



WEDDING POLICY



The Federated Church

224 N. Union Avenue
Fergus Falls, MN 56537
218.739.3227
church@federatedff.org

Pastor:	The Rev. Douglas Dent	(218) 739-3227
Wedding Coordinator		
Organist:	Carol Andstrom	(218) 736-4578
Custodian	Alicia Paulzine	(218) 205-9574 (cell)
Sound Tech.		

This guide is intended to assist you in planning your wedding at The Federated Church. Your wedding day is one of the most important events in your life, and The Federated Church welcomes those planning to unite in marriage. The Federated Church and the Minister are pleased to share in this happy occasion. We pray God will always be a part of your life together.

The Minister or Associate Minister presides at all weddings held at The Federated Church. If you wish to have another Minister involved, he or she may certainly participate, but we ask that you discuss this with the Minister of Federated Church.

All wedding plans and notifications must be made in a timely manner. All wedding plans must be approved by the governing board of The Federated Church before they can be scheduled on the church calendar. Our wedding planner will be notified and will help you with planning your wedding at the church.

The Federated Church was built and is maintained by our members. We are willing to share our facilities with others, but require utilization fees from those who use our facilities for weddings.

Wedding arrangements are subject to approval by the Board of Deacons & Elders. No arrangements or dates may be considered definite until this approval is given, the Wedding Form is completed and returned, and the deposit received.



Fees for Church Members

Wedding (without reception)

Deposit= \$515.00 (To be paid at time of arrangements). The deposit goes toward the use of the Church, the custodial and the sound technician fees, organist and the Minister's fees. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Pastor	\$200.00	(pre-marital counseling/rehearsal/wedding service)
Counseling Materials	\$25.00	for pre-marital sessions
Wedding Consultant	\$75.00	
Church Organist	\$100.00	
Sound Technician	\$40.00	
Custodian	\$50.00	for use of Sanctuary only
	<u>\$25.00</u>	<u>for use of Dressing rooms</u>

\$500.00 Total fees without reception

Wedding & Reception

Deposit= \$765.00 (To be paid at time of arrangements). The deposit goes toward the use of the Church, the custodial and the sound technician fees, organist and the Minister's fees. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fee Breakdown:

Pastor	\$200.00	(pre-marital counseling/rehearsal/wedding service)
Counseling Materials	\$25.00	for pre-marital sessions
Wedding Consultant	\$75.00	
Church Organist	\$100.00	
Sound Technician	\$40.00	
Custodian	\$50.00	for use of Sanctuary only
	\$25.00	for use of Dressing rooms
	\$100.00	reception set-up and clean-up
Reception	\$50.00	for service group to supervise
	<u>\$100.00</u>	<u>to set tables/serve food /clean-up kitchen</u>

\$750.00 Total fees with reception

Fees for Non-Members

Wedding (without reception)

Deposit= \$640.00 (To be paid at time of arrangements). The deposit goes toward the use of the Church, the custodial and the sound technician fees, organist and the Minister's fees. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Sanctuary/dressing rooms	\$125.00	
Pastor	\$200.00	pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$25.00	for pre-marital sessions
Church Organist	\$100.00	
Wedding Consultant	\$75.00	
Sound Technician	\$40.00	
Custodian	\$50.00	for use of Sanctuary only
	\$25.00	for use of Dressing rooms

\$625.00 Total fees (without reception)

Wedding with Reception

Deposit = \$1165.00 (To be paid at time of arrangements). The deposit goes toward the use of the Church, the custodial and the sound technician fees, organist and the Minister's fees. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Sanctuary/dressing rooms	\$125.00	
Fellowship Hall/Reception	\$275.00	
Pastor	\$200.00	pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$25.00	for pre-marital sessions
Church Organist	\$100.00	
Wedding Consultant	\$75.00	
Sound Technician	\$40.00	
Custodian	\$50.00	for use of Sanctuary only
	\$25.00	for use of Dressing rooms
	\$100.00	reception set-up and clean-up
Reception	\$50.00	for service group to supervise
	\$100.00	to set tables/serve food /clean-up kitchen

\$1150.00 Total non-member with reception



Air-Conditioning

The church sanctuary is not air-conditioned at this time.

Aisle cloth

If you plan to use an aisle cloth, a 100-foot length is needed.

Banners

The Federated Church has one wedding banner that is available for the ceremony. Additionally, we have banners representing the seasons of the church year.

Candelabra

Twelve aisle candelabra with glass covers are available; please provide twelve 8-inch candles. There are also two candelabra on the chancel.

Catering

If the meal is catered, a licensed caterer is required. If the family furnishes all the food, serves the food, and does all clean-up, with 1 member of Service group to supervise, the fee is **\$50.00**. If the reception is catered, using staff from the catering company, one member from the church's service group is required to supervise, and the fee is **\$50.00**. If workers from the service group serve and clean-up the fee is **\$100.00**.

Dressing rooms

The choir room and a classroom may be used as dressing rooms. As a matter of courtesy, please organize and remove your belongings from this room as soon as possible after the service.

Food in the sanctuary

Food and beverages are not allowed in the sanctuary at any time.

Flower petals

No rose or fresh flower petals please; they stain the carpet & are difficult to clean up.

Music

All musical selections should be discussed with the Minister and the Organist to ensure that they are appropriate for a Christian worship service.

Nursery

The church nursery is available for children 0-5 years of age during the service. Please arrange your own childcare and ensure that kids are adequately supervised at all times. Please thoroughly clean the nursery before you leave.

Officiating Clergy

Pastors of The Federated Church will officiate at all wedding services held in the church. Other clergy may co-officiate at the discretion of the Pastor.

Organist

If you wish the church organist to play for your wedding, please make contact as soon as possible. Please supply the organist with music (in the correct key) at least one month prior to the wedding. The organist will attend the wedding rehearsal.



Personal items

Members of the wedding party are responsible for their personal items, purses, cameras, etc. The church will not take responsibility for lost articles. We do have rooms that can be locked; please check with the wedding consultant about using these rooms. All members of the Wedding party are expected to conduct themselves with reverence and decorum as appropriate to a church setting. Remember: the wedding party sets the tone for the wedding.

Photography

Please do not use a flash photography during the service.

Reception (on-site)

Wedding receptions are served buffet style if served by the Federated Church service group. We do not serve sit down dinners. The Fellowship Hall seats approximately 190 people. The church provides 17 round tables (seating 8) and five rectangular tables (seating 10) for receptions. The church also has two high chairs and two booster seats for younger guests.

Rehearsal

A detailed rehearsal helps assure a dignified and beautiful ceremony. Please plan to have everyone participating in the wedding service present for the rehearsal, and impress upon the wedding party that attendance and punctuality are important.

Rice

We do not allow the use of rice at weddings; birdseed is allowed outside the building.

Seating

The Sanctuary seats approximately 350 people.

Set up and Decorations

Information should be given to the Wedding Coordinator as to the number of expected guests and the set up of the Fellowship Hall for the reception, and decorations in the sanctuary, at least two weeks before the wedding date. Equipment and decorations of florists or caterers must be removed from the building, and church belongings be returned to their proper place, immediately following the service. Please provide your own table decorations for the reception.

Smoking and Alcohol policy

Our building and grounds are smoke and alcohol free! There is no smoking in the church building or on the Church property (including the parking lot). No alcohol may be brought into the church building, served in the church building, parking lot or on the grounds.

Sound System

The Federated Church provides a qualified Sound Technician to monitor the sanctuary's sound system (if sound system is required). A wireless microphone for the minister, pulpit microphone, and a microphone on a stand are available; if additional sound equipment is required, special arrangements need to be made.



Videos

The Federated Church allows video to be made of the ceremony so long as it does not distract from the sacredness of the occasion. Please check with the Pastor.

Wedding Consultant

The Federated Church requires the use of its own wedding consultant for all wedding ceremonies held at the church. The Wedding Consultant will meet with a couple to arrange details pertaining to use of the facility, and will be on-site for the rehearsal and wedding ceremony to assist the wedding party.

THE FEDERATED CHURCH
224 North Union Avenue, Fergus Falls, MN 56537
Tel: (218) 739-3227 ♦ Fax: (218) 739-9656

WEDDING FORM

Rehearsal Date: _____ **Time:** _____

Wedding Date: _____ **Time:** _____

Location: Federated Church **Other:** _____

Groom's Information

Full name: _____

Address: _____

Home Telephone: _____ **Work Telephone:** _____

Date of Birth: _____ **Birthplace:** _____

Church Membership: _____ **Denomination:** _____

Marital Status: _____ **Occupation:** _____

Father's Name: _____ **Mother's Name:** _____

Names of any Step-parents: _____

Bride's Information

Full name: _____

Address: _____

Home Telephone: _____ **Work Telephone:** _____

Date of Birth: _____ **Birthplace:** _____

Church Membership: _____ **Denomination:** _____

Marital Status: _____ **Occupation:** _____

Father's Name: _____ **Mother's Name:** _____

Names of any Step-parents: _____

Service Information

Organist: Yes/No **Name:** _____

Soloist: Yes/No **Name:** _____

Unity Candle: Yes/No **Candelabra:** Yes/No

Will the Bride be given away/presented? Yes No

If yes, please indicate name and relationship: _____

Will a lay reader(s) be used for the service? Yes No

If yes, please indicate name and relationship: _____

Number of guests expected at the service: _____

Title & Name of person officiating: _____

Address & Telephone: _____

Please list other clergy/relatives involved in the wedding ceremony?

Wedding Party Information

Maid/Matron of Honor: _____ **Telephone:** _____

Address: _____

No. of Bridesmaids/Jr. Bridesmaids: _____ **No. of Flower girls:** _____

Best Man: _____ **Telephone:** _____

Address: _____

No. of Ushers: _____ **No. of Ringbearers:** _____

After the Wedding

Reception Location: _____ **Time:** _____

Address: _____

Home Telephone: _____ **Will the Bride change her name?** Yes/No

If yes, please indicate name change: _____

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**Date considered by D&E:** \_\_\_\_\_ **Approved** **Declined**

**Fee Schedule:** Member Non-Member **Pmt. Received:** \_\_\_\_\_