

Wedding Application

St. Paul's United Methodist Church
405 W. Beardsley Avenue
Elkhart, IN 46514
574-293-0482

Date of Application _____

Last Name: Bride/Groom _____ / _____

Rehearsal Date _____

Wedding Date _____

Rehearsal Time _____

Wedding Time _____

PLEASE PRINT ALL INFORMATION:

BRIDE:

Bride's Name: _____ Age: _____ Date of Birth: _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

GROOM:

Groom's Name: _____ Age: _____ Date of Birth: _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

WEDDING RECEPTION LOCATION:

() St. Paul's UMC Fellowship Hall

() Other location (specify) _____

Starting time of reception: _____ Ending time of reception: _____

Reserving The Date

Applications to hold a wedding at St. Paul's United Methodist Church should be submitted to the church office. Final approval is given by the pastor. Preferences are always given to those who are members of St. Paul's and those who have special ties to the congregation. For an application to be considered, it must be signed and returned with a damage deposit of \$200 to the church office. The date and implementation will be confirmed with you only after appropriate consultation with the pastor. At that time a 50% deposit is due to secure your date. Final payment of all fees is due no later than 2 weeks prior to the rehearsal date.

PLEASE READ AND SIGN: We have read and received a copy of St. Paul's UMC Church Wedding Guidelines and agree to abide by the same. We further agree to pay for any and all damages occurring during use.

BRIDE:

GROOM:

Signature _____

Signature _____

Printed _____

Printed _____

Please return this completed form and required deposit to the office of
St. Paul's United Methodist Church, 405 W. Beardsley Avenue, Elkhart, IN 46514

Approved by Pastor

Wedding Details

Best Man:

Groomsmen / Ushers

Ring Bearer(s)

Photographer

Maid/Matron of Honor:

Bridesmaids:

Flower Girl(s)

Videographer

OPTIONS:

Unity Candle ()Yes ()No Church Organist? Other? (see guidelines) _____
 Church Candelabra ()Yes ()No Will there be other musicians? _____
 Aisle Runner ()Yes ()No Other Info: _____

BRIDE & GROOM'S FUTURE ADDRESS:

Address: _____ Phone: _____
 City, State, Zip _____

Schedule of Costs

	Members	Non-Members
_____ Sanctuary	N/C	\$400.00
_____ Fellowship Hall	N/C	\$200.00
_____ Minister	\$200.00	\$250.00
_____ Organist	\$100.00	\$125.00
_____ Ceremony Coordinator	\$150.00	\$200.00
_____ Sound System Tech	\$50.00	\$100.00
_____ Custodial Fees—		
Sanctuary	\$75.00	\$75.00
Fellowship Hall	\$75.00	\$75.00

WEDDING GUIDELINES AT ST. PAUL'S UNITED METHODIST CHURCH

St. Paul's Wedding Staff

Pastor, Tom DeFries - (574) 293-0482

Ceremony Coordinator, Fran Roberts— (574) 849-6835

Organist, Donna Wagner - (574) 250-1324

We pray God's richest blessings upon you as you plan your wedding. The entire staff of St. Paul's United Methodist Church will be happy to assist you. We are glad to make the beauty of St. Paul's Church a part of your wedding celebration

Consulting with Staff

Details of wedding arrangements will be under the initial direction of the Pastor and Ceremony Coordinator. An appointment may be made by calling the Ceremony Coordinator.

The Pastor of St. Paul's United Methodist Church gives approval for all weddings and encourages premarital counseling. An additional pastor from another church may perform or assist in the service.

Rehearsal

Rehearsal times are to be scheduled with the pastor. Usually the rehearsal is held on the evening before the wedding in the sanctuary. It will last approximately one hour. All persons involved in the ceremony should be present for the rehearsal and be at the church at the designated time of the rehearsal. This includes parents as well as the wedding party.

Flowers and Decorations

Decorators may not use tape, nails, tacks, or wires on walls, woodwork or furniture. Pew bows may be attached with large rubber bands, elastic ribbon or plastic clamps. The center aisle of the sanctuary must be left open for the seating of guests. Aisle runners are available from area florists. The center aisle is 70 feet long and there are 13 pews on each side of the sanctuary. Approximately 360 guests can be seated.

Wedding programs are not provided by the church and should be approved by the Pastor before printing.

A kneeling bench and two 7-branch candelabra are available for use at no additional charge. We will provide the candles. The bridal couple provides the unity candles or sands.

Policies and Facilities

The bride and her attendants may use the Choir Room located in the lower level off the Fellowship Hall. The groom and his attendants may use the library located on the main level. The families of the bride and groom may gather in Wesley House, also on the main level.

Music for the wedding will be discussed with the pastor. If an organist is needed, St. Paul's organist is available. Any alternate organist must be approved by St. Paul's organist. Special music is welcome. If pre-recorded music is planned or sound equipment is needed to be set up for musicians or soloists, arrangements must be made through the Ceremony Coordinator for a sound system technician to be provided by St. Paul's. The sound system technician will be present during both the rehearsal and the wedding ceremony.

No smoking, alcohol, or illegal substances are allowed on the church premises at any time. If the members of the wedding party are intoxicated or under the influence of drugs, the Pastor reserves the right to refuse to conduct the ceremony.

Photographs are permissible using only non-flash photography. Videotaping is also allowed as agreed to by the wedding party and the Pastor.

No pets, except service animals, are permitted.

No rice or glitter is to be thrown in or around the church building. Bird seed may be thrown outside. Please distribute the seed to your guests outside the church building.

Reception Services

St. Paul's UMC Fellowship Hall is located in the lower level and is available for receptions. All flatware, tableware and supplies are to be provided by the wedding couple. Use of the kitchen and appliances is permitted. All food and drinks should remain in the Fellowship Hall. Tables must be covered. Lit candles should be enclosed in glass with a base under each candle.

Damage Deposit

The \$200 damage deposit will be refunded within one week of the wedding ceremony if no damage to the building or grounds is incurred.

St. Paul's United Methodist Church
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Website: stpaulselkhart.com Facebook: St. Paul's UMC Elkhart