

Facilities Use Policy

Stilwell United Methodist Church

We are honored that you are considering Stilwell United Methodist Church. Thank you. We are here to welcome you and provide the following information to assist you in making your decision.

Note that there are four different sections in this policy. Each pertains to a particular event or situation. We seek to provide information that we believe to be important for each section.

The following are applicable to all events held at The Church:

1. There is no smoking in the church's building.
2. There is no alcohol allowed on the church's premises. We would expect that people would respect the church's position and not be drinking alcohol as part of your event.
3. All fees are paid in full to Stilwell United Methodist Church three days prior to the event.
4. The Church will seek reimbursement for any damage to church property that occurs during your event.

If you have any questions, please do not hesitate to contact us.

1. Weddings

Your wedding day is one of the most memorable days of your life. On that day, you come into a sacred space and ask family and friends to witness the beginning of your life together. Couples have access to reception services available in the Kansas City metro and have the pastoral setting of a rural church for their wedding.

Located at 19335 Metcalf Avenue, in southern Johnson County, we are easily accessible from U.S. Hwy 69 north or south using the 179th or 199th street exits. We are located just 1/2 mile east of U.S. Hwy 69 at 193rd Street.

Our sanctuary is a classic-modern facility with a sense of sacred space that transcends time. The church building is fully accessible with a convenient and modern elevator, providing access to both levels. 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 a Fellowship Hall, located on the lower level, which is available for receptions. The reception hall is not available for dances.

Wedding Date

Weddings can be scheduled on most any day and time, as long as it does not interfere with regularly scheduled church events. We ask that a wedding be scheduled for no later than 7:00 p.m., and that the church be vacated by 9:00 p.m. Exceptions to this need to be approved prior to scheduling.

Secure a wedding date with the Senior Pastor of The Church by calling 913-897-2101 or by email: pastor@stilwellumc.org. Once a date is secured, schedule an appointment with the Church's wedding coordinator by emailing weddings@stilwellumc.org.

Fees for use of the Sanctuary:

- The **member fee** for use of the sanctuary for a wedding is \$500. A member for this purpose is considered to be a person who is actively involved in the spiritual life of this Church or any member his/her immediate family.
 - A \$250 deposit is expected at the time you reserve your wedding date for the use of the Sanctuary. This will be counted as part of your total Sanctuary use fee. In the event a wedding is cancelled and the church has incurred no expense the deposit will be refunded at the request of the person making the deposit.
- The **non-member fee** for use of the sanctuary for a wedding is \$1,150. (A non-member is classified as a person who has no affiliation with this Church and is not a participant in the spiritual life of The Church.)
 - A \$250 deposit is expected at the time you reserve your wedding date for the use of the Sanctuary. This will be counted as part of your total Sanctuary use fee. In the event a wedding is cancelled and the church has incurred no expense the deposit will be refunded at the request of the person making the deposit.

These fees include:

1. Use of the sanctuary, elevator, and dressing rooms.
2. The Church's pastor to officiate at the wedding.
3. The Church's pianist/organist for the rehearsal and ceremony.
4. The services of the church's wedding coordinator.
5. Custodial staff to prepare the church before and after the rehearsal and wedding. Custodial services are for set-up, tear down and cleaning to include vacuuming carpet, mopping floors and cleaning of restrooms as needed.
6. The church's audio video technician to set up and run all lighting, sound, and video equipment at the rehearsal and wedding.

Senior Pastor as Officiant(s)

The Senior Pastor at The Church schedules all weddings for this church. It is possible for you to consider someone not affiliated with this church to officiate your wedding. However, this person comes only at the invitation of the Senior Pastor of The Church.

The Senior Pastor of The Church asks that an engaged couple participate in pre-marital counseling sessions. These will be scheduled to accommodate the wedding couple's schedule.

Wedding Coordinator

The Church has a wedding coordinator that is a liaison between the engaged couple and the church. The wedding coordinator assists in the following ways:

1. Attends 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 should be present. Allow approximately one hour for the wedding rehearsal. Please bring the marriage license to the rehearsal, as the wedding cannot be performed without it.
2. Consults with bride/groom regarding childcare, deliveries, clean-up, audio-visual, musicians, photography, and reception (if the reception is to be held at the church).
3. Provides information to bride/groom regarding church facilities, policies, and options for wedding set-up.
4. Is available before, during, and after the wedding to answer questions and cue parents, attendants, ushers, and musicians.
5. Oversees the wedding reception if held at the church. Please refer to section 1a for additional information and fees.
6. Arranges for a secure room for gifts.

Music

Music is a very personal part of the wedding ceremony. Most music will be permitted. Your music choices should be approved by the Senior Pastor and/or the Director of Music.

We ask that you use the Church staff members as your wedding musician if you desire piano and/or organ. Our wedding coordinator will check the availability of our music staff to perform on your chosen date. If our staff members are not available, other musicians will need to be secured by you. Soloists and instrumentalists are your responsibility.

Audio/Video

We have audio and video capabilities that are available for your wedding. Our wedding coordinator will secure the audio video technician, if needed. 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.)

Flowers & Decorations

The bride/groom are responsible for securing the services of a florist. The florist will contact the wedding coordinator 1-2 weeks prior to decorating. Flowers used must be in clean, rust free, leak proof containers. Any plant(s) already located in the church will be moved or relocated by the Church wedding coordinator. All wedding decorations must be temporary and cannot be attached to the furniture and/or walls with any form of nail, thumbtack or other sharp, potentially destructive object. Any tape or pins used to secure anything, such as an aisle runner, pew bows, etc. must be pre-approved by the wedding coordinator.

The church has candelabra available for your wedding. 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.) in order for access to the church to be available.

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.

Photography

The bride/groom are responsible for hiring a photographer. The photographer should **complete all sanctuary photography one hour prior to the wedding**, to allow for any last minute cleanups and seating of guests. Guests typically begin to arrive $\frac{3}{4}$ to $\frac{1}{2}$ hour prior to the wedding.

It is recommended that the photographer contact the wedding coordinator on the wedding day.

Photographs by the wedding photographer may be taken before, during, and/or after the wedding ceremony as agreed upon with the wedding coordinator prior to the wedding. Photographs during the wedding must be without flash. We ask that guests be discouraged from taking flash photographs during the wedding service.

Wedding Set-up & Clean-up

The church will be available to decorate 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.).

Any items, such as birdseed, rice, etc., to be "thrown" during the bride and groom's exit from the church must be approved by the wedding coordinator.

It is the responsibility of the bride and groom and their families to see that all equipment not belonging to The 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 ensuring that these items are removed from the church. This person will also be responsible for picking up any lost and found items found at the church.

A clean-up fee is a part of the overall services provided by The Church and will cover normal clean up following the wedding to include both inside and outside of the church building.

Dressing Areas

A bride's room is available for the bride and her attendants before and after the wedding.

If the groom and his attendants choose to dress for the wedding at the church, 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 the responsibility of each individual. If the wedding coordinator is asked, a locked room will be provided for personal items such as purses, etc. during the ceremony. All wedding gifts will be placed on a table located in the entry way and then moved prior to the wedding by the gift attendant(s) to the office, which will then be locked during the wedding ceremony.

The Church takes no responsibility for the theft or loss of any items.

1a. Fellowship Hall and Kitchen for Wedding Receptions

Fees for use of the Fellowship Hall & Kitchen

- The use of the Fellowship Hall and Kitchen for a wedding reception is \$250.

The fee includes:

1. The services of the church's wedding coordinator
2. Use of Fellowship Hall, kitchen and elevator
3. Access to tables and chairs as needed
4. Use of church owned kitchen equipment
5. Custodial services are for set-up, tear down and cleaning and includes vacuuming carpet, mopping floors and cleaning of restrooms as needed.

The fee does not include:

1. Services of a caterer and servers. Caterers are expected to leave the facility as they found it.
2. Table cloths, serving pieces, plates, flower vases, glasses, cups, silverware and any additional decorations for your reception unless agreed upon with church staff ahead of time.

Custodial services for cleaning will include vacuuming carpet, mopping floors and cleaning of restrooms as needed. The Fellowship Hall fee does not include cleaning of all church owned plates, silverware, and all food and beverage related items that are used at your event.

2. Sanctuary use for events other than weddings or funerals

We are honored that you are considering the sanctuary of Stilwell United Methodist Church as the location for your event. The sanctuary of our church is considered Christian sacred space. Accordingly all persons requesting the use of our sanctuary space for an event, should consider this carefully and determine if this is an appropriate site for the event. This church as a non-profit chooses to be a place of hospitality for the community. However, we choose to limit the use of the facility to individuals and families for non-profit purposes. The church is not available to commercial and/or for profit groups.

Stilwell United Methodist Church is located at 19335 Metcalf Avenue, in southern Johnson County, we are easily accessible from U.S. Hwy 69 north or south using the 179th or 199th street exits. We are located just 1/2 mile east of U.S. Hwy 69 at 193rd Street.

Our sanctuary is a classic-modern facility with a sense of sacred space that transcends time. The church building is fully accessible with a convenient and modern elevator, providing access to both levels. 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.

Securing a date for your event

To secure a date for your event with this Church, call 913-897-2101 or by email: office@stilwellumc.org or pastor@stilwellumc.org . All event requests will be reviewed by the pastor and may be referred to a church committee prior to being scheduled.

Events can be scheduled on most any day and time, as long as it does not interfere with regularly scheduled church events. We ask that an event be scheduled no later than 7:00 p.m., and that the church be vacated by 9:00 p.m. Exceptions to this need to be approved prior to scheduling.

Fees for use of the Sanctuary:

- The **cleaning fee** for use of the sanctuary is \$50.
- The **use fee** for use of the sanctuary is \$3 or more / person minimum.
- If there is a need for **use of the church's audio video and/or sound equipment** there will be an additional fee to be determined at a rate of \$25/hour. Church staff or trained volunteers are the only persons allowed to operate this system.

These fees include:

1. Use of the sanctuary and elevator
2. The Church's piano or organ
3. Custodial staff to prepare the church before and after the event. Custodial services are for cleaning to include vacuuming carpet, mopping floors and cleaning of restrooms as needed.

3. Fellowship Hall and Kitchen for General Use

Fees for use of the:

- 1. Fellowship Hall** - There is a \$50 deposit to reserve fellowship hall.
The fee for the use of Fellowship Hall as a member is by donation.
The fee for the use of Fellowship Hall as a non-member is \$3 / person minimum.
The fee for cleaning of Fellowship Hall is \$50.
- 2. Fellowship Hall & Kitchen** - There is a \$125 deposit to reserve the fellowship hall and kitchen.
For members to use of the Kitchen is \$50 and to use Fellowship Hall an additional donation.
The fee for the use of Fellowship Hall and Kitchen as a non-member is \$4 / person.
The fee for cleaning of Fellowship Hall Fellowship Hall and Kitchen is \$75.
- 3. Non-profits use of Fellowship Hall and / or Kitchen** - The church as a place of hospitality may choose to exempt a non-profit from these fees.

This church as a non-profit chooses to be a place of hospitality for the community. However, we choose to limit the use of the facility to individuals and families for non-profit purposes. The church is not be available to commercial and/or for profit groups.

The fee includes:

1. Use of Fellowship Hall and/or kitchen and the elevator.
2. Use of tables and chairs, as needed.
3. Use of church owned kitchen equipment
4. Custodial services for set-up, tear down and cleaning to include vacuuming carpet, mopping floors and cleaning of restrooms as needed.

The fee does not include:

1. Services of a caterer and servers. Caterers are expected to leave the facility as they found it.

2. Table cloths, serving pieces, plates, flower vases, glasses, cups, silverware and any additional decorations for your reception unless agreed upon with church staff ahead of time.
3. The cleaning of all church owned plates, silverware, and all food and beverage related items that are used at your event.

4. Funerals or Memorial Services

Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

The congregation offers this policy as a faithful way to proceed at the time of death. We stand with those who grieve the loss of their loved ones and we celebrate the resurrection of Christ Jesus our Lord. May this policy guide us in honoring and respecting your loved one.

Funeral service is a ceremony held in connection with the burial or cremation of a person when the body is present. Memorial service refers to a service when the body is not present.

The Service

A pastor of this Church officiates at each funeral, memorial and/or committal service. Additional ministers, family members, friends, and members of the congregation may be invited to assist in the service.

This service seeks to recognize a person's life and is a witness to hope and resurrection.

Committal or interment services may be held before or after a funeral service and should be discussed with the minister and the funeral home as you are making the arrangements.

In order that the attention in the service be directed to God, when a casket is present, it ordinarily is closed. It may be covered with a funeral pall. If an open-casket visitation takes place prior to the funeral service, we would prefer that the casket be closed prior to the funeral service.

The service may include other actions common to the community of faith and its cultures when these actions do not detract from or diminish the Christian understanding of death and resurrection.

Fraternal, civic, or military rites should be conducted separately and can be held in conjunction with the funeral service. For military veterans an American flag may be used as a pall. Civil and military ceremonies should take place outside the sanctuary and often are conducted as part of the committal service at the cemetery. Upon request, these ceremonies may take place under

the covered entry just outside the north doors. In the event of inclement weather, these ceremonies could take place in the narthex or possibly in the sanctuary.

The Director of Music and/or Church Accompanist will ordinarily provide music for funerals. Guest musicians may be invited to assist in the service. All music should be appropriate.

On occasion, families request that a visitation be held at the church at a time other than directly before a funeral or memorial service. Please discuss any special requests with the Pastor.

Memorials in memory of your loved one may designate The Church as the beneficiary. The church's memorial committee will work with the family in using the funds in such a way as to honor the person's life and in such a way as to be beneficial to the needs of the church.

The church has no fees for the services offered as part of funeral/memorial services.

Scheduling a Funeral

Contact the pastor or the church office as soon as possible.

Church phone number (913) 897-2101.

Email – pastor@stilwellumc.org or office@stilwellumc.org .

You may also check the church's website <http://www.stilwellumc.org/> for current contact information.

The pastor will visit with the family to offer care and guidance and begin the process of planning the funeral service. The pastor will work with the funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect.

The Church offer several additional options for families to consider. Please contact the pastor for more information.

1. Refreshments at the church.
2. A meal for the family at the church before or after the funeral.
3. A meal for the family delivered to the family's home.
4. A DVD recording of the Service held in the sanctuary will be made at the family's request.
5. Printed order of worship will be produced by church staff only at the request of the family and in coordination with the pastor conducting the service.