

Weddings at Stilwell United Methodist Church

Your wedding day is one of the most memorable days in the life of a man and a woman. On that day, for those who choose the Stilwell United Methodist Church, you come into a sacred space and ask family and friends to witness the special beginning of your life together as husband and wife. It is a day that becomes a moment in time bringing together bride and groom, family and friends, into sacred space – for God’s blessing.

We are honored that you are considering Stilwell United Methodist Church as the location for your wedding. Located at 19335 Metcalf Avenue, in southern Johnson County, we are easily accessible from U.S. Hwy 69 north or south using the 199th or 179th street exits just ½ mile east of U.S. Hwy 69 at 193rd. Wedding parties have the ability to access the many reception services available in the Kansas City metro area and still have the pastoral setting of a rural church, Stilwell United Methodist Church.

Our sanctuary is a classic-modern facility with a sense of sacred space that transcends time. We are a church facility that is fully accessible with a convenient and modern elevator, providing access to both levels of our church facility. There is a center aisle in our sanctuary with two sections of pews on each side of this center aisle. The sanctuary has a seating capacity of 380 persons and is wheel chair accessible.

Our church has available a Fellowship Hall, located on the lower level, that can be used for receptions. No smoking on site and no alcohol allowed on church property. The reception hall is not available for dances. Additionally, there are many reception halls available in our area, within reasonable driving distance such as Olathe, Lenexa, Overland Park, Stilwell, Gardner, Spring Hill and Louisburg.

We will do everything we can to see that your wedding and wedding rehearsal go as smoothly as possible. The following guidelines include the wedding policies that have been approved by our church and apply to members, friends, and guests alike. Please note the fee schedule for exceptions.

Wedding Date

Before you do anything else you must secure a wedding date with the Senior Pastor of Stilwell United Methodist Church (call: 913-897-2101) or (email: pastor@stilwellumc.org) and then schedule an appointment with the Church’s wedding coordinator by emailing weddings@stilwellumc.org. Your desired wedding date should be approved before you make any additional plans for your wedding. Weddings can be scheduled on most any day and time, as long as it does not interfere with regular scheduled church events. You may secure a wedding date up to nine months in advance. A wedding can be scheduled for no later than 7:00pm, and the church must be vacated completely by 9:00pm.

Senior Pastor as Officiant(s)

You must call the Senior Pastor at Stilwell United Methodist Church, and ask the Senior Pastor to perform your wedding, if available. You may choose someone not affiliated with Stilwell United Methodist Church to help with your wedding; however, this person will co-officiate with the Senior Pastor of Stilwell United Methodist Church and will participate only at the invitation of the Senior Pastor of Stilwell United Methodist Church.

It is strongly recommended by the Senior Pastor of Stilwell United Methodist Church that an engaged couple participate in at least three sessions of premarital counseling. These are to be scheduled with the Senior Pastor. They will be scheduled to accommodate the bride, grooms, and pastor's schedules.

If you have questions about an honorarium for the pastor(s) officiating your wedding, the gifting of a stipend to the Senior Pastor(s) is tradition and takes into account a number of different factors. As a "suggested guideline," an honorarium may range from \$100 - \$200 depending upon the circumstances of your particular wedding. This is your decision and you need to be comfortable with this gift.

Please bring the marriage license to the rehearsal, as the wedding will not be performed without it.

Wedding Coordinator

You must use the services of the Stilwell United Methodist Church wedding coordinator. This coordinator will act as a liaison between the engaged couple and the church. The wedding coordinator will assist you in the following ways:

1. Be present at the wedding rehearsal (usually scheduled for the night prior to the wedding). The bride, groom, their parents/family, the attendants, the ushers, and the soloists must be present. Allow for approximately one hour for the wedding rehearsal.
2. Consult with bride/groom regarding childcare, clean-up, audio-visual, musicians and reception (if it is to be held at the church).
3. Provide information to bride/groom regarding church facilities, policies, and options for wedding set-up.
4. Be present before, during, and after the wedding to answer questions and cue parents, attendants, ushers, and musicians.
5. Oversee wedding reception if held at the church. Please refer to the fee schedule for additional cost(s). No smoking is allowed in the building. Alcohol is prohibited in or around the building. You will need to secure the services of a caterer to provide for food and beverage services.

Music

Music is a very personal part of the wedding ceremony. Most music will be permitted. Your music choices will need to be approved by the Senior Pastor and/or the Director of Music. It is policy for you to use the Stilwell United Methodist Church organist as your wedding musician. We will check the availability of our organist to perform on your chosen date.

Audio/Video

We have audio and video capabilities that can be used as a part of your wedding service. If your wedding requires the use of the church's audio video system, the wedding coordinator will secure the audio video technician. The technician will be available at the rehearsal to run through the songs with the soloists and determine any of your video needs. (Please do not use any of the audio/visual equipment without permission.) The fee for this service will be outlined in the "fees" section.

Flowers & Decorations

The bride/groom is responsible for securing the services of a florist who must check in with the wedding coordinator prior to decorating. Flowers used must be in clean, rust free, leak proof containers. Any plant already located in the church will be moved or relocated by the Stilwell United Methodist Church wedding coordinator. All wedding decorations must be temporary and can not be attached to the furniture and/or walls with any form of nail, thumbtack or other sharp, potentially destructive object. Further, any tape or pins used to secure anything, such as an aisle runner, pew bows, etc. must be pre-approved by the wedding coordinator.

Only church approved candles are to be used during the wedding ceremony. The wedding coordinator must be advised of any scheduled deliveries made to the church before the wedding (i.e. flowers, candelabras, etc.).

Please make an appointment through the church office (913-897-2101) or the wedding coordinator if you desire to come by the church to make decoration/set-up decisions at any time prior to your wedding.

Photographers

The bride/groom is responsible for hiring a photographer of your choosing. Photographs in the sanctuary of the church must be completed 1 hour prior to the wedding start, to allow for any last minute cleanups and the seating of guests which begins approximately ½ hour prior to the wedding. It is recommended that no flash photographs be taken during the wedding ceremony. It is recommended that the photographer check in with the wedding coordinator on the wedding day and direct any questions to the wedding coordinator. Photographs by the wedding photographer may be taken before, during, and/or after the wedding ceremony with out flash.

Wedding Set-up & Clean-up

The church will be available to begin decorating at 8:30 a.m. on the day of the wedding rehearsal. As you are decorating, please keep in mind that you may not move anything within the church without prior permission (stage equipment, chairs, hall decorations/furniture, etc.). All decorating must be completed prior to the wedding rehearsal other than flowers which may be delivered on the day of the wedding.

Any items, such as birdseed, rice, etc., that will be "thrown" at the bride/groom upon their exit from the church must be approved by the wedding coordinator.

A clean-up fee is a part of the overall services provided by Stilwell United Methodist Church and will cover normal clean up following the wedding.

It is the responsibility of the bride and groom and their families to see that any equipment not belonging to Stilwell United Methodist Church is removed after the wedding. The wedding coordinator is to be given the name and telephone number of a contact person (who is not in the wedding party) who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church.

Dressing Areas

A bride's room is available for the bride and her attendants prior to the start of the wedding. The groom and his attendants may choose to dress for the wedding at the church. If so, a room will be provided. All dressing rooms will be near restrooms. Please do not use any other rooms for dressing without permission from the wedding coordinator.

Security

The security of wedding gifts and your personal belongings is ultimately the responsibility of each individual, including the bride, groom, and their families. It is your responsibility to care for and secure any personal items. Stilwell United Methodist Church will provide, if the wedding coordinator is asked, a room for personal items such as purses, etc. during the ceremony that will be locked by the wedding coordinator. Additionally, all wedding gifts will be placed on a table located in the entry way and then moved by the gift attendant(s) to the office, prior to the wedding, which will then be locked during the wedding ceremony. Stilwell United Methodist Church takes no responsibility for the theft or loss of any items of an individual or the bride and groom and their families.

○ FINANCIAL CONSIDERATIONS AND FEES

Sanctuary:

The member fee for the use of the sanctuary for a wedding at Stilwell United Methodist Church is \$500. *(A member is considered a person and/or his or her immediate family who are actively involved in the spiritual life of Stilwell United Methodist Church that may mean being listed on the membership roll of Stilwell United Methodist Church).*

The non-member fee for the use of the sanctuary for a wedding at Stilwell United Methodist Church is \$1,150. *(A non-member is classified as a person who has no affiliation with Stilwell United Methodist Church and is not a participant in the spiritual life of Stilwell United Methodist Church.)*

A \$250 **non-refundable** deposit is required at the time you reserve your wedding date for the use of the Sanctuary at Stilwell United Methodist Church. This will be counted as part of your total Sanctuary usage fee.

This fee includes:

- ❖ Use the sanctuary, elevator, and dressing rooms of the Stilwell United Methodist Church building located at 19335 Metcalf Avenue in Stilwell, Kansas. (See cleaning fees below.)
- ❖ The Senior Pastor of the Stilwell United Methodist Church will officiate the wedding.
- ❖ Stilwell United Methodist Church's professional sacred music director will play the piano and/or organ for rehearsal and ceremony.
- ❖ The services of the Stilwell United Methodist Church wedding coordinator.
- ❖ Stilwell United Methodist Church Custodial staff that will prepare the church for the rehearsal and wedding as well as perform specific cleaning after the event.

❖ Stilwell United Methodist Church's audio video technician to set up and run all lighting, sound, and video equipment at the rehearsal and wedding.

Fellowship Hall:

The fee (member and non-member) for the use of Fellowship Hall at Stilwell United Methodist Church is \$200.00. **In addition to this fee, there will be a \$500 cleaning fee (member and non-member) for the use of the Fellowship Hall at Stilwell United Methodist Church. If upon completion of the event, Fellowship Hall is clean and all equipment, tables, and chairs are stored in their proper place, and there is no physical damage to church property, then \$400.00 of the cleaning deposit will be refunded.**

The Fellowship Hall fee includes:

- ✓ If this is a wedding reception, this fee includes the services of the Stilwell United Methodist Church wedding coordinator.
- ✓ The use of Fellowship Hall, kitchen and elevator of the Stilwell United Methodist Church located at 19335 Metcalf Avenue in Stilwell, Kansas. (See cleaning fees)
- ✓ Access to tables and chairs as needed. Church staff will not set up or tear down the tables and chairs for your event. That is your responsibility. (See cleaning fees)
- ✓ The use of a limited amount of kitchen equipment such as coffee pots. (See cleaning fees)

The Fellowship Hall fee does not include:

- ✓ This does not include custodial services as the set up, tear down and cleaning of the fellowship hall, kitchen and restrooms are your responsibility. (See cleaning fees)
- ✓ This does not include the services of a caterer who would provide the food and beverage for your event.
- ✓ This would not include – table cloths, serving pieces, plates, punch bowls, flower vases, glasses, cups and silverware and any additional decorations that you use for your reception.
- ✓ This would not include the cleanup of plates, silverware, and all food and beverage related items that are used in the reception hall and kitchen and for the serving of food and beverage at your event. (See cleaning fees)

Notes:

1. There is no smoking anywhere in the building.
2. No alcohol is allowed on the premises.
3. All fees are to be paid in full to Stilwell United Methodist Church at least one month prior to the wedding and/or reception.

4. Stilwell United Methodist Church will seek reimbursement for any intentional damage to the property of Stilwell United Methodist Church that occurs during the wedding and/or reception by the wedding party and their guests.

TO RESERVE STILWELL UNITED METHODIST CHURCH:

If after reviewing these guidelines, you wish to have your wedding at Stilwell United Methodist Church, call the church office at 913-897-2101, and ask for the Senior Pastor or email the Senior Pastor at pastor@stilwellumc.org to secure the date and then you will work with the wedding coordinator at weddings@stilwellumc.org .

If after reviewing the guidelines, you have questions and need further assistance, please contact the wedding coordinator via email at weddings@stilwellumc.org .

In the event that are specific financial considerations that impact your ability to work within the above fee schedule, you may call the church office and schedule an appointment with the Senior pastor, who in limited situations that meet certain criteria has some discretion.

In most situations that involve a "not for profit" organization; that qualifies within the I.R.S. code 501 C3 classification, the above fees are waived.