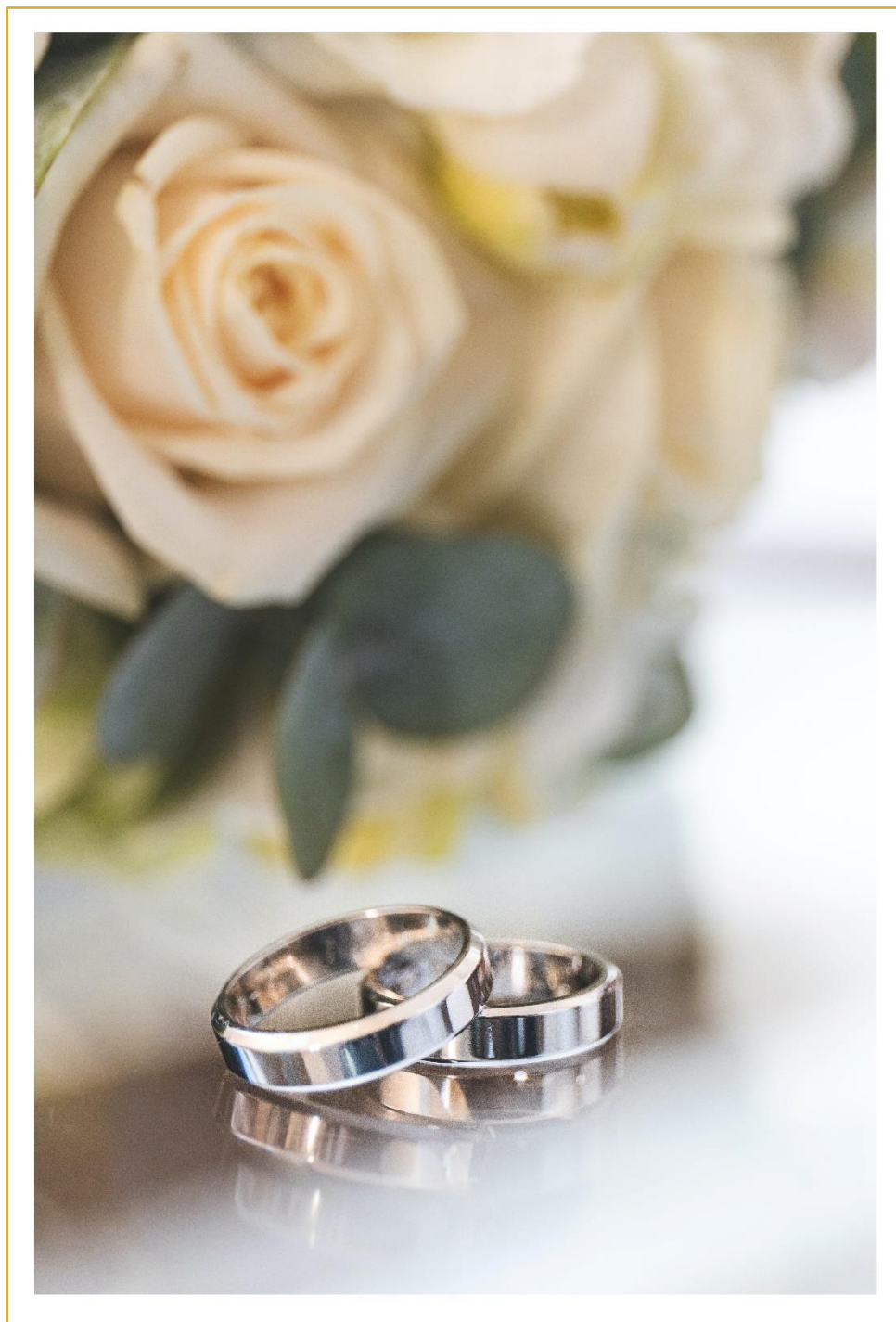


# Planning Your Wedding



**ST. PAUL'S UNITED METHODIST CHURCH**

# Meet the Dream Team

## Scheduling the Wedding



To start the process of scheduling a wedding, please contact our Facilities Coordinator at [office@stpaulshelena.org](mailto:office@stpaulshelena.org) or (406) 502-1063. The time/date of the wedding is dependent upon availability of facilities and personnel. To see the space, please ask about a tour.

## The Pastor



One of St. Paul's pastors will typically officiate at the wedding ceremony. In their absence, another minister may be asked by you to officiate. A valid marriage license must be presented to the pastor before the wedding begins. The marriage license is signed by the best man and the matron of honor in the presence of the pastor.

## The Event Manager



An event manager will be provided by St. Paul's UMC. The event manager will be present at the rehearsal and wedding, and will assist with facility questions and cleanup. They will also coordinate the reception with UWF.

## **The Music**



Our organist/pianist, Fay Bunes, is available to provide live music for your ceremony. However, you may involve other musicians if you choose. All musician fees are arranged directly between the musicians involved and the wedding party.

## **The Audio/Visual (A/V) Team**



Whether you need a few microphones for your ceremony, to Livestream your event, or a slide show, our A/V Team is sure to have what you need to make your big day memorable. If your wedding consists of more than 10 people, our A/V Team services are required.

## **The United Women in Faith (UWF)**



UWF will provide services and equipment for anyone desiring a reception at the church. UWF will set the reception tables, arrange the refreshments on the tables, serve the refreshments, and cleanup after the reception. If UWF services are not used, the family must do all setup and cleanup.

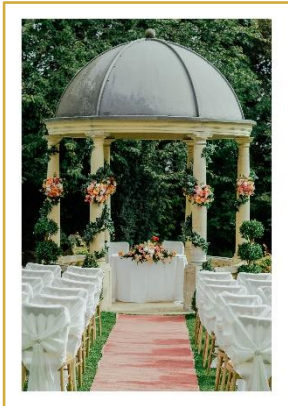
# The Wedding

## The Rehearsal



A rehearsal is usually held 1-2 days prior to the ceremony. During the rehearsal, details of the wedding are reviewed. This rehearsal is to be attended only by members of the wedding party, the ushers, and the parents of the bride and groom. The organist/pianist, officiating pastor, and A/V Team should also attend.

## The Ceremony



More than a physical union, Christian marriage is the uniting of two spirits, two children of God. Marriage is a partnership in which each person respects the rights and privileges of the other. After all your preparations, this is the time to enjoy your special day. Our Wedding Coordinator will be present to assist as needed.

## The Reception



An event manager will be provided by St. Paul's UMC. The event manager will be present at the rehearsal and wedding, and will assist with facility questions and cleanup. They will also coordinate the reception with UWF.

# The Entire Package

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*“A good marriage is one where each partner secretly suspects they got the better deal.”*

*~ Unknown*

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## Fee Schedule

<b>Service</b>	<b>Cost</b>
Non-Refundable Deposit	\$200
Sanctuary Fee (Member)	\$350
Sanctuary Fee (Non-Member)	\$650
A/V Team Fee (Sound Only)	\$30/hour
A/V Team Fee (Sound + Slides/Video)	\$60/hour
A/V Team Fee (Sound + Livestream)	\$60/hour
A/V Team Fee (Sound + Slides/Video + Livestream)	\$90/hour
Organist/Pianist Fee	\$100/hour
Clergy Service Fee: Wedding Only	\$250
Clergy Service Fee: Wedding + Rehearsal	\$350
On-Site Coordinator/Event Manager Fee (required)	\$150
UWF Serving Fee (cake and coffee – first 50 guests)	\$75
UWF Serving Fee (cake and coffee – 51-100 guests)	\$100
UWF Serving Fee (lunch/dinner – first 50 guests)	\$150
UWF Serving Fee (lunch/dinner – 51-100 guests)	\$200

## Cancellations

In the event the ceremony is cancelled, the Sanctuary fee is 50% refundable if the cancellation occurs at least one month prior to the wedding date. Within 30 days of the date, this fee is non-refundable.

# Other Matters of Importance

## Facility Policies

- No rice, confetti, bird seed, or real flower petals are to be thrown or distributed on the property.
- No smoking allowed in the building or on the grounds.
- No alcoholic beverages are permitted at any time.
- No unseemly behavior. Please maintain respect for other people and for the physical property.
- St. Paul's is an open church, and we assume no responsibility or liability for anything left unattended.
- Rooms must remain fire-code compliant. Please do not block fire exits or keep fire doors open.
- Please adhere to all posted requirements in each room.

## Setup & Cleanup

- All setup and cleanup is the responsibility of the wedding party. However, the Event Manager and UWF (if applicable) are available to provide guidance and assistance.
- All spaces used must be restored to their original condition.
- Tables and chair are available for use, and they are located in the Choir Room on the 1st Floor of the church. Round tables and even more chairs are available in the Fellowship Hall closet.

## Photographs

- We encourage the taking of photos prior to the ceremony.
- Flash pictures during the service are not allowed.

## Building Access

- Our building doors operate on an internet-based software system. For your event, please coordinate with the Facility Coordinator to establish a door schedule that accommodates your rehearsal and wedding.

## **Decorations**

- Arrangements for all flowers and decorations are the responsibility of the couple.
- The use of candles is limited by the Fire Department to the chancel area only.
- Standard-sized candles fit in out candelabras, and these candles are not provided. Please note, if candelabras are used, the wedding couple assumes liability for the candelabras.

## **Network Information**

- Wireless Network: UMCguest
- Network Password: community

**Please do not hesitate to contact us with any questions or concerns.**

*May you have a blessed &  
beautiful wedding!*

