

serve with hired servers. Additionally, you must have your own wedding coordinator for the reception to receive and set up all of this food and coordinate the clean-up.

You can request the United Methodist Women's group (UMW) to provide services for an additional \$200.

UMW will provide the *services* of:

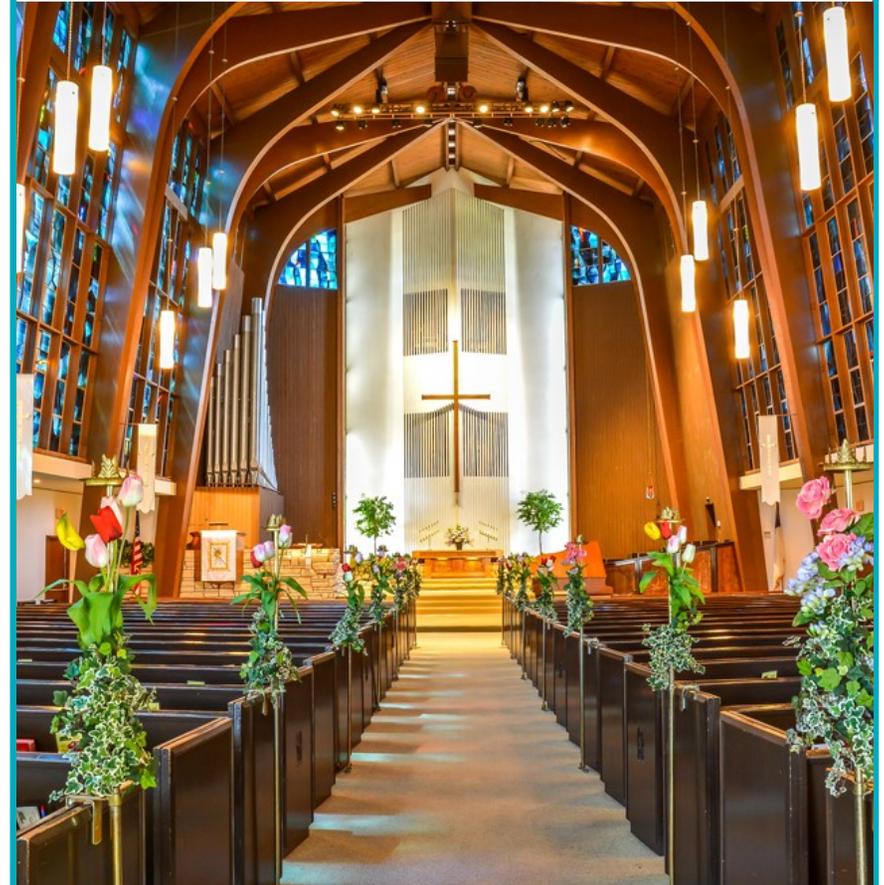
- Cake cutting
- Restocking buffet tables
- Serving punch or other beverages
- These services do not include the main meal and clean up.

Receptions cannot include:

- Alcoholic beverages (including champagne)
- Activities on campus after 9:00 p.m.

Notes and Questions

Your Wedding



3502 Clairemont Drive
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(858) 273-1480
www.stmarksumc.org

Hello! We're so glad you are considering St. Mark's as a place to mark your special day! We look forward to working with you to make your ceremony magnificent.

The wedding service is an act of worship and the Christian wedding is a ceremony in which people come together to offer special thanks and praise and to ask God's blessing upon their lives as a married couple. As such, the following recommendations are advised for weddings in the St. Mark's Sanctuary.

The ministers of St. Mark's officiate weddings performed in our church. However, if a couple wishes to bring in another officiant, one of the St. Mark's ministers may extend an invitation to another officiant to officiate over the service. The service must be in alignment with the values of the St. Mark's sanctuary and must be sent to one of the St. Mark's ministers for approval.

All church weddings will be assisted by one of our Wedding Coordinators. The coordinator will meet with you shortly after your wedding is confirmed. The coordinator will assist in detail planning, provide information, and be available for assistance the entire preparation time, rehearsal, and the wedding ceremony.

hours before the ceremony is also used for picture taking.

Videotaping

A videographer may be present during the ceremony but please follow the same guidelines as above so that the videotaping doesn't interfere with the sacredness of the service itself.



Wedding Reception Policy St. Mark's United Methodist Church

Non-members may rent the St. Mark's Social Hall for \$700, which includes:

- 4 hours (150 max. inside the hall)
- Tables and chairs set up
- Custodian
- For more time, the fee is \$100/half hour.

The fee members and families of members pay for the Social Hall rental would simply include the cost of the custodian per hour (\$50/hour with a 2 hour minimum).

An additional \$200 refundable deposit will be received as an insurance for damaged property or an inordinate amount of mess afterwards.

Food and beverages must be provided by the wedding party and delivered to the church ready to

Florists

The church has two flower pedestals available, should you want them. The aisle is 75 feet long.

One and a half hours before the ceremony to decorate the sanctuary is typical but you may request extra time for an additional fee (see fee schedule above).

Photography

In order to preserve the spirit of worship in the wedding service, photographers should speak with the officiant and couple about where and when they may take photographs during the ceremony so that they are not intrusive. Typically, this is what we recommend but ultimately, it is up to the couple to decide:

- Take non-flash photos during the ceremony from behind guests.
- Finish taking pictures involving the wedding party at least 15 minutes before the ceremony is scheduled to begin.
- Stay behind the last row of guests once the processional begins until the end of the ceremony.
- Only take flash pictures during the recessional and after the ceremony.
- Up to one-half hour is allowed for posed photos after the ceremony. The one and one-half

Conduct and Courtesy

All interviews, rehearsals and wedding appointments must be at the time scheduled. The St. Mark's clergy will have the final decision on matters relating to the ceremony.

- No smoking in the church buildings.
- No alcoholic beverages anywhere on church property.
- Members of the wedding party are expected not to be under the influence of alcohol or drugs.
- No rice or birdseed on church premises. Bubbles are permitted.

The party arranging for the wedding is responsible for any damage to buildings and furnishings by guests, bridal party, florists, photographers, etc. The bride and groom shall inform their guests of the church rules and policies.

Wedding Fees

Members of St. Mark's \$800

-If this causes financial difficulty, please speak to the minister.

Non-members of St. Mark's \$1,600

-There is a 25% discount for non-members to have a wedding during the church's office hours (M-F 8:30 a.m. to 3:30 p.m.).

A non-refundable \$200 deposit is due when the "Request for Wedding" sheet is turned in.

The wedding fee includes:

- **Sanctuary:** allows you 1½ hours before the ceremony, one hour for the ceremony, and ½ hour after the ceremony for photos.
- **Minister:** one or more counseling sessions, the rehearsal, and officiating at the ceremony. **Note that the baseline fee still applies if you bring in your own minister. You will be responsible for giving your minister a separate honorarium.*
- **Organist:** plays music for ceremony and accompaniment for soloist if needed. **Note that the baseline fee still applies if you bring in your own musician. You will be responsible for giving your musician a separate honorarium.*
- **Coordinator:** helps with planning, the rehearsal, and coordinates on the day of the wedding.
- **Custodian:** set up and clean up of the church.
- **Audio/Visual Technician**

Your fee also includes the use of our altar candles, unity candleholder, standing candelabra, aisle candelabra, pew bows, and flower pedestals. The balance will be due one month prior to the wedding date and that balance is refundable so long as the wedding is canceled two weeks prior to the wedding date.

If additional time is needed, please check with the coordinator. If she is available and the church's schedule permits, you may contract an extra ½ hour either before or after your specified time frame. The fee for extra time is \$100/half hour.

Music

Should you use the St. Mark's organist, please make arrangements with the organist at least three weeks prior to the wedding. You can receive his/her email address through the church secretary.

You may request a soloist for an additional fee of \$150.00. A soloist needing accompaniment must contact our organist to supply sheet music and to set up a rehearsal time at least three weeks before the wedding. Sacred vocal music can enhance the wedding service. Care must be taken to ensure that holy dignity is maintained.

Following is a traditional outline of the wedding music to help you in your planning.

- **Prenuptial:** Music as guests arrive and continued until the mothers are seated.
- **Opening solo (optional):** Immediately following the mother's seating, a vocal solo may begin the wedding.
- **Processional:** The entrance of the bridal party and the bride. You may use the "Bridal Chorus" from Lohengrin or something else of your choosing.
- **Candle Ceremony:** At the lighting of the unity candle either a vocal solo may be sung or the organ will play.
- **Recessional:** Bright, ceremonial organ music accompanies the bridal party as it leaves the ceremony.