



## Wedding Contract, Guidelines, and Fees

Congratulations on your upcoming wedding. At St. Mark's Episcopal Church, we consider it a privilege to be a part of a wedding celebration.

On the following pages, you will find our wedding fees, policies and procedures. Please, review the contract carefully, provide both signatures for the bride and groom, date and return it to us.

All arrangements will be considered tentative until this document is signed and returned with the required deposit. Upon receipt of the signed contract and deposit, your wedding date will be confirmed in our master calendar. May God bless you as you prepare for your ceremony whether at St. Mark's or elsewhere.

Though fees are not the most important aspect of wedding preparations, inquiries about fees are the most often asked questions. Therefore, we begin this document with the fees and fee schedule. These guidelines are for couples seeking to hold their wedding at St. Mark's and who are not members of the Parish at the time of application. Membership must have been for a year prior to the signed application and reservation fee submission.

### Section I

Fees for the Ceremony: Non-members of St. Mark's

**Package 1: St. Mark's Sanctuary or St. Mary's Chapel** **\$1,400**  
(Flat fee for maximum of 5 hours)

This package includes:

- A \$200 non-refundable scheduling fee; \*
- Fee for wedding Coordinator (required);
- One-hour rehearsal the day before the ceremony;
- Access to St. Mark's Sanctuary or St. Mary's Chapel for 4 hours;
- Two separate rooms for wedding party on the day of the ceremony;
- Full access to the sound system;
- Fee for a sexton (required).

A Church of the Episcopal Diocese of Western Michigan  
*The Rev. Dr. Christian Brocato, Rector*  
134 North Division Avenue, Grand Rapids, MI 49503-3173  
616-456-1684, [www.stmarksgr.org](http://www.stmarksgr.org)  
[www.facebook.com/stmarksgr](http://www.facebook.com/stmarksgr)

**Package 2: St. Mark's Sanctuary or St. Mary's Chapel plus Officiant** **\$1,700**

This package includes:

- All items in Package 1
- Service performed by St. Mark's clergy

**Package 3: St. Mark's Sanctuary or St. Mary's Chapel plus Organist** **\$1,750**

This package includes:

- All items in Package 1
- Services of St. Mark's organist.\*\*

**Package 4: St. Mark's Sanctuary or St. Mary's Chapel plus Officiant and Organist** **\$2,050**

This package includes:

- All items in Package 1
- Service performed by St. Mark's clergy
- Services of St. Mark's organist

Payment Schedule:

The non-refundable scheduling fee of \$200 must be returned with this signed application form in order to secure your preferred event date. All fees must be paid 30 days prior to your wedding.

Checks should be made to St. Mark's Episcopal Church.

\$200 non-refundable reservation fee	this secures your date in our calendar
1/2 remaining balance	due 6 months prior to event date
remaining balance	due 30 days prior to event date

\*The first party to secure a reservation fee will be given first preference for date.

\*\*If an outside organist is desired, please, contact the organist at St. Mark's for approval

**Additional Services and Costs\***

Vocalist or Instrumentalist Fee:	\$175
This fee may be variable if visiting musicians are hired.	
Organist fee for rehearsal with musicians (per rehearsal):	\$ 50
Use of Parish Hall and Kitchen	\$500

**Please Note:** All fees for additional services must be paid in full 30 days prior to the wedding ceremony.

The Church is not responsible for any personal property of the guests, vendors, florists, caterers, or any contractors.

The Church is not responsible for physical or personal liability should injury occur in or on the property of St. Mark's Episcopal Church.

I have read and understand the policies given by St. Mark's Episcopal Church and agree to the policies and provisions contained herein. By signing this agreement, we acknowledge we are responsible for informing our guests, vendors, and contractors of the above policies, provisions, and liabilities of the Church.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

eMail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

eMail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Received with this Application: \_\_\_\_\_

Balance After Deposit (including additional fees): \_\_\_\_\_

\$ \_\_\_\_\_ due on \_\_\_\_\_ (1/2 Balance)

\$ \_\_\_\_\_ due on \_\_\_\_\_ (Remaining Balance)

## Section II

### General Considerations

The Episcopal Church teaches and affirms that marriage is intended to be a lifelong and exclusive union and partnership between two people. St. Mark's happily celebrates a marriage between a woman and a man or between same sex couples in keeping with respecting the rights and dignity of all human persons.

This teaching and affirmation is grounded in the teaching of Genesis chapter two, which is reflected and emphasized in the teaching of Jesus, "Therefore a man leaves his father and mother and is joined (clings) to his wife, and they become one flesh" (Genesis 2:24 & Mark 10:6-8). The union of two people is an expression of the totality of their union, each with the other. The public exchanging of vows and the giving of rings in the presence of God, relatives and friends are profound symbols of a couple's commitment to each other and their unending love within the love of God.

## Section III

### Special Considerations

**Wedding Coordinator (Required):** The wedding coordinator is our church representative who will handle all details related to the wedding party's use of the building. They will be present for the rehearsal and the wedding to assist you. This person is required at St. Mark's and an essential part of our wedding ministry.

**Music at St. Mark's:** Music used in the wedding ceremony should be appropriate for worship. Securing the organist, pianist, or soloists is the sole responsibility of the wedding party. If St. Mark's musicians are utilized, they must be adequately compensated. Please refer to the cost sheet at the end of this document for pricing information.

*If you choose to use St. Mark's musicians:*

Music for the ceremony is under the supervision of the clergy and the parish musician. It is important that you consult with the parish musician as soon as possible after the date and time of the wedding ceremony has been confirmed. A prelude usually precedes the ceremony. Selections must be made in consultation with the Parish organist. Requests will be considered on the basis of their appropriateness for the sacred nature of the ceremony. If needed, a consultation with the Rector may be appropriate. Please, do not request transcriptions of orchestral or piano music; the effect is usually unsatisfactory. By arrangement with the parish organist, use of other instruments, with or without organ, is encouraged for the wedding music with appropriate fees attached. If rehearsals are required, the organist and instrumentalist will be appropriately compensated. Please advise the soloist that it is her/his responsibility to provide the organist with the music in the proper key for her/his voice.

**Candles, Flowers and Decorations:** St. Mark's is the oldest standing public building in Grand Rapids, and therefore, it is a historic site of significant value. The Nave of the church was completed and occupied in 1848. Due to the risk of fire, no exposed candles other than those at the High Altar and the oil candles at the base of the Chancel will be allowed.

Decorations in the church must be appropriate to the setting. Glitter is not permitted. Special floral arrangements are appropriate for the wedding and must be placed so as not to interfere with the ceremony or damage the pews or other church furnishings. There can be no permanent attachments. This includes no pinning, nailing, gluing, or tacking of any kind to pews, walls, or other church furnishings.

The Parish will not provide floral arrangements for the ceremony.

We do not allow the throwing of ‘anything’ within the Church. Rice is not permitted because of environmental considerations. However, you may use birdseed outside. Experience has taught us that anything else is very hard to clean and can be hazardous to pigeons and other birds. Balloons are not allowed within the Church.

The time for decorating the church is limited to two hours and must be arranged through your wedding coordinator. Decorations must be removed immediately following the ceremony.

**Use of Parish Hall:** The Parish Hall can be available for the reception following the ceremony. The Parish Hall can seat 100 people, comfortably. There is a separate contract for Parish Hall use. Please, advise the assigned wedding coordinator should you wish to rent the Parish Hall.

**Marriage License:** Marriage licenses and official church records need to be properly filled out and provided either before or the day of the wedding rehearsal and no later than the day of the marriage itself.

**Rehearsal:** The rehearsal must be scheduled through your wedding coordinator. Rehearsals are limited to one hour. The wedding couple should insist that all members of the wedding party be present and on time for this event. Attendance of the organist and other musicians are optional. If additional time is need for rehearsal with musicians this must be arranged through your wedding coordinator.

**Wedding Bulletins:** St. Mark’s will not be responsible for the bulletin for the ceremony. Please, submit a draft copy of your bulletin to the wedding coordinator and the St. Mark’s clergy person officiating at your wedding prior to printing for review.

**Photography/Videography:** Please, meet with your photographer before your wedding date and determine whether you will be taking photographs before or following the ceremony. Appropriate photography/videography is permitted during the ceremony. Please, consult with your wedding coordinator concerning what is “appropriate”. Please remind your photographer that your marriage is being solemnized in a House of God. Appropriate dress will be required. Photos and videotaping preferably from a fixed point or points in the church without artificial lighting are permitted. Please arrange this with your wedding coordinator.

**Officiant:** It is expected that a clergy person or Justice of the Peace will officiate at the ceremony. If a Priest from St. Mark’s is desired and is available to officiate at the ceremony, please, advise the wedding coordinator.

**Parking:** Parking on site is available. However, our lot only fits 60 vehicles. If you are having a ceremony with many guests, you will need to advise them that on-site parking is limited. There are many downtown lots within easy walking distance available for a modest fee.

**Cancellation Policy:** If you determine not to hold your event at St. Mark’s, the reservation fee will not be refunded.

In an extraordinary event that your ceremony would need to be moved elsewhere, St. Mark’s will be responsible for alerting you as quickly as possible. We are unaware of any such circumstance every having occurred at St. Mark’s.