



---

## WEDDING POLICIES and GUIDELINES

---

### St. Peter's Open and Affirming Covenant

We the parishioners of St. Peter's United Church of Christ in Skokie, make before God and ourselves, a promise to live our daily lives with love, honor and respect, believing that since we're all made in God's image, all people are created equal.

And thus, all people are to be treated, loved, and welcomed equally, regardless of gender, gender identity, sexual orientation, creed, color, race, economic status, or physical/mental ability.

We therefore welcome all people to share our Church for the purposes of **worship, marriage, baptism, funeral and fellowship, with full participation in the life and ministries of the Church**, asking that those who come have no intent to do harm and welcome others to our church as well.

People shall be embraced with love and the knowledge that we are all one in the eyes of God.

## Members/In House:

- Active members of St. Peter's UCC (StP) receive first priority in scheduling the facility and the Pastor for weddings, rehearsals, and receptions over any other events EXCEPT worship services.
- Fees:
  - Use of Facility Fee: Suggested donation of \$250, but negotiable considering extenuating circumstances
  - Pastoral Fee: Waived for members
  - Organist Fee: \$200 (\$50 additional fee if organist is present at rehearsal)
  - Custodial Fee: \$100 – Wedding only / \$150 – Wedding and Reception together
- No deposit required to hold church building.
- All fees must be paid on the last rehearsal prior to the wedding day (separate checks made out to individuals).
  - Scheduling and fees paid to additional musicians (soloists, instrumentalists, etc.) must be handled separately by the wedding party.
  - Specially requested music must be furnished to the pianist/organist at least one day prior to the service. Vocal solos must be "performance ready" - in the correct key for the singer, known by the singer, and furnished to the pianist/organist one day prior to the service. Any additional rehearsal required with the soloist that is not immediately before the service will incur an additional \$25 fee due to the accompanist by the family.
- The couple to be married is asked to schedule meetings with the Pastor for pre-marital counseling and wedding service planning.
- Church office is available, if needed, to create a standard wedding service bulletin (limit 200) – any additional materials, invitations, or handouts are the wedding party's responsibility.
- Couple is responsible for acquiring the marriage license, and providing the license to the Pastor on or before the wedding day.
- The Church office will complete the license and submit the document to the proper authority.
- The Memorial Room or Gym are available for a reception following the service, if desired, at no additional cost.
  - Alcohol (beer and wine/champagne – no hard liquor) may be served in moderation – a representative of the church must be present, and there is an additional \$50 fee for their time.
- The couple will provide information required to the Church office for the completion of the record, and the creation of a wedding certificate.
- The wedding will be entered into our church register as an official ceremony of the church, and those records will be kept in accordance with the St. Peter's UCC Constitution and By-laws. (Church register records constitute an "Official Document" if the original license is damaged or lost.)

### Non-Members/In House:

- “Non-member” of StP is defined as “not currently considered an active member of StP according to our Constitution and By-laws” i.e., relatives of active members, or formerly active members are considered “non-members” and must:
  - Take second consideration behind active members in scheduling of the facility
  - Pay appropriate fees
- Fees:
  - Use of Facility Fee: \$250
  - Pastoral Fee: \$300
  - Organist Fee: \$200 (\$50 additional fee if organist is present at rehearsal)
  - Custodial Fee: \$100 – Wedding only / \$150 – Wedding and Reception together
- \$50 deposit required to hold the building.
- All remaining fees must be paid on the last rehearsal prior to the wedding day (separate checks made out to individuals).
  - Scheduling and fees paid to additional musicians (soloists, instrumentalists, etc.) must be handled separately by the wedding party.
  - Specially requested music must be furnished to the pianist/organist at least one day prior to the service. Vocal solos must be “performance ready” - in the correct key for the singer, known by the singer, and furnished to the pianist/organist one day prior to the service. Any additional rehearsal required with the soloist that is not immediately before the service will incur an additional \$25 fee due to the pianist/organist by the family.
- The couple to be married is asked to schedule meetings with the Pastor for pre-marital counseling and wedding service planning.
- Church office is available, if needed, to create a standard wedding service bulletin (limit 200) – any additional materials, invitations, or handouts are the wedding party’s responsibility.
- Couple is responsible for acquiring the marriage license, and providing the license to the Pastor on or before the wedding day.
- The Church office will complete the license and submit the document to the proper authority.
- The Memorial Room or Gym are available for a reception following the service, if desired, at no additional cost.
  - Alcohol (beer and wine/champagne – no hard liquor) may be served in moderation – a representative of the church must be present, and there is an additional \$50 fee for their time.
- The couple will provide information required to the Church office for the completion of the record, and the creation of a wedding certificate.
- The wedding will be entered into our church register as an official ceremony of the church, and those records will be kept in accordance with the St. Peter’s UCC Constitution and By-laws. (Church register records constitute an “Official Document” if the original license is damaged or lost.)

### Members/Alternate Location:

- Active members of StP must coordinate schedules with the Pastor in order to schedule a wedding service in a location other than the St. Peter's property.
- Fees:
  - Pastoral Fee: \$300
  - Organist Fee: \$200 (\$50 additional fee if organist is present at rehearsal)
- All fees must be paid on the last rehearsal prior to the wedding day.
  - Scheduling and fees paid to additional musicians (soloists, instrumentalists, etc.) must be handled separately by the wedding party.
  - Specially requested music must be furnished to the pianist/organist at least one day prior to the service. Vocal solos must be "performance ready" - in the correct key for the singer, known by the singer, and furnished to the pianist/organist one day prior to the service. Any additional rehearsal required with the soloist that is not immediately before the service will incur an additional \$25 fee due to the pianist/organist by the family.
- The couple to be married is asked to schedule meetings with the Pastor for pre-marital counseling and wedding service planning.
- Church office is available, if needed, to create a standard wedding service bulletin (limit 200) – any additional materials, invitations, or handouts are the wedding party's responsibility.
- Couple is responsible for acquiring the marriage license, and providing the license to the Pastor on or before the wedding day.
- The Church office will complete the license and submit the document to the proper authority.
- The Memorial Room or Gym are available for a reception following the service, if desired – additional suggested donation of \$100 for use of Memorial Room or Gym, but negotiable considering extenuating circumstances.
  - Alcohol (beer and wine/champagne – no hard liquor) may be served in moderation – a representative of the church must be present, and there is an additional \$50 fee for their time.
- The couple will provide information required to the Church office for the completion of the record, and the creation of a wedding certificate.
- The wedding will be entered into our church register as an official ceremony of the church, and those records will be kept in accordance with the St. Peter's UCC Constitution and By-laws. (Church register records constitute an "Official Document" if the original license is damaged or lost.)

### **Non-Members/Alternate Location:**

- “Non-member” of StP is defined as “not currently considered an active member of St. Peter’s UCC according to our Constitution and By-laws” i.e., relatives of active members, or formerly active members are considered “non-members” and must:
  - Coordinate schedules with the Pastor in order to schedule a wedding service in a location other than the St. Peter’s property.
  - Pay appropriate fees.
- Fees:
  - Pastoral Fee: \$300
  - Organist Fee: \$200 (\$50 additional fee if organist is present at rehearsal)
- All fees must be paid on the last rehearsal prior to the wedding day.
  - Scheduling and fees paid to additional musicians (soloists, instrumentalists, etc.) must be handled separately by the wedding party.
  - Specially requested music must be furnished to the pianist/organist at least one day prior to the service. Vocal solos must be “performance ready” - in the correct key for the singer, known by the singer, and furnished to the pianist/organist one day prior to the service. Any additional rehearsal required with the soloist that is not immediately before the service will incur an additional \$25 fee due to the pianist/organist by the family.
- The couple to be married is asked to schedule meetings with the Pastor for pre-marital counseling and wedding service planning.
- Church office is available, if needed, to create a standard wedding service bulletin (limit 200) – any additional materials, invitations, or handouts are the wedding party’s responsibility.
- Couple is responsible for acquiring the marriage license, and providing the license to the Pastor on or before the wedding day.
- The Church office will complete the license and submit the document to the proper authority.
- The Memorial Room or Gym are available for a reception following the service, if desired – additional suggested donation of \$100 for use of Memorial Room or Gym, but negotiable considering extenuating circumstances.
  - Alcohol (beer and wine/champagne – no hard liquor) may be served in moderation – a representative of the church must be present, and there is an additional \$50 fee for their time.
- The couple will provide information required to the Church office for the completion of the record, and the creation of a wedding certificate.
- The wedding will be entered into our church register as an official ceremony of the church, and those records will be kept in accordance with the St. Peter’s UCC Constitution and By-laws. (Church register records constitute an “Official Document” if the original license is damaged or lost.)