

Wedding Policy

The sanctuary of St. Peter's is a sacred and wonderful place to celebrate your special day. St. Peter's considers weddings as a rite of Christian worship, thanking God for the love created and celebrated between two people. All of the plans for the ceremonies must be approved by the minister and be in keeping with the theology of the church, that God is the ultimate audience of all worship. Weddings held at St. Peter's UCC are scheduled at the discretion of the minister. It is the policy of St. Peter's that no other minister will perform religious ceremonies in the church without the consent of the minister and the Consistory. Upon completion of this form please return it to the Church Office. Thank you for choosing St. Peter's United Church of Christ.

Please consider the following when choosing and/or using our space and services:

- Please respect all church property and the sanctity of worship.
- Removal or any movement of the cross on the communion table is not permitted.
- Flowers or other adornments may not cover or restrict the centrality of the cross.
- Our sanctuary will seat about 300 people comfortably; 350 using the balcony and chancel pews. The sanctuary has 20 pews on each side of the main aisle.
- Please remain in the areas of the building you have requested for your rehearsal and ceremony only.
- Smoking is not allowed in the church building or on the grounds.
- Alcoholic beverages are not permitted in the building or on the grounds. Please do not drink alcohol prior to your service. If you or members of your party appear inebriated, your ceremony will be canceled.
- All rooms must be left neat and orderly. Delegate people to monitor personal items during the ceremony and to pick up all items left after the ceremony in ALL the areas used.
- Any tape or devices used for decorating are only allowed if they will not damage furniture or strip paint.
- Throwing confetti and releasing balloons is not allowed. All items used must be environmentally friendly. Bubbles are allowed (outside the building), as are the release of doves, butterflies and flower petals.
- In respect of members and visitors with allergies, animals are not allowed in the church building.

Wedding Packages	Member*	Non - Member
Sanctuary Service	<p>Includes Sanctuary, Bride’s room, Chapel and Lounge at no charge.</p> <ul style="list-style-type: none"> • Minister • Organist • Sound System • Wedding Coordinator • Cleaning <p>Fee = \$600</p>	<p>Includes Sanctuary, Bride’s room, Chapel and Lounge</p> <ul style="list-style-type: none"> • Minister • Organist • Sound System • Wedding Coordinator • Cleaning <p>Additionally a \$100.00 nonrefundable reservation fee. The reservation fee will be applied to the fees when the wedding occurs.</p> <p>\$200.00 damage deposit is required two weeks prior to the wedding date. All or a portion of the damage deposit will be returned after damages have been assessed.</p> <p>Fee = \$1125</p>
Chapel or Small Sanctuary Service (< 50 people) –	<p>Includes Chapel or Sanctuary, Brides Room, and Classroom at no charge.</p> <ul style="list-style-type: none"> • Minister • Organist • Sound System • Cleaning <p>Fee = \$500</p>	<p>Includes Chapel or Sanctuary, Brides Room, and Classroom</p> <ul style="list-style-type: none"> • Minister • Organist • Sound System • Cleaning <p>Additionally a \$100.00 nonrefundable reservation fee. The reservation fee will be applied to the fees when the wedding occurs.</p> <p>\$200.00 damage deposit is required two weeks prior to the wedding date. . All or a portion of the damage deposit will be returned after damages have been assessed.</p> <p>Fee = \$725</p>

Fellowship Hall Reception	No charge for use of Fellowship Hall and Kitchen Cleaning Fee = \$100.00	Includes tables & chairs and limited kitchen use. Paper products, tableware, decorations, beverages, etc. are not provided by St. Peter's Fee = \$350.00`
Lounge Reception	No Charge for kitchenette and lounge on the first floor Cleaning Fee = \$75.00	Includes the lounge and kitchenette on first floor • Cleaning Fee = \$200.00

* Church members who have been active participants for at least six months prior to the wedding/civil union, are entitled to the free use of church facilities. The minister and consistory will consider requests for the free use of the church facility for weddings/civil unions of inactive members and/or children and grandchildren of members. Active membership entails attending worship on a regular basis, celebrating the sacraments, participating in the service of the church, contributing time, talent and treasure, growing spiritually through the educational studies of the church, and seeking the general welfare of the congregation as a whole.

Description of Fees

1. Damage Deposits:

Non-members are required to pay a refundable Damage Deposit of \$200.00 that should be paid two (2) weeks prior to the event. Payment for the Damage Deposit should be made on a separate check. Fees may be waived or altered at the discretion of the Trustees. Damage deposit checks will be returned after no damage is assessed after the wedding.

Members are not required to pay a Damage Deposit. However if there are damages identified after the event, the member will be asked to pay for them.

2. A nonrefundable reservation fee of \$100.00 is due when reserving church facilities. This fee can be applied to the final cost of the service. Members are not required to pay a reservation fee.

3. Fees for Members and Non-members: **The fees include the services listed with the wedding packages and should be paid directly to the church.**

4. Minister – Services include pre-marital counseling, the wedding rehearsal, the actual ceremony and any planning that is needed which involves the minister. If the wedding

is held outside of the Champaign-Urbana area, mileage reimbursement at the IRS rate and if needed, hotel fees would be required.

5. **Coordinator** – At St. Peter’s, a Wedding Coordinator is required. The Coordinator will be available to assist couples up to twelve (12) hours with anything that is church related. This is included in the wedding package, however, a separate hourly rate will be added for time beyond the 12 hour limit.
6. **Cleaning** – There is a mandatory fee for cleaning after the ceremony. It is included in the wedding fee package.
7. **Organist** –There is a mandatory fee for the organist included in the wedding package and includes the standard processional and recessional music, plus one soloist. If anyone other than the St. Peter’s musician is desired for an event, our Music Director and/or Musician must approve the outside person.
8. **Sound System** – The cost of using the sound system is included in the wedding package. If the sound system is used for more than microphones, i.e. use CD’s or other technologies; we will arrange to have a sound system operator assigned to your wedding.

Wedding Application

Date _____ Time _____

_____ Member _____ Non-member

Name _____ Name _____

Name changes after wedding

Address _____ Address _____

Phone (____) _____ Phone (____) _____

Email: _____ Email: _____

DOB: _____ DOB: _____

Occupation: _____ Occupation: _____

Couple's Address _____

Number of guests _____ Rehearsal date _____ Time _____

Photographer _____ Pictures taken: _____ Before _____ After _____

Both

Florist _____ Delivery time _____

Reception location _____ Time _____

I have received and read the St. Peter's United Church of Christ Policies and agree to follow the policy. In addition, I agree to the fees and payment arrangements stated in the policy.

Signature

Date

Signature

Date

Wedding Fees – Church Member

Item	Fees
Damage Deposit	Fees waived if there is no damage
Sanctuary Service	
Reservation Fee	No Fee – Put on Calendar
Building Use	No Fee
Minister	\$300
Organist	\$100
Coordinator	\$150
Audio/Visual Tech	\$50
Custodian	\$50
Total	\$600
Chapel Service	
Reservation Fee	No Fee – Put on Calendar
Building Use	No Fee
Minister	\$250

Coordinator	\$150
Audio/Visual Tech	\$50
Custodian	\$50
Total	\$500

Church members who have been active participants for at least six months prior to the wedding are entitled to the free use of church facilities. The Minister and Consistory will consider requests for the free use of the church facility for weddings of inactive members and/or the children and grandchildren of members. Active membership entails attending worship on a regular basis, celebrating the sacraments, participation in the service of the church, contribution of time, talent and treasure, growing spiritually through the educational studies of the church, and concern for the general welfare of the congregation as a whole.

Non – Member Wedding Fees

Item	Fees
*Damage Deposit	\$150 – Chapel Service \$200 – Sanctuary Service
Sanctuary Service	
Reservation Fee	\$100 – Non-refundable
Building Use	\$425
Minister	\$250
Organist	\$100
Coordinator	\$150
Audio/Visual Tech	\$50
Custodian	\$50
Total	\$1125

Chapel Service	
Reservation Fee	\$100 – Non-refundable
Building Use	\$125
Minister	\$250
Organist	\$100
Coordinator	\$150
Audio/Visual Tech	\$50
Custodian	\$50
Total	\$725
The damage deposit will be returned if no damage has occurred.	