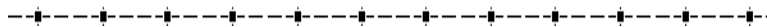


**Wedding Fee Schedule for  
First Congregational Christian Church  
505 West Mulberry St. Kokomo, Indiana 46901**

*The Church Council has established the following fees and guidelines for weddings in the sanctuary and chapel. The fees are established in consideration of the significant amount of time that is required to plan and conduct a meaningful marriage ceremony. We conduct weddings as servants of Christ and Christ's Church, and we believe it is appropriate for our church staff to be reimbursed for their time and expertise.*

*A wedding will be secured and added to the church calendar when a wedding application is submitted, and approved, and the damage deposit is received in the church office. All weddings will be scheduled on a first come, first serve basis.*



	<b>Members</b>	<b>Non-members</b>
<b>Sanctuary Wedding (minimum cost)</b>	<b>\$785</b> (includes deposit)	<b>\$1,135</b> (includes deposit)
<u>Cost Details:</u>		
Pastor's Services	discretion of couple	discretion of couple
Director of Music/Organist Services	\$135	\$135
Wedding Coordinator's Services	\$150	\$200
Custodian's Services	\$100	\$100
Secretary's Services	\$50	\$50
Audio-Visual Services (audio only)	\$50	\$50
Rental Fee	no charge	\$300
Refundable Damage Deposit	\$300	\$300
<b>Chapel Wedding (minimum cost)</b>	<b>\$560</b> (includes deposit)	<b>\$735</b> (includes deposit)
<u>Cost Details:</u>		
Pastor's Services	discretion of couple	discretion of couple
Director of Music/Organist Services	\$135	\$135
Custodian's Services	\$75	\$100
Secretary Services	\$50	\$50
Rental Fee	no charge	\$150
Refundable Damage Deposit	\$300	\$300
<b>Optional Services</b>	<b>Members</b>	<b>Non-members</b>
Director of Music/Organist		
Each additional rehearsal with guest musicians	\$35	\$35
Each additional instrument played	\$25	\$25
Soloist	additional charge	additional charge
Audio-Visual Team		
Audio + video services and recording	Check availability	Check availability
Edit and transfer video to DVD	Check availability	Check availability

## **Wedding Fee Explanation**

- The Church Rental fee covers the cost of the Sanctuary or Chapel, the dressing rooms, and the nursery. The wedding party is responsible for providing a nursery attendant, candles, aisle runner, and greeters at the elevator entrance.
- The Church will be available for the wedding party three (3) hours before the ceremony and one (1) hour after the ceremony's conclusion. If the wedding party wishes to adjust these times, for example: two (2) hours before and two (2) hours after, the wedding party shall coordinate the desired times with the Wedding Coordinator. However, the total usage time, excluding the ceremony, shall not exceed four (4) hours.
- The Damage Deposit will be held as both earnest money to reserve the church and a refundable deposit. The deposit will be refunded to the wedding party within 30 days after the wedding ceremony, assuming that the building, the equipment and contents therein, and the parking lot sustain no damage beyond normal wear. If damages exceed the cost of the deposit, the wedding party will be charged for the difference.
- The Pastor's fee includes pre-marital consultations, rehearsal and ceremony services.
- The Director of Music/Organist's fee includes wedding consultations, rehearsal and ceremony, and one rehearsal with a soloist.
- The Director of Music/Organist charges an additional fee for each rehearsal with guest musicians and for each additional instrument played.
- The Director of Music/Organist will arrange for a soloist, at the request of the wedding party. She will inform the wedding party of the additional cost for the soloist.
- The Wedding Coordinator's fee includes consultations, rehearsal, and services on the day of the ceremony. The Wedding Coordinator will assign dressing rooms to the wedding party and ensure that the church is unlocked on the day of the ceremony.
- The Custodian's fees include cleaning the sanctuary or chapel before and after the ceremony, and placing aisle candles and candelabras (if desired).
- The Audio-Visual Team fee includes microphone set-up, coordination of pre-ceremony CD music, and audio recording of the ceremony.
- The Audio-Visual Team charges an additional fee for coordinating pre-ceremony playback of videos or slide shows and videotaping the ceremony, using a single camera in the balcony. Materials shall be submitted two (2) weeks before the rehearsal.
- The Audio-Visual Team (if available) charges an additional fee to edit and transfer the video to DVD.
- The Secretary's fee is for handling paperwork, designing and printing of the Order of Service Booklet for the Bride and Groom, the Pastor and the wedding party. Materials shall be submitted two (2) weeks before the rehearsal.

Pilgrim Hall Rental	Members	Non-members
Rehearsal Dinner (typically less than 40 people)	\$75	\$225
<u>Cost Detail:</u> Custodian's Services Rental Fee	\$75 no charge	\$75 \$150
Reception (maximum 175 people)	\$200	\$500
<u>Cost Detail:</u> Custodian's Services Rental Fee	\$200 no charge	\$200 \$300

### **Pilgrim Hall Fee Explanation**

- Pilgrim Hall is available for rental by the wedding party for dinners following the wedding rehearsal and receptions following the wedding ceremony. Pilgrim Hall rental fees include the use of the room, the tables and the chairs.
- The Custodian shall set-up the tables and chairs, as directed by the wedding party. The Custodian shall clean the room after the event and return tables and chairs to their storage location.
- The wedding party is responsible for providing and placing table cloths and table decorations.
- All food shall be catered. The caterer shall provide plates and eating utensils. The kitchen is available for warming food and preparing food for presentation.
- The wedding party is responsible for cleaning any kitchen appliances and utensils used. If additional cleaning of the kitchen is required after the event, charges for such cleaning shall be deducted from the damage deposit.
- No alcoholic beverages are allowed.
- Rehearsal dinners shall have two (2) hours of hall usage and Receptions shall have six (6) hours of hall usage.

**Fee Payment**

*The wedding party shall submit payment to the church office no later than two (2) week prior to the wedding ceremony. Separate checks should be made out for the church and each staff member.*

Church.....First Congregational Christian Church  
Pastor.....Pastor Jon Tice  
Director of Music/Organist .....Catherine Musselman  
Wedding Coordinator..... Kim Herr  
Custodian ..... Kim Herr  
Audio-Visual Team.....Chip Longshore  
..... or Ron Phillips  
Church Secretary.....Nancy Phillips