

WEDDING FEE SCHEDULE

	<u>Members*</u>	<u>Non-Member</u>
Sanctuary	0	300.00
Fellowship Hall	0	100.00
Minister - Groom's Discretion		100.00
Wedding Consultant*	75.00	75.00
Sound Technician*	50.00	50.00
Janitor*		50.00
50.00		
Power Point*		50.00
50.00		
<u>Optional Services:</u>		
Pianist	100.00	100.00
Soloist	50.00	50.00
Equipment Use	0	50.00
(Candelabras, Pedestals, Silver Service, Tablecloths, etc.)		
<u>Serving by Wait Staff:</u>		
Number in Attendance		
up to 99	75.00	75.00
100 or more	100.00	100.00

- Please make checks payable to: Monmouth Christian Church.
- To reserve the date on the church calendar, a \$50.00 deposit is required which will be applied to the total fee.
- Full payment of balance is due at least a month prior to your wedding.
- Membership status will be determined at the time this brochure is received by the Bride/Groom.

Wedding Consultant: Jodene Presler, (503) 838-2338

*Required.

Monmouth Christian Church
959 Church Street W.
Monmouth, OR 97361

Monmouth Christian Church Wedding Planner



959 Church Street W.
Monmouth, OR 97361

Monmouth Christian Church

Pastors

Stan Peterson

Ben Peterson

Roger Pedersen

Sean Bitzer

Ulysses Vela, Spanish

(503) 838-1145

www.monmouthchristian.org

Preparation Schedule

You may begin decorating in the Church Sanctuary during office hours (Monday-Thursday 8-4 and Friday 8-2) the day before your wedding. Due to church activities, the Fellowship Hall may not be available to be decorated on the day before the wedding. Any events scheduled for Saturdays must be finished by 10:00 p.m. in order to allow time for the Janitor to be sure everything is ready for use on Sunday. Your marriage license must be delivered to the church at least one week before your wedding.



- * If pre-marital counseling is desired, please discuss this with your officiating pastor.
- * If you attend Monmouth Christian Church and wish to invite the congregation to your wedding via the weekly bulletin, please send an invitation to the church office three weeks in advance of the ceremony.
- * No decorations of any kind are to be placed on the piano or organ.
- * Please ask and receive permission to move furniture and fixtures from the Wedding Coordinator before moving anything. If permission is granted, you will be required to return everything to its original position before leaving the building.
- * No nails or tacks in the pews or on the walls.
- * The projection system is not available for weddings.

Church Office: (503) 838-1145

Congratulations!

Congratulations on your decision to enter into marriage, a covenant relationship. We hope to help you make your wedding a truly cherished memory. When you have set your date and rehearsal time, call the church office to make sure that date is available. Until your deposit is paid, your date and rehearsal time are not reserved.

It is required that you contact our Wedding Coordinator, Jodene Presler, (503) 838-2338 within one week of scheduling your date, to set a meeting with her. Her services are required for every wedding held at Monmouth Christian Church.

Making a Cherished Memory

Our Wedding Coordinator will meet with you regarding wedding procedures, procuring the Sound Technician and securing the services of the musicians for your wedding as well as wait staff for the reception, if required. Our Coordinator will be present at your rehearsal and wedding to give guidance and direction.

- * The Sound Technician will prepare the stage before your wedding, attend your rehearsal, as well as your wedding, then reset the music equipment after the wedding.
- * The Janitor will clean before your wedding and complete the cleaning after the wedding.
- * No rice or confetti is to be thrown on the church property.
- * Bird seed is allowed in the parking areas only.



Responsibilities of Members of the Wedding Party

Wedding party members are responsible for nursery care, guest book attendants, food and beverage servers, table decorations, eating utensils, leftover food arrangements, post reception vacuuming, garbage removal, and replacing tables and chairs.

- * Nursery toys should be returned to their proper place.
- * The church cannot be responsible for gifts brought to the church or left at the church. Please provide tape to secure card to gifts.
- * Wedding party members will need to provide all table decorations, food, beverages, plates, forks, napkins, cups, etc
- * No alcoholic beverages are allowed on church premises. No smoking in the church facility.
- * You may hire wait staff to serve prepared food and bus tables. The Wedding Coordinator will arrange this.
- * Make arrangements for leftover cake, punch, etc. Boxes and jugs are recommended.
- * Remove all gifts, decorations, food and personal items immediately after your wedding.
- * Clean after your reception. This includes vacuuming carpets and removal of all garbage to the dumpster in the parking lot.

