



**WEDDING INFORMATION**  
**St. Matthew's United Methodist Church**  
30900 W. Six Mile Road  
Livonia, MI 48152  
734-422-6038, 734-422-6039 – Fax  
www.stmatthewslivonia.com

**ARRANGING A WEDDING**

Weddings may be arranged only after personal consultation with the pastor of St. Matthew's. All weddings are under the direction of the pastor. Plans need to be made well in advance so that the dates may be set for conversations that include completing a Prepare/Enrich marriage Inventory (\$35 evaluation fee to Life Innovations, Inc.), sharing inventory findings and marriage expectations, and planning the wedding ceremony. This usually involves three meetings with the pastor.

Church membership is not required of couples to be married at St. Matthew's; but we do require couples to worship with us at least three times.

We want you to sense the presence of God in our worship, in our lives, and invite you to make worship an important part of your marriage.

**REHEARSAL**

The couple must bring the Marriage License to the rehearsal, so that it may be properly prepared ahead of the wedding. All persons who are to participate in the wedding need to be present at the rehearsal, including parents and soloists. It is helpful for soloists to rehearse at the time of the rehearsal. If couples wish to make changes in the wedding service, they must plan this with the pastor prior to the rehearsal.

**PICTURES**

No pictures may be taken during the wedding, except flash pictures as the bridal party enters and leaves the Sanctuary, and time exposures from the rear of the church. Videotaping must be done under the direction of the pastor.

**CANDLES, DECORATIONS**

Altar candles will be provided by the church. Unity candles, if desired, are provided by the couple. If wrought iron candelabra with candles are desired, they may be provided by the church at a fee of \$30. Floral arrangements or ribbons may be tied or fastened with MASKING TAPE only, so as not to damage the furniture or the building. The wedding party will arrange to install and remove all decorations, and requests for unusual decorations need to be made to the pastor. (Aisle runners are discouraged – the aisle is very long and runners often become tripping obstacles.)

**ORGANIST**

The church organist, Bob Bartkowiak (734-306-5366), is available to play for all weddings. The wedding couple will contact the organist to calendar the wedding and to discuss the music which will be played at the wedding. Music, and names and phone numbers of any individuals providing special music must be given to the organist one month prior to the wedding date. A church wedding is a worship service administered by the church. It is therefore recommended that vocal and organ music be appropriate for the occasion. The charge for the organist is \$150.00 (additional fee of \$25 for additional rehearsal with soloist). Outside organists or pianist may play only in consultation with the pastor and the organist.

**WEDDING COORDINATOR**

The wedding Coordinators are assigned from the church office for formal weddings involving over 10 people, or at the discretion of the pastor. The wedding couple will work with their assigned coordinator to assist the pastor in facilitating aesthetically pleasing and spiritually meaningful wedding ceremonies. The wedding coordinator can answer many questions about the church, the sanctuary, and customs at St. Matthew's. The wedding coordinator's presence at the rehearsal and the wedding eases the tensions and confusion on a very exciting day. The fee of the wedding coordinator's services is \$75.

## **RESTRICTIONS**

Smoking, alcoholic beverages, or persons under the influence of alcohol or drugs are not allowed in the building. Birdseed may be used only outside the building and after pictures are taken. Rice and bird seed are prohibited. Bubbles are acceptable.

## **FEES**

An honorarium for the pastor's services for church members is appreciated. A fee for non-members is established by the pastor. If you plan to invite the pastor to any of your wedding functions, please do so sufficiently in advance.

A (non-refundable) wedding reservation fee of \$100.00 is required to reserve the church on the calendar. This fee will be applied toward the total cost upon the date of the wedding.

Fees and regulations for wedding receptions in the church may be obtained by contacting the current UMW President whose name and phone number are available from the church office: 734-422-6038. Outside caterers will be charged nominal fees for use of the kitchen.

<b>FEES</b>	<b>MEMBER</b>	<b>NON-MEMBER</b>
Minister	Honorarium	\$150.00
Sanctuary	\$ 50.00	\$300.00
Organist	\$150.00	\$150.00
Wedding Coordinator/Host	\$ 75.00	\$ 75.00
Additional rehearsals for soloist	\$ 25.00	\$ 25.00
Custodian	\$ 25.00 (+ a reception fee)	\$ 50.00 (+ a reception fee)
Sound System Technician (required for recorded music only)	\$ 50.00	\$50.00
Candelabra w/14 candles	\$ 30.00	\$ 30.00

Fees are due one week prior to the wedding.

Special items such as bulletins and unity candles may be purchased from religious supply stores.