

WEDDINGS at SPIRIT OF PEACE

The majestic, beautiful new sanctuary at Spirit of Peace United Church of Christ is available for weddings and union services for members and non-members. We have clergy, musicians and a wedding consultant who can help you to make your wedding a very special and meaningful day.

Member fees differ from non-member fees. Charges will be based on the membership status at the time the church is reserved for the wedding. It is not recommended that couples consider joining the church in order to reduce their fees.

SETTING THE DATE FOR YOUR WEDDING

- Before establishing a definite date, please **telephone the church office** (334-2802) to make certain that the church sanctuary is available for the date you desire. The date should be set at least six months to one year in advance. Weddings will not be performed on the Friday and Saturday before Easter, nor on Dec. 23 or 24.
- Before the date is set, the couple should be sure a clergy person is available to officiate at the wedding. For **member** weddings, office staff will check the availability of a Spirit of Peace Pastor. **Non-members** may furnish their own pastor, or they may call one on the list of clergy provided by office staff.
- Fill out the **Building Use Application** in the church office. There is a \$200 Reservation Fee for non-members to reserve the church for a wedding. Reserving the church means you will have the use of the Sanctuary, two dressing rooms, and restrooms. The date is not reserved until the Building Use Application is received (and for non-members, also the \$200 Reservation Fee).
- Once the date is set, the couple should reserve their date with the **Wedding Consultant**, at least 6 months in advance. She will meet with the couple to plan the wedding, assist at the rehearsal, and be present shortly before and during the wedding. The church office will give you the consultant's contact information. Use of a Wedding Consultant is normally required, though her services may be reduced in the case of simple weddings without attendants and fewer than 40 guests.
- Once the date is set, the couple should reserve their date with the **Organist or other musicians** at least 6 months in advance of the wedding. Names of our musicians are available in the church office.

PRE-MARITAL COUNSELING

Members: Because pre-marital counseling is important to developing a healthy marriage, each couple is required to complete pre-marital counseling. For member weddings, the couple should contact the pastor to begin counseling 9-12 months before the wedding (no later than 6 months before the wedding).

Usually there will be 2-3 sessions of counseling, each 1 ½ - 2 hours long. This will be a time to explore the strengths and possible growth areas of the couple's relationship. Member couples will complete the PREPARE / ENRICH inventory at their first session, and will receive individualized

feedback. Some of the topics covered are: communication skills, conflict resolution skills, values and priorities, and parenting roles. The couple should bring a \$35 check, payable to PREPARE / ENRICH, to the first session to cover the cost of this inventory.

Non-members are asked to complete pre-marital counseling. Studies show that couples who complete pre-marital counseling are far more likely to have successful marriages. Please check with the clergy person conducting your wedding to see what counseling s/he provides. A list of recommended counselors is available in the church office. Non-members may receive their premarital counseling with any licensed counselor.

FEES

All wedding fees are due in the church office at least *30 days prior* to the wedding date (6509 S. Cliff, 57108). For members, this includes payment for the pastor, organist, wedding consultant, sound technician, custodian and optional DVD. For non-members, this includes applicable professional fees, optional DVD and also the room use fees. If you are having your reception at the church, please also include those fees. Make check payable to Spirit of Peace UCC. If you have questions about fees, please call the church office (334-2802).

MEMBER FEES:

Sanctuary, 2 dressing rooms:	No charge for members	<u>\$0</u>
Professional Services:		
Pastor	\$250	
Wedding Consultant	\$100	
Sound Tech/Bldg Host	\$ 50	
Custodian	\$100	<u>\$500</u>
Musicians:		
Organist	\$100	_____
Other * (See below)		_____
DVD of your wedding (optional)	\$ 25	_____
Premarital Counseling for members:		
Provided by a Spirit of Peace Pastor (\$250 fee is waived for members)		
Prepare/Enrich Inventory: \$35 due at first pre-marital counseling session (make check payable to Prepare/Enrich)		<u>\$35</u>
Reception Option:		
Fireside / Community Room, Kitchen	No charge for members	
Custodian	\$75	_____
	Total.....	_____

*Usually the organist plays for weddings. Also available: Stringed Quartet, Brass & Wind Ensembles, at varying fees.

All fees due 30 days prior to wedding. Make check payable to Spirit of Peace UCC.

NON-MEMBER FEES:

\$200 Non-refundable Reservation Fee due at the time the church is reserved.

Will be applied toward total fees, but if wedding is cancelled, will not be refunded.

\$200

Required Fees:

Sanctuary & 2 dressing rooms	\$250	
Sound Tech/Bldg Host.....	\$ 50	
Custodian.....	\$100	<u>\$400</u>

Professional Services:

Pastor (pay only if affiliated with Spirit of Peace)	\$250	
Wedding consultant (usually required)	\$100	
Organist (pay only if affiliated with Spirit of Peace)	\$100	
Other Musicians (please pay privately)		_____

Reception Option:

Fireside / Community Room, Kitchen	\$150	
Custodian	<u>\$ 75</u>	
Total	\$225	_____

Premarital Counseling (Please pay privately)

See counselor list provided for non-members

Subtotal....._____

Less Reservation Fee -\$200

Balance Due....._____

Balance due 30 days prior to wedding. Make check payable to Spirit of Peace UCC.

THE RECEPTION

Our spacious, new Fireside / Community Room is available for your reception. There is a \$150 Room Use Fee for non-members. You may use the church's tables and chairs or rent your own. The room seats 200. For a very small wedding reception, the Fireside Room alone provides an intimate setting with room to seat 42 at round tables.

The couple should make arrangements with the **caterer and family members** to remove all food, paper products, disposable utensils, decorations and table cloths, and to put trash in the proper receptacles. Do not plan to use the church's dishes, pans, utensils or coffee pots unless you are a member, and well-acquainted in the kitchen, in which case special arrangements may be made with the church office. *The commercial dishwasher/sanitizer may not be used without permission and instruction.*

ORGANIST AND MUSIC

After having reserved the church for the wedding service, it is the responsibility of the couple to contact the Spirit of Peace organist or other musicians to check their availability. Contact information for organist, string quartet, brass or wind ensembles is available in the church office. If a member couple wants to use a friend or family member as their organist, please contact the pastor. Non-members are welcome to make arrangements with an organist or musicians of their choice.

The organ music and the music for any soloist is selected by the couple in consultation with the organist and the pastor. The church wedding is a sacred rite invoking the blessing of God. The choice and presentation of the wedding music should reflect this. Normally the organist is paid \$100, unless there are special circumstances, such as more than two solos or particularly difficult music. If additional time with the organist is needed, a fee of \$20 per hour will be due at the time the service is requested.

WEDDING CONSULTANT

After having reserved the church for the wedding service, it is the responsibility of the couple to contact the Wedding Consultant. Contact information is available in the church office. The Wedding Consultant will meet with the bride and groom for one hour at least 2 months prior to the wedding to discuss organizational details and the wedding setup. She will be present for the wedding rehearsal, assisting the pastor and helping the ushers and wedding party participants understand their duties. For this reason, it is important that all members of the wedding party be at the rehearsal.

On the day of the wedding, the Consultant will arrive at least one hour before the service to assist in last minute details, and she will stay at least 30 minutes after the service to help coordinate the removal of decorations with family members. It is not the responsibility of the Consultant to act as a personal attendant to the bridal party.

The Wedding Consultant's fee is \$100. If more than the above listed time is necessary for consultation, the fee will be an additional \$20 per hour payable at the time the service is requested. For simple weddings without multiple attendants, and fewer than 40 guests, the Wedding Consultant's fee will be prorated for the time it actually takes to assist in making wedding arrangements.

MARRIAGE LICENSE

Obtain the license from the Register of Deeds at the Minnehaha County Courthouse well in advance of the wedding. In the past, both bride and groom had to be present; they needed to know their social security numbers and needed to show photo ID. *Call ahead to find out what the current rules are.*

REHEARSAL

The purpose of a rehearsal is to relieve participants of anxiety and confusion about the wedding details. Prior to the rehearsal, the couple will have consulted with the Pastor and the Wedding Consultant about the details, so the rehearsal should only take 1 hour. All participants in the wedding will need to be present, including the ushers if possible. Please bring copies of the wedding program (bulletin) to the rehearsal and also bring the marriage license. Sample programs

are available in the church office, showing the order of worship. You are responsible to print your own programs.

ALCOHOL & BEHAVIOR POLICY

Since the wedding ceremony is a religious service, every member of the wedding party is expected to act with reverence and dignity. Prior to both the rehearsal and wedding, it is expected that members of the wedding party will refrain from alcoholic beverages. The couple shall be under obligation to make this rule known to all of the people taking part in the wedding. Smoking is not allowed in the church, nor in front of the church. A cigarette receptacle is available outside the kitchen door on the south side of the church.

PHOTOGRAPHY

Typically, the church is opened for formal photographs approximately 4-5 hours before the ceremony. Please plan to finish your photographs $\frac{3}{4}$ hour to 1 hour before the ceremony is set to begin. Photos and video may be taken during the ceremony as long as the photographer does not disturb the wedding service. Photographers should not be on the chancel, but in a less conspicuous place, e.g. on the sides or in the back of the church. Anyone planning to take photos in the sanctuary following the ceremony must make prior arrangements with the office staff, because it affects the time when the custodian is scheduled to clean up.

DECORATIONS

Wedding decorations should be chosen in consultation with the Wedding Consultant. The family or the florist is responsible for decorating and removing decorations without interfering with the existing set up of the sanctuary. Please make arrangements for family members to remove all decorative items from the sanctuary shortly after the wedding ends, unless the reception is held at Spirit of Peace, so that the custodian can begin cleaning.

Please do not remove banners or other paraments from the communion table or chancel area. On rare occasions, seasonal church banners and paraments may be moved but only with advance permission and under the supervision of Spirit of Peace staff.

The wedding party is responsible for picking up clothing, hangers, food, and personal items from the dressing rooms and restrooms after the wedding. We recommend that you arrange in advance to have 6-8 family members prepared to help as soon as your guests have left the church.

Rice and confetti are not permitted in the church, parking lot, or on the sidewalks. Bubbles and real flower petals are permitted outdoors. Balloon bouquets are permitted in the church, but please use environmentally safe, biodegradable balloons if you intend to release them outdoors.

SUMMARY

Spirit of Peace Church is a beautiful place for weddings. We are happy to answer any questions you have, and will do everything we can to make your wedding day meaningful and lovely. To contact the office at Spirit of Peace:

secretary@spiritofpeacesf.org

605-334-2802

Spirit of Peace is located at 73rd and Cliff Avenue, just $\frac{3}{4}$ mile from Prairie Green Golf Course.

