

# Wedding Policy



**Shiloh United Methodist Church**  
210 South Main Street  
Shiloh, Illinois 62269

Shiloh was founded in 1807 after a revival and has been here at this site since that time. We are the oldest United Methodist Church in the state, at the same site. More important to us than our past, though is our present and our future!

**Our Vision:**

*To be your home, where you experience the living love of Jesus.*

**Our Purpose:**

*To Impact the World for Jesus.*

## Weddings at Shiloh

The Shiloh United Methodist Church is pleased that you have chosen our church to be the setting of your wedding. Our staff is ready to assist you in making this a memorable event.

We assume that when a couple comes to the Church, requesting to be married, they are also seeking the blessings of God upon the marriage covenant which they are establishing. In this capacity the minister functions primarily as a servant of God and the Church and only secondarily is the minister considered to be a person authorized by the State of Illinois to legally perform the marriage ceremony. In this regard the wedding service is understood to have sacramental dimensions. Above all, the wedding ceremony is considered to be a worship service and should be offered to God in joy and in reverence as a parallel to our own commitment to Jesus Christ. This is the basic assumption that the minister and the Church have as we help you and counsel with you in your wedding plans. We do not “rent” our facilities or provide a place for “your” wedding. Rather, we join as a Christian community with you in a worship celebration of holy matrimony.

## **A Covenant Relationship**

Christian marriage is not simply a personal choice by two individuals. It is not merely a legal contract or a social institution. Nor is it just a Christian ceremony prescribed by the church. It is all of these and more. Essentially our church understands Christian marriage “to be a covenant relationship of a man and a woman under God in which the partners live together in love and fidelity to this covenant with God.” Christians believe that God’s creative and redemptive love is the basis on which all human relationships should be established. In Jesus, we find the model for sacrificial and covenantal love essential to any marriage.

The sacredness of marriage is witnessed to by the fact that it is instituted in a religious ceremony before the Christian community. That the man and the woman make the same vows attests to our belief in equality in marriage. Important also is that in Christian marriage two persons make a lifelong commitment to each other in the presence of God. They seek to be faithful to the divine model of steadfast love that comes from God. Further, God is not some external attachment added to the wedding ceremony against the will of the participants. Rather, God enters the marriage in and through the lives of the partners. To sum up, before God they make an unconditional covenant with each other to live in steadfast love and to be faithful to each other and to their vows. Your lives will never be the same again!

**Please read these Guidelines and the Covenant statement carefully.**

**Address questions to the Wedding Coordinator.**

1. **WEDDING COORDINATOR:** You will be working with a wedding coordinator who represents the church. The wedding coordinator will help facilitate all aspects of planning and coordinating your wedding ceremony at the church.

Wedding Coordinator: Ellen Hays  
phone: 624-8367  
email: elhays524@gmail.com

2. **DEPOSIT (see fee schedule):** A wedding is formally placed on the Church Calendar when the deposit has been submitted to and the Church Use Agreement has been signed with the Wedding Coordinator. The deposit is refundable with a minimum of thirty days notice if a cancellation is necessary.
3. **OFFICIATING PASTOR:** One of our pastors on staff will officiate your wedding ceremony. If you wish to have another pastor of your acquaintance perform or assist in the service, speak to the wedding coordinator first.  
The pastor has the right to refuse to marry any couple, even though the couple has a license.
4. **PREMARITAL PREPARATION:** As the name implies, this activity is part of a couple's preparation for their marriage and a lifetime together. Couples considering marriage at SUMC are required to attend a PreMarital Counseling Experience offered at Belleville Union Methodist Church, 721 East Main Street, Belleville, IL 62220.  
The experience is led by Rev. Dr. Steve Heitkamp, D. Min, LCPC (IL), AAPC Fellow. The cost of the experience is \$100 and should be paid according to the instructions of Rev. Dr. Steve Heitkamp. Couples are responsible for their own registration which can be completed by calling (618) 367-2194.

5. **AUDIOVISUAL NEEDS:** All musical and visual aspects of your ceremony must be discussed with and approved by the wedding coordinator. You must make a copy of a CD containing all music you wish to use in order as it is to be used in the ceremony. The CD must be presented to the wedding coordinator at the last meeting two weeks prior to your ceremony to ensure proper functioning. If using audiovisual documents, they must also be presented two weeks prior to your ceremony.
6. **DECORATIONS:** All decorations and altar arrangements must be discussed with and approved by the wedding coordinator. Decorating can be done no sooner than one day before the wedding.
7. **WELL WISHING ITEMS:** The use of rice is prohibited. Bubbles and other items may be used after the ceremony but only outside the building.
8. **SMOKING & ALCOHOL POLICY:** No smoking or use of alcoholic beverages is permitted in the church buildings. No alcohol is permitted on the church grounds. Violation of the alcohol rule is grounds for refusing to perform the wedding service. If alcohol is so important that it cannot wait until a reception elsewhere, you need to re-examine your choice of Shiloh UMC as a place to be married.
9. **REHEARSAL:** It is the responsibility of the bride and groom to make clear to the rest of the wedding party the importance of being on time for the rehearsal. Please select a rehearsal time that considers all travel times for the members of your wedding party.
10. **FACILITY USEAGE:** The church facility will be available three hours prior to the ceremony start time.
11. **CLEAN UP:** You are responsible for removing all decorations before leaving for the reception. This can be done by designated friends or family members. On Saturdays, the church must be in its original condition by 10:00 pm.

12. **PHOTOGRAPHY/VIDEOGRAPHY:** Many couples engage professional photographers and videographers to record the ceremony. The wedding service is a sacred ceremony and should be conducted in reverence and with dignity. Those professionals should discuss the expectations of the church with the wedding coordinator prior to taking photographs, thus preventing any misunderstanding.
13. **NURSERY:** Our nursery is available for use during your ceremony if you feel it is necessary. Nursery workers from our church will be scheduled to supervise children for an additional fee of \$50. Arrangements for this service must be made with the wedding coordinator.
14. **CEREMONY:** You will work with the officiating pastor to develop your ceremony using guidelines established by the United Methodist Church.
15. **MARRIAGE LICENSE:** Your license should be obtained from the St. Clair County Courthouse. It becomes valid 24 hours after being issued and is good for 60 days. It should be given to the pastor at the rehearsal. The pastor will mail the license to the County Clerk's office the first business day after the wedding. You will have to request a certified copy from the Clerk's office.

## **Receptions**

(Event, including clean up, must be completed by 10:00 pm)

**GATHERING AREA:** available for basic cake and punch receptions. No additional seating will be added.

**WORSHIP CENTER:** available for cake and punch reception with some seating or for larger sit down dinner receptions up to 250 people.

## Fees

Weddings/Showers	Reception	Facility Rental		Custodian	Wedding Coordinator	Sound Technician	Total Package	
		Member	Non-Member				Member	Non-Member
Chapel or Gathering Area	N/A	\$100	\$200	\$50	\$175	\$75	\$400	\$500
Chapel or Gathering Area	Small Appetizers/Cake*	\$150	\$250	\$75	\$225	\$150	\$600	\$700
Chapel or Gathering Area	Full Dinner 80 max.*	\$200	\$300	\$100	\$300	\$150	\$750	\$850
Worship Center	N/A	\$300	\$400	\$50	\$200	\$75	\$625	\$725
Worship Center	Small Appetizers/Cake*	\$350	\$450	\$75	\$250	\$150	\$825	\$925
Worship Center	Full Dinner 250 max.*	\$450	\$550	\$100	\$325	\$150	\$1,025	\$1,125

\* Includes set-up and tear-down; does not include food, food prep or food service.

**Deposit:** 25% of total package. Required to secure date; may be refunded or applied against fees (if all criteria are met).

**Musician:** determined by musician

**Childcare:** \$50 (for 2 childcare workers)

**Clergy:** love gift

For questions, please contact our wedding coordinator, Amy Smith: amynev66@gmail.com or 618-977-3703.

January 2012