



Wedding Guidelines & Policies
St. Matthew's United Methodist Church

30900 6 Mile Road • Livonia, MI 48152 • 734-422-6038 • www.stmatthewslivonia.com

ARRANGING A WEDDING

Please contact the church's Administrative Assistant, Esther Kemoli, for initial inquiries about having your wedding at St. Matthew's United Methodist Church.

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 service. This usually involves three meetings with the pastor. Church membership is not required of couples to be married at St. Matthew's.

As the pastor, Rev. Jeremy Africa officiates all wedding at St. Matthew's United Methodist Church.

BUILDING USE & ARRIVAL TIMES:

The church will be available 1.5 hours before the wedding. Ushers should be dressed and ready to seat guests at least 30 minutes before the service. All persons in the wedding party should plan to arrive at the church early enough to be dressed and ready at least 15 minutes before the service begins. Closing time for the church will be 2 hours after the start of the wedding.

If the reception is to be held at the church, or if additional time is needed before or after the service, this must be scheduled with the church office.

REHEARSAL

All persons who are to participate in the wedding need to be present at the rehearsal, including grandparents, parents, and any other special guests who will be escorted in during the service and soloists. If couples wish to make changes in the wedding service, they must be planned with the pastor at least a day in advance of the rehearsal.

PICTURES

During the service, flash photography is not permitted and photographers are asked to remain behind the last row of guests. After the ceremony, the wedding party may return to the sanctuary, where pictures may be taken. Flash photography is allowed for the processional and recessional.

Videotaping must be done under the direction of the pastor.

BULLETINS

If you choose to use a program, it must be approved by the pastor before printing.

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.

ACCOMPANIST

The church accompanist, Bob Bartkowiak is available to play for all weddings. The wedding couple will contact the accompanist to discuss the music to be played at the wedding. Music, names, and phone numbers of any individuals providing special music must be given to the accompanist one month prior to the wedding date.

A church wedding is a worship service administered by the church. Therefore, all music during the service should be appropriate for the occasion. The charge for the accompanist is \$150.00 (additional fee of \$25 for additional rehearsal with soloist). Outside accompanist may play only in consultation with the pastor and the accompanist.

WEDDING COORDINATOR

The Wedding Coordinators are assigned 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 helps to facilitate all that take place to make this a meaningful day for all. The fee of the Wedding Coordinator’s services is \$75.

RESTRICTIONS

Smoking is not permitted in the church building. The consumption of alcohol is not permitted on the church’s property. If any member of the wedding part is found to have been drinking alcohol, they may not be permitted to participate in the service.

The pastor will not proceed with the wedding, if in his or her judgment, the bride or groom is under the influence of alcohol or drugs.

Birdseed may be used only outside the building and after pictures are taken. The throwing of rice is prohibited. Bubbles are acceptable.

Aisle runners are no longer permitted at St. Matthew’s UMC.

LICENSE & FEES

* Please bring the marriage license and fees to the church office no later than noon the Monday before your wedding.

There is no fee for the pastor’s services for church members. 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. Outside caterers will be charged nominal fees for use of the kitchen.

FEES*	MEMBER	NON-MEMBER
Pastor	Honorarium – if desired	\$150.00
Sanctuary	- 0 -	\$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	\$ 50.00	\$50.00
Candelabra w/14 candles	\$ 30.00	\$ 30.00