

**MEMBER FEES / CUSTODIAL FEES**

<b><u>SOUND ENGINEER**</u></b>	\$50.00 for Rehearsal / \$50.00 Wedding
Sound cassette (provided upon request)	\$ 10.00
<b><u>PROJECTION ENGINEER</u></b>	\$50.00 / \$100.00 if creates the video
<b><u>WEDDING COORDINATOR</u></b>	\$175.00
<b><u>CUSTODIAL FEE</u></b>	\$150.00
<b><u>ORGANIST FEE</u></b>	\$175.00
<b><u>CLERGY FEE</u></b>	\$200.00

C. Fees for the custodial service, Sound Engineer, Wedding Coordinator, minister, and church organist are to be paid to the wedding coordinator and given to the Wedding Coordinator no later than 10 days prior to the wedding.

\*\* Extra rehearsals with the Sound Engineer can be arranged for \$25 per hour.

**III. WEDDING LICENSE**

The pastor can only perform weddings that are in full accordance with the laws of the State of Kansas. These are the requirements set forth by the state:

- Prior to the wedding you must obtain a wedding license properly issued by a Court (a license by another state can not be accepted). A license can be obtained from the probate court at the Johnson County Court House, Santa Fe and Kansas Avenue, in Olathe.
- Present the license to the wedding coordinator no later than the rehearsal. After the ceremony, the original license will be returned to the Court to be recorded. The duplicate copy will be given to you after the service or mailed to you the following week. You may obtain a certified copy of the recorded license from the court at a later time.
- At least two (2) witnesses (18 years of age or older) must be present at the marriage ceremony.

**REMINDER: A MINISTER CANNOT OFFICIATE AT A WEDDING CEREMONY WITHOUT THE LICENSE.**

Check list to be done as soon as possible:

- \_\_\_ Called Wedding Coordinator
- \_\_\_ Called Organist
- \_\_\_ Called Soloist or Musicians
- \_\_\_ Called Sound Engineer with special requests

Ten days before the wedding:

- \_\_\_ Prepare checks to cover costs of the wedding and give to the Wedding Coordinator.

Revised January 2008

**WEDDING POLICY**

***Shawnee United Methodist Church***

*10700 Johnson Drive  
Shawnee, Kansas 66203  
(913)631-2280*

We are pleased you've chosen Shawnee United Methodist Church for your wedding. These are some of the people who will be working with you to help make your wedding the beautiful and meaningful event you want it to be.

**Rev. Lucinda Holmes, Senior Minister**

631-2280, office

**Rev. Leslie Van Blarcom, Minister of Faith Formation**

631-2280, office

**Susan Melvin, Administrator**

631-2280, office

**Nancy Hegge, Organist & Music Advisor**

825-3984, home

**Harry Moyer, Custodian**

631-2280, office

**Orville Crane, Sound Engineer**

631-6903, home

**Kevin Metcalf, Projection Engineer**

432-7923, home

**Susan Pilchard, Wedding Coordinator**

422-4585, home

**I. GUIDELINES**

- A. After reading through the policy, call the wedding coordinator. The wedding coordinator will record the requested wedding date and time, requested rehearsal date and time, minister you are requesting to perform the service, and name, address, and phone numbers of the bride and groom. With this information in hand the wedding coordinator will check the church calendar and the minister's availability. She will call you back if there are any conflicts or difficulties with scheduling. If both are available, the wedding coordinator will inform the couple who should then return their reservation form and deposit to secure their reservation. Upon receipt, the date for your wedding and your rehearsal will be officially scheduled. **Under no circumstances should other contractual obligations be entered into or invitations ordered until this process is completed.**
- B. A non-refundable deposit of \$50 made out to the wedding coordinator with the enclosed information form will need to be returned to the wedding coordinator at the time your wedding is placed on the church's calendar. The deposit will be applied to payment of the church personnel fees.



