



1. Weddings that are conducted on a holiday weekend must have the combined consent of the staff who will be participating at such wedding, since it takes time away from family on holidays.
2. If a wedding is conducted on a holiday weekend, these fees for the required staff will be double those listed in this brochure.

### **ADDITIONAL NON-MEMBER WEDDING POLICY INFORMATION**

If you are not a member of Countryside United Methodist Church, the following fee schedule is applicable to your wedding, in addition to the basic wedding policy.

#### **BUILDING USE FEES (non-members)**

Chapel service (approx. capacity: 100)	\$250
Sanctuary service (approx. capacity: 600)	\$750
Sanctuary service & reception	\$1,000



**COUNTRYSIDE**  
UNITED METHODIST CHURCH

3221 SW Burlingame Road  
Topeka, Kansas 66611  
785.266.7541  
www.countrysideumc.org

## **WEDDING POLICY**

We are pleased that you have chosen Countryside United Methodist Church for your wedding. These are some of the people who will be working with you to help make your wedding the beautiful and meaningful event you want it to be:

**Rev. Dr. Paul Wilke, Senior Pastor**

wilke@countrysideumc.org

**Rev. Christine Potter, Associate Pastor**

christine@countrysideumc.org

**Heather Hoffmans, Administrator**

heather@countrysideumc.org

**Jane Anderson, Organist**

785-231-7412, cell phone

**Christi Steward, Wedding Liaison**

785-806-6995, cell phone

crsteward@hotmail.com

**Ron Reese, Director of Facilities**

ron@countrysideumc.org



**COUNTRYSIDE**  
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**GUIDELINES**

- A. After reading through this policy, call the wedding liaison. The wedding liaison will record the requested wedding date and time, requested rehearsal date and time, minister you are requesting to perform the service, and name, address, and phone numbers of the bride and groom. With this information in hand, the wedding liaison will check the church calendar and the minister’s availability. She will call you back if there are any conflicts or difficulties with scheduling. If both are available, the wedding liaison will inform the couple, who should then return their reservation form and deposit to secure their reservation. Upon receipt, the date for your wedding and your rehearsal will be officially scheduled. **Under no circumstances should other contractual obligations be entered into or invitations ordered until this process is completed.**
- B. A non-refundable deposit of \$50 and the enclosed information form will need to be returned to the wedding liaison at the time your wedding is placed on the church’s calendar. The deposit will be applied to payment of the church personnel fees.
- C. Under most circumstances, weddings held in the Church are performed by one of the ministers of the Church. Other arrangements must be made in consultation with the Senior Minister.
- D. While every attempt is made to honor a request regarding clergy, scheduling may necessitate another minister officiating at your wedding. The wedding liaison will confirm which minister will perform the ceremony approximately four months before the wedding. It is the responsibility of the couple to make contact with the presiding minister three to four months before the wedding to set up a minimum of four pre-marital counseling appointments.
- D. Couples should contact the church organist/pianist upon scheduling their wedding. If you request a guest organist, the church organist must approve him/her. For instrumental music in place of, or in addition to the organ, you will be responsible for the necessary arrangements (with the approval of the church organist and coordinating with the officiating minister). All music (vocal or instrumental) must be approved by the church organist. All musicians should plan on attending the wedding rehearsal. They should arrive fifteen minutes prior to rehearsal time and at least thirty minutes prior to the ceremony. **All music provided for the organist and soloists must be originals, not photocopies.**
- F. Please keep in mind Sunday worship when scheduling weddings. Wedding services will not be scheduled on Saturday after 5:00 PM. Wedding services with receptions held at Countryside may not begin later than 3:00 PM. Wedding services and rehearsals will not be scheduled on or near holidays.

**Wedding Receptions at Countryside United Methodist Church**

The United Methodist Women (UMW) must be contacted regarding all wedding receptions held in the church and are available to assist with receptions. The bride and groom should contact the UMW Reception Coordinator to discuss details as soon as the date is cleared with the wedding liaison. The wedding reception coordinator must be contacted at the time the church is reserved, at which time the decision will be made whether UMW will be involved with the reception. If the agreement is made that the UMW will be assisting with the reception, the wedding reception coordinator should be contacted at least six weeks prior to the wedding to discuss final plans for the reception with the bridal couple or designee. Fees (payable to Countryside UMW) must be paid to the coordinator no later than two weeks prior to the reception. Final plans must be reviewed with the coordinator one week prior to the reception. Receptions may last up to 2 ½ hours after the end of the wedding service. The bride’s table and groom’s table, if applicable, will close 20 minutes after the last guest has gone through the receiving line. Services for receptions with traditional cake and punch include:

Preparation of the bridal table: all materials, including nuts and mints must be in the church kitchen by the evening before the wedding. The wedding couple is responsible for having the cakes delivered and arranged on the tables at least 2 hours before the wedding begins.

Preparation of the punch and coffee: all ingredients and recipe must be in the church by the evening preceding the wedding.

Assistance of UMW members at the reception is to replenish punch, cake and other supplies. If cake and punch servers are needed this can be arranged for an extra fee.

Use of the church’s dishes, flatware, punch bowl, and serving ware.

Clean up of reception tables and kitchen.

Purchase of any ingredients, cakes punch, coffee, mints, nuts, food, paper ware, plastic ware, napkins or other supplies is not included.

Personal articles and decorations are the responsibility of the celebrants.

Fees:

Description	Member	Non-Member	# of Guests
Parlor Reception	\$ 100	\$ 250	Up to 50 max.
UMW serves refreshments	25	50	
Celebration Center Reception	200	300	Up to 200 *
Additional guests	25	50	Each additional 50 guests
UMW Serves Refreshments	75	100	

**CUSTODIAL FEE \$90**

Celebration Center capacity is 350-400 with mix of tables and extra chairs, or 220 with tables and chairs for the tables only.

If additional food will be served at the reception other than cake and punch, the cost will be negotiated by the reception coordinator depending on complexity. Preparation of food will also be negotiated.

## WEDDING LICENSE

The pastor can only perform weddings that are in full accordance with the laws of the State of Kansas. These are the requirements set forth by the state:

Prior to the wedding you must obtain a wedding license properly issued by a Court (a license by another state cannot be accepted). A license can be obtained from the probate court at the Shawnee County Clerk of the District Court, 200 E 7<sup>th</sup>.

Present the license to the wedding liaison no later than the rehearsal. After the ceremony, the original license will be returned to the Court to be recorded. The duplicate copy will be given to you after the service or mailed to you the following week. You may obtain a certified copy of the recorded license from the court at a later time.

At least two (2) witnesses (18 years of age or older) must be present at the marriage ceremony.

### **REMINDER: A MINISTER CANNOT OFFICIATE AT A WEDDING CEREMONY WITHOUT THE LICENSE.**



Check list to be done as soon as possible:

- Called Wedding Liaison
- Called Organist
- Called Reception Coordinator – (if using Celebration Center)
- Called Soloist or Musicians
- Submitted to Wedding Liaison any special media requests
- Called Assigned Minister at least 3-4 months before wedding, to schedule required four sessions of premarital counseling

Ten days before the wedding:

- Prepare checks to cover costs of the wedding and deposit in the church office.

- G. We have a NO SMOKING policy in our church building. Please be advised of this at the rehearsal, wedding, and reception. NO ALCOHOLIC BEVERAGES are to be served at the church building or on church property. NO food in the dressing areas. Members of the wedding party are expected to recognize that the church, sanctuary and chapel are places set aside for the worship of God and are expected to conduct themselves appropriately. Any damages to any part of the church or grounds from the wedding party or guests will be considered the responsibility of the couple.
- H. Photographers are welcome at weddings and serve a valuable purpose in preserving a treasured record of the event, but should NOT be highly visible. Only “existing light” photography should be taken during the ceremony and photographers will not be in the chancel area during the ceremony. It is recommended that all pictures be taken before the ceremony. Special care should be taken to not disrupt the ceremony with light, noise, or movement. All pre-wedding photography must be finished in the sanctuary thirty minutes before the ceremony. No video recording will be provided by the church.
- I. A beautiful worship setting requires very little additional adornment. Please advise your florist that decorations may be fastened to furniture with tape only (no nails, staples, screws, wires, clamps or gluing). Decorations may not obstruct the view of the chancel worship symbols, such as the communion table, altar candles, pulpit and lectern. Worship symbols and furniture are not to be moved or rearranged without permission from the officiating minister. Decorating of church walls is prohibited.
- J. Rice, birdseed or confetti may NOT be used or thrown inside or outside on church property. Sparklers and balloons are also prohibited. These are all difficult and expensive to clean up and are safety hazards. Bubbles must be distributed and used outside of the building. Plans to “shower” the couple in any other way should be approved by the wedding liaison in advance. **If you choose to toss rose petals during your ceremony, you must use either silk or dried petals as fresh will stain.**
- K. The following items are available for use at no charge: **two seven-branch candelabras & tapers, kneeling bench.** Wedding bulletins are the couple’s responsibility.
- L. The bride and her attendants dress in Room 4. The groom and groomsmen may dress in the Family Worship Room. In order to protect church property and the property of the wedding party, food is not allowed in these areas. Food is allowed in the Parlor. It is the responsibility of the wedding party to arrange for the care of their property before, during, and after the ceremony. The church cannot be responsible for lost or stolen articles.

- M. Church facilities may be opened up to four hours before the ceremony, if requested. Please inform the wedding liaison of your arrival time and any other building needs for deliveries and decorating. It is the responsibility of the wedding couple to arrange for clean-up of personal and rented property after the ceremony. This includes removing decorations, flowers, candelabras not belonging to the church, and all personal belongings. All wedding activities including photography and clean up should be finished one and one-half hours after the scheduled wedding.
- N. For security reasons, gifts brought by guests are placed in a designated room and locked during the wedding. The room will be unlocked following the ceremony so that gifts can be taken to the reception.  
**NO table is to be placed in the Foyer for gifts.**

NOTES:

**FEES**

- A. The church's "facilities" are always available to active church member families at no charge\*. We believe stewardship entitles active members to these privileges. A custodian will provide the set up to care for special needs and services, and to clean up afterwards. Custodial fees will be necessary for all weddings. (To qualify for the "member fee schedule" either the bride or groom or a *parent* of the bride or groom must be on the membership roll of the church.)

**CUSTODIAL FEES \*\***

Chapel wedding (only) - \$200

Sanctuary wedding (only) - \$200

**WEDDING LIAISON** - \$200

**COORDINATOR OF MEDIA SERVICES** - \$50

**AISLE CANDELABRAS** (optional) - \$50

- B. A recommended honorarium for the minister is \$200.

The recommended gratuity for the organist is \$200.

- C. Fees for the custodial service, Coordinator of Media Services, Wedding Liaison, minister, and church organist are to be paid through the church office and given to the Wedding Liaison no later than 10 days prior to the wedding. Individual fee checks will need to be given and the Wedding Liaison will provide you with the names.

\* If you are a non-member, please see non-member policy information.

\*\* If you are having a reception, please see wedding reception policy information

NOTES: