

Wedding Policies

Olmsted Community Church

Olmsted Community Church is pleased to share in this ministry of your special day. Your wedding can be personalized to reflect your love as a couple. Our pastor will provide specific help in planning this celebration of God's love and your commitment to one another. Our church welcomes weddings for members and non-members. Wedding ceremonies here are considered a Christian service of worship and are conducted in that sacred spirit.

Olmsted Community Church is a covenantal congregation of the [United Church of Christ](#) in mission activities of Jesus Christ in the world. We welcome inquiries from all couples. Many couples consider our church an excellent place to learn about God and grow in faith. Our regular services are held on **Sundays at 10AM in the Sanctuary**. You are encouraged to join us for worship.

FIRST STEPS IN PLANNING

1. **Contact the church office** when you have a date in mind. You may want to have several dates to check out. The church's phone number is 440-235-3326, or you can email us at office@olmstedchurch.org. We urge you to contact the church prior to making final reception plans.
2. **Review our policies and make a deposit to reserve the date.** Review the church's policies and costs for weddings, then sign and submit the Wedding Policies Agreement form to the church office with your deposit. A \$200 non-refundable deposit is due at the date of booking, with the balance due for all fees at your final meeting with the Pastor.
3. **Arrange for visits with our pastor.** The pastor presides over all weddings at Olmsted Community Church. Once your selected wedding date is approved, the pastor will then meet with you for the required planning sessions. Call the church at 440-235-3326 for an appointment no later than 2 months before your selected date.

GENERAL POLICIES

Our Pastor oversees all weddings held at the church. Other religious leaders may be included or lead ceremonies with the permission of our Pastor who will extend an invitation to the guest minister to officiate. The fee for the guest minister will be the responsibility of the bride and groom. Every couple is expected to spend time in marriage preparation with the Pastor before the ceremony. This will require a minimum of three (3) sessions of pre-nuptial counseling to be scheduled at least 3 months prior to the wedding.

The church's Musician will be used for any service requiring music. Other musicians must be approved by the church's Musician and Pastor, and a bench fee may be required. Rehearsals for soloists and music beyond the ordinary may require additional Musician and Tech (sound and/or audio) fees.

Use of our church's Wedding Coordinator is required for all weddings. The Coordinator assists the Pastor by opening and securing the building at the agreed time, helping with sanctuary preparation and decoration, guiding your florist and photographer, and guiding the wedding party in placement and entrances.

Olmsted Community Church is not responsible for lost, damaged, or stolen property, or items left at the church. The wedding couple assumes responsibility for damage, loss, or breakage to any church property or furnishings.

Alcohol and other drugs are not permitted on our campus. Olmsted Community Church is a smoke-free facility.

DURING THE CEREMONY

The photographer should confer with the Pastor and/or Wedding Coordinator before the ceremony to determine placement during the service. Photographers must not block or stop the wedding procession for photos. No disturbing photography or videography at the altar or in the chancel. After the service, photos in the sanctuary must be completed before outdoor or other pictures are taken. Guests should not take photos during the service.

Aisle runners are not permitted in our carpeted sanctuary for safety reasons.

Pew bows and flowers must be attached to pews or window sills without sticky substances. Altar flowers that are provided for the ceremony may be taken for the reception or left for Sunday service.

AFTER THE CEREMONY

Bubbles, bells, or clapping are suggested for your send-off. Rice, confetti, and birdseed present a slipping hazard and are not permitted.

PARKING

Most parking in the vicinity of the church is public parking with limited availability, including parking for limousines and buses. There are no church-owned lots, so we cannot reserve parking. Limos and buses must not block other parking.

REHEARSAL

A rehearsal will be scheduled for weddings and typically take place the day prior to the wedding. Please ensure that all needed parties arrive on time.

We have read and agree to follow the policies of Olmsted Community Church. Submission of a non-refundable deposit (for non-members) and signature on these policies is required to reserve a wedding event at our church.

Wedding couple signatures:

_____ Member

_____ Member

Date: _____

Church Administrator signature: _____

Non-Member deposit date and amount: _____

Olmsted Community Church

Wedding Fee Schedule

Facilities

A \$200 non-refundable deposit is due at time of booking to reserve the date on the church calendar and will be applied to final fees for Sanctuary.

	<u>*Active Member</u>	<u>Other</u>
Sanctuary (seats up to 350)	\$300	\$600
Fellowship Hall for dinners or reception (with tables and chairs to seat up to 150)	\$125	\$300
Kitchen for dinners or reception	\$50	\$100

Staff

Coordinator (required for sanctuary services)	\$100	\$150
Musician (rehearsal and wedding)	\$175	\$175
Extra rehearsal time	\$30/hr.	\$30/hr.
Bench Fee	\$125	\$125
Minister	\$300	\$500
Sound Tech*	\$75	\$75
Live Stream*	\$75	\$75
Cleaning Deposit (refundable)	\$300	\$300

*Additional fees at a per hour rate will required for extra rehearsal.

***Active Members of Olmsted Community Church – those who regularly attend and contribute to the life of the church - are provided discounted costs.**

All fees are due at the final session with the Pastor, or with other approved arrangements via the office. Staff fees are payable to the individual staff members. Contact the church office for the specifics.

A \$300 refundable deposit for the cleaning is required at final fee payment as well. The wedding party will be responsible for cleanup in all areas used and the deposit will be returned upon inspection of church staff. This is also a separate check made out to Olmsted Community Church with "cleaning deposit" noted in the memo. If we need to use our cleaning service after the wedding, then the check will be deposited to cover the cost.