

# GETTING MARRIED AT ST MATTHEW

## *Congratulations on your engagement!*

We are thrilled you are considering reserving St Matthew for your ceremony. It is our wish to do everything possible to make your wedding day the joyful, Christian experience that it should be. We've provided some quick information about what first steps you will need to take to secure a date and Pastor for your ceremony.

## **Setting the Date and Time of Your Wedding**

*(The officiating Pastor must approve any exceptions.)*

1. Contact St Matthew church office a minimum of 6 months prior to your wedding date, before any other decisions are finalized.
2. Confirm the Senior Pastor's availability for your tentative date.
3. With Pastor's approval, the date is confirmed with the church calendar.
4. Application and Wedding Guidelines are mailed to bride and groom.
5. Upon receipt of the signed application and deposit, wedding date is finalized on the church calendar.

Weddings at St Matthew are not scheduled on Sundays, during Holy Week (week before Easter), Thanksgiving Weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day or Holiday Weekends (Memorial Day, July 4<sup>th</sup>, Labor Day).

Saturday Weddings will start no later than 5 pm. If you plan to have a reception at St Matthew, Saturday evening receptions must conclude by 6 pm.

## **Pre-Martial Sessions**

Couples will be required to participate in pre-marriage preparation with the Officiating Pastor. Great marriages don't just happen! An important part of having a great marriage is preparation. Our pre-marriage preparation is designed to help engaged couples grow in their relationship with God and one another while exploring the biblical foundation of marriage.

Your pre-marriage preparation will set you up for success as you embark on the challenges and blessings that come with living together as husband and wife.

## **Officiating Pastor**

The Officiating Pastor for all weddings held at St Matthew will be a Pastor from St Matthew.

Please note: If you would like another clergyman to participate in your wedding, this invitation should only be extended by the Officiating Pastor from St Matthew. To avoid embarrassment, discuss your request with the St Matthew Officiating Pastor before consulting with any visiting clergy. Church policies limit the ways in which clergymen of other denominations can take part, so this must be carefully planned in the initial meeting with your Officiating Pastor.

## **Wedding Coordinator**

A Wedding Coordinator will be assigned to you upon receipt of the signed application and deposit. The Church Wedding Coordinator is well versed in wedding etiquette and the policies of the church and working closely with her will help you avoid misunderstandings and plan a flawless wedding. The Wedding Coordinator serves as a liaison between the Officiating Pastor, the church and the couple.

## **Fees**

All fees are due two weeks prior to your ceremony. You will receive a reminder one month prior to the wedding date indicating the amounts and to whom the checks are to be made payable.

Wedding & Rehearsal	\$175
Officiating Pastor	Honorarium (suggested \$200-\$400)
Organist/Pianist	\$150
Wedding Coordinator	\$100

*(Wedding Coordinator fee includes consultation, 1 hour each for rehearsal and wedding and 2 hours prior to wedding. If you request additional time prior to the wedding and the Coordinator is available, \$30 will be charged for each additional hour.)*

Fees for additional services can be found in the Wedding Guideline booklet.

We, again, congratulate you on your engagement and look forward to partnering with you as you prepare for your life together!