



Federated CHURCH

OPEN HEARTS. OPEN MINDS. OPEN ARMS.

WEDDING POLICY

Pastor	The Rev. Dr. Douglas Dent	(218) 739-3227
Wedding Consultant	Roxane Nereson	(218) 736-2614 (H)
Audio-Video Consultant	Bill Nead	(218) 671-1886

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

The Federated Church pastor presides at all weddings held at Federated Church. If you wish to have another pastor or officiant involved, they may certainly participate, but we ask that you discuss this with the Federated Church pastor.

Wedding arrangements are subject to approval by the Board of Deacons and Elders. No arrangements or dates may be considered definite until this approval is granted, the Wedding Form is completed and returned, and the deposit received. Our wedding consultant will help you plan your wedding at Federated Church.

Fees for Church Members

Wedding without reception

Deposit = \$200.00 (To be paid at time of arrangements). The deposit covers the fees for participating individuals and the use of the Church. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Pastor	\$200	3x pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$35	
Wedding Consultant	\$75	
Candles	\$15	
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	\$325.00	Total fees without reception

Wedding with reception

Deposit= \$250.00 (To be paid at time of arrangements). The deposit covers the fees for participating individuals and the use of the Church. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Pastor	\$200.00	3x pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$35.00	for pre-marital sessions
Wedding Consultant	\$75.00	
Candles	\$15	
Reception	\$50.00	for service group to supervise
	\$100.00	to set tables/serve food/clean-up kitchen
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	\$475.00	Total fees with reception

Honorariums

Honorariums should be considered for individuals providing additional services:

Suggested honorariums:

Musicians	\$50 (each)
Custodian	\$75
Audio-Technician	\$50
Video-Technician	\$50

Fees for Non-Members

Wedding without reception

Deposit= \$350 (To be paid at time of arrangements). The deposit covers the fees for participating individuals and the use of the Church. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Pastor	\$200	3x pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$35	
Wedding Consultant	\$75	
Candles	\$15	
Sanctuary/dressing rooms	\$125	
\$450		Total fees (without reception)

Wedding with Reception

Deposit = \$500 (To be paid at time of arrangements). The deposit covers the fees for participating individuals and the use of the Church. If the deposit does not cover the total cost, a final accounting will be sent to the family.

Fees:

Pastor	\$200	3x pre-marital counseling/rehearsal/wedding service
Counseling Materials	\$35	for pre-marital sessions
Wedding Consultant	\$75	
Candles	\$15	
Sanctuary/dressing rooms	\$125	
Fellowship Hall/Reception	\$275	
Reception	\$50	for service group to supervise
	\$100	to set tables, serve food, clean-up kitchen
\$875		Total non-member with reception

Honorariums

Honorariums should be considered for individuals providing additional services:

Suggested honorariums:

Musicians	\$50 (each)
Custodian	\$75
Audio-Technician	\$50
Video-Technician	\$50

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 colored banners representing the seasons of the church year.

Candelabra

Twelve aisle candelabra with glass covers are available; The Federated Church will provide 8-inch dripless candles. There are also two candelabra on the chancel.

Catering

If the meal is catered, a licensed caterer is required. If the family furnishes the food, serves the food, and does all clean-up, with a member of the church's service group to supervise, the fee is \$50.00. If the reception is catered, using staff from the catering company, a member of 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 fresh flower petals please; they stain the carpet and are difficult to clean up.

Marriage License

A marriage license issued by the Otter Tail County Recorder's Office is required for weddings at Federated Church. Couples may apply for a marriage license online (<https://moms.mn.gov/application>) or in person at the Recorder's Office (565 W Fir Ave, Fergus Falls, MN 56537). Both applicants will be required to appear before the Recorder, provide identification, sign the license request form, and pay the appropriate fee. For more information visit: <https://ottertailcountymn.us/content-page/marriage-license/>. The marriage license should be provided to the officiant prior to the rehearsal.

Music

All musical selections should be discussed with the Minister and the Organist to ensure that they are appropriate for a Christian worship service. Music played during a service which will be recorded or livestreamed must be licensed by Federated Church for such purposes. The following information must be provided to Federated Church at least 48 hours prior to the service to validate licensing: Song Title, Composer, Lyricist, Arranger (if applicable), and Publisher.

Nursery

The church nursery is available for children 0-5 years of age. Please arrange your own childcare and ensure that kids are adequately supervised. Please pick-up the nursery before you leave.

Officiants

The Federated Church pastor will officiate at all wedding services held at Federated Church. Other clergy or officiants may officiate or co-officiate at the discretion of the Federated Church pastor.

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 offer rooms that can be locked; please check with the wedding consultant about using these rooms. 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. Photographers are asked to check-in with the officiant prior to the service.

Pre-Marital Counseling

Pre-marital counseling is recommended. The Federated Church pastor is available to provide pre-marital counseling. The State of Minnesota offers a reduced fee of \$40 for the marriage license to couples who complete 12-hours of pre-marital counseling (standard fee is \$115). A signed and notarized letter on church Premarital Education Statement (provided by the person doing the premarital counseling) is required when applying for the marriage license to receive the discount.

Reception (on-site)

Wedding receptions are served family style. The Fellowship Hall seats approximately 165 people. The church provides 17 round tables (seating 8) and five rectangular tables (seating 10) for receptions. The church also has several highchairs and booster seats for younger guests.

Rehearsal

A 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 300 persons.
The Fellowship Hall seats 165 persons.

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

Our building and grounds are smoke and alcohol free. No smoking or alcohol are permitted in the church facility or on the church property, including the parking lot.

Audio-Video Capabilities

Audio-Video support during the ceremony

- Sound System: microphones for pastor, pulpit, and lay readers. Additional mics are available for musicians and singers. Microphone needs must be coordinated with the Audio Technician 48 hours prior to the service. Additionally, the Audio Technician will perform a sound check prior to the service.
- Projector: projection of the Order of Service slides on the sanctuary screen.
- Video Stream of the service to the Narthex, Fellowship Hall, and Nursery.
- Recording and Livestreaming: Federated Church can record and/or livestream the service to Boxcast and YouTube. Livestreaming requires all components of the service to be properly licensed. (See Copyrights & Licensing)

Audio-Video viewing during reception

Federated Church can display slides or video on the Sanctuary screen, and on the Narthex, Fellowship Hall, and Nursery TVs. Federated Church does not provide any recording or livestreaming of slideshows or videos due to copyright issues.

- Picture Slide Show: pictures must be in xxx.jpg or xxx.jpeg format and provided on a USB flash drive 48 hours (or more) prior to viewing. Music to be played during the slideshow may also be provided on the flash drive in xxx.mp3 format. Federated Church maintains a library of recorded music which may be used for slideshows.
- Video: Videos must be on a USB flash drive in xxx.mp4 format and provided 48 hours (or more) prior to the service.

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.

Federated Church Wedding Form

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Location: Federated Church _____ Other: _____

GROOM'S INFORMATION

Full name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

Email address: _____

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: _____

Email address: _____

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 of organist:** _____

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

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 Ring bearers:** _____

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:

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