

Wedding Information

For Guests of Our Church

- ***Call the Church to make your request for a wedding date and time.*** After consultation, the pastor will call to arrange a time when he can meet with the bride and groom. We expect a wedding to be arranged no less than 6 months in advance and no more than 1 1/2 years in advance.
- *We regard the wedding service as a covenant provided by this congregation; therefore, we ask that both the bride and groom attend Sunday worship for one month before the final date will be set for the ceremony.*
- ***You must have a DuPage County marriage license to be married in this Church. Please contact the DuPage County Clerk at 630-682-7035 for information about marriage licenses.***
- *The pastor who will be officiating the wedding will want to meet with both of you for a number of times. There will be time to plan the ceremony and also time for marriage preparation.*
- *Should there be need for a rehearsal, the time should be arranged with the officiating pastor.*
- ***Music for the wedding should be appropriate to a service of worship. Our Church Organist will play for all weddings unless other arrangements are made with the officiating pastor. Our organist's name is Karen Mazza and she may be reached by calling 630-894-1307. Please contact her as soon as your wedding date is confirmed.***
- *Make arrangements for flowers with the florist after consultation with the officiating pastor. Please arrange to have flowers delivered to the Church no more than 1 1/2 hours before the ceremony. If the flowers are to be left for a Sunday service of worship, please give this information to the Office Manager, Val Sutton.*
- *If you wish to use a white aisle cloth you will need to secure one from the florist or other source; we do not provide decorations of this sort. The length of the aisle is approximately sixty-two feet. Two altar candles will be provided by the Church. There are two seven-branch candelabra which may be used for a fee of \$20.00.*
- *Arrangements for Wedding Bulletins will have to be privately arranged. **The Church Office does not prepare Wedding Bulletins.***
- *Processional pictures may be taken in the Church Parlor. After the guests have left the sanctuary, pictures may be taken at the altar. Please inform your guests that no flash pictures may be taken during the wedding service. One half-hour will be allowed for taking pictures after the ceremony.*
- *We do not allow rice, confetti, bird seed, balloons, or paper flowers to be thrown inside or outside of the Church building. Please inform your family and friends of this policy. We do allow bird seed outside the building.*

- *Alcoholic beverages are not allowed in the Church building, or the Church parking lot.*
- *Smoking is not allowed in the Church building.*
- *Please bring the checks for the fees to the last meeting with the officiating pastor or to the Church office prior to the rehearsal date.*

Wedding Fees for GUESTS of Roselle United Methodist Church*

Officiating Pastor - Chris Winkler

<i>Use of Building, Including Custodial Fee</i>	<i>\$400.00</i>
<i>Recommended Clergy Fee</i>	<i>\$300.00</i>
<i>Organist Fee</i>	<i>\$150.00</i>
<i>(to rehearse with soloist)</i>	<i>(\$ 25.00)</i>
<i>Candelabra Use (if needed)</i>	<i>\$ 20.00</i>
<i>Sound Engineer Fee (if needed)</i>	<i>\$ 20.00</i>
<i>Church Wedding Coordinator (REQUIRED)</i>	<i>\$150.00</i>

* * * * *

Please write a separate check for each of the following:

- 1. Use of Building, Candelabra Use, and Custodial Fee*
Payable to: Roselle United Methodist Church
- 2. Recommended Clergy Fee*
Payable to: Chris Winkler
- 3. Organist Fee*
Payable to: Karen Mazza
- 3. Wedding Coordinator Fee*
Payable to: Ashley Bednash or Melissa Davenport

Soloist Fee is not included – make arrangements with soloist

Please bring the checks to the rehearsal or mail them to the church prior to rehearsal.

Church Address: *Roselle United Methodist Church
206 South Rush Street
Roselle, IL 60172*

**An adjusted fee schedule exists for church members; contact the church office.*