

1. Title:

Wedding Service Fees Schedule and Payments

2. Purpose:

Provide policy and procedures for establishing a wedding service fees schedule and making of payments.

3. Policy:

1. The Worship Ministry is responsible for this Operations Policy Statement.
2. The fees for wedding services and receptions shall be stated in the *Wedding Service Fees Schedule*. The Worship Ministry is responsible for requesting the Session's approval for any revisions of the church's *Wedding Fees Schedule* which shall be Appendix 6 in the *Manual of Operations* and included as part of the "Your Wedding at FPCC" packet.
3. The Church Administrator shall provide a copy of the *Wedding Fees Schedule* and a *Wedding Options Selection* form (F-210301) to the Bride and provide answers for her questions. A copy of this OPS may also be provided to the Bride.
4. Quotations for costs and billings shall be according to the *Wedding Service Fees Schedule* and the Bride's-completed *Wedding Options Selection* form. The Church Administrator shall provide a *Wedding Statement of Charges* (invoice) to the bride for the bride's selected options. The statement shall contain instructions for payment(s).
5. The church shall not charge for the use of the Sanctuary or the Parlor when at least one of the couple is a FPCC member or is a child of a FPCC member.
6. The church shall charge non-members for the use of its facilities at a rate that allows for the reimbursement of its operating costs. Church members shall be charged at a reduced/subsidized rate for some items as reflected in the *Wedding Service Fees Schedule*.
7. There shall be no charge for the Pastor's couple conferences or for the Pastor's participating in the rehearsal or for conducting the wedding ceremony when at least one of the couple is a FPCC member or a child of a member; however, an honorarium notation shall be included in the

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Wedding Fees Schedule for informational purposes. Any honorarium shall be paid directly to the Pastor. This is customarily done at the wedding rehearsal.

8. The total amount invoiced in the *Wedding Statement of Charges* payable to the church must be received by the Church Administrator at least two weeks in advance of the wedding date.
9. Payments for the organist, wedding coordinator, vocalists, instrumentalists, audio/visual technician and any other persons giving of their time and services shall be checks made payable to each person according to the *Wedding Statement of Charges* or as determined otherwise. These payments are to be received no later than two weeks prior to the wedding date and may be mailed to or hand delivered to the Church Administrator.
10. The church shall not contract for a reception caterer. The Wedding Coordinator may provide the names of caterers that may be used. Neither the church nor the Wedding Coordinator shall be responsible in any way for the contract or the caterer's performance.

4. Definitions: None

5. References:

- OPS 21.02 The Marriage Service
- *Wedding Service Fees Schedule*
- OPS 05.11 Rules Governing the Use of Church Facilities

6. Applicability:

The policies stated in this OPS apply to all weddings, wedding rehearsals and wedding receptions conducted at the church.

7. Procedures:

1. The Church Administrator shall provide the Bride a copy of the *Wedding Service Fees Schedule* and a *Wedding Options Selection* form (F-210301).
2. The Bride shall return the completed F-210301 to the Church Administrator.

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3. The Church Administrator shall prepare a *Wedding Statement of Charges* based on the completed *Wedding Options Selection* form and mail it to the Bride (the Bride may elect to pick it up at the Church Office).
4. The Church Administrator shall process the payment received which is made payable to the church according to the church's procedures for cash receipts, mail the Bride a receipt for her payment and inform the Pastor of the payment.
5. The Church Administrator shall advise all other persons for which individual checks are received that the checks are available for pick up in the Church Office.
6. The Church Administrator shall verbally advise the Pastor and the Bride if payments are not received two weeks prior to the scheduled wedding date.
7. On completion of the wedding and reception (if one was scheduled) the Wedding Coordinator and the Church Use Sponsor (OPS 05.11) shall inform the Chair of Building and Grounds and the Church Administrator regarding any damages.
8. The Church Administrator shall make a refund payment to the Bride for the security deposit if it is reported that there were no damages. This amount shall be adjusted based on an estimate by the Building and Grounds Ministry should there be any damages.

8. Review Schedule:

The Worship Ministry Chairman shall coordinate a review of this OPS on the anniversary of the effective date and make any needed revisions for the Session's approval.

9. Approval:

Session approved this OPS on the above effective date.