

Freedom Moravian Church

Non-Member Wedding Policy
W3457 Center Valley Road
Appleton, WI 54913
920-734-1278

Congratulations on your upcoming wedding! This is an exciting time for you, and we are pleased that you are considering getting married at Freedom Moravian Church (FMC). We are a Christian church valuing marriage as a sacred obligation and a gift from God to be cherished. In addition, we consider weddings to be worship services done to honor God and to pray for God's blessing on your lives together.

GETTING STARTED

The first step in planning your wedding at Freedom Moravian Church is to schedule a meeting with our pastor, which can be done by calling the church office number listed above. This meeting will give our pastor a chance to get to know you as a couple, give you a tour of our sanctuary and facility, review our wedding policies with you, and check availability for performing your wedding. At this time, your marriage request will be presented to Freedom Moravian Church's Board of Elders. Please be aware that FMC's Board of Elders reserves the right to deny your request to be married at our church. If your request is approved, then your date may be secured with a \$100 deposit.

MINISTER

The pastor at Freedom Moravian Church is able to offer their services to officiate your wedding and lead you in counseling as you prepare for marriage.

If our pastor is in agreement to perform your wedding but is unavailable for the date requested, he/she can also offer a list of other pastors who may be available to perform your wedding.

Freedom Moravian Church's pastor will lead you in premarital counseling if they are the pastor performing your wedding. The goal of counseling is to help prepare you to take your vows meaningfully and with a sense of commitment to one another and to better understand the spiritual aspects of the blessed union you intend to undertake.

BUILDING USAGE

Freedom Moravian Church's sanctuary and fellowship hall is a smoke free and alcohol free environment. Please inform your family and guests and wedding party about this. The fellowship hall and sanctuary are available two hours prior to the wedding for the ceremony, and one hour following the ceremony. The fellowship hall is available to be used for light snacks and non-alcoholic beverages. You are responsible for cups, napkins, paper plates and any snacks. You are also responsible for cleaning up all wedding-related snacks. Additional fees may be charged for clean up or destruction of property if these rules are not followed.

Be aware that the maximum comfortable seating capacity of the sanctuary is about 150.

FLORAL AND DECORATIONS

The following are the rules pertaining to flowers and decorations:

- Candelabras are ok to use, however, the flame must be contained.
- Pew decorations are able to be used as long as they are placed with clips or ribbon. No tape, nails, tacks, or uncoated wire may be used on the pews or anywhere else.
- All wreaths or door decor must be hung with an over the door wreath hanger.
- Silk petals may be used but must be cleaned up before departure. We do not allow fresh petals.
- Aisle runners are not able to be used.
- No rice or bird seed, but bubbles are ok and for outdoor use only.
- Flowers may be placed on the Communion table or on the stands that are provided.

MUSIC AND WORSHIP SERVICE

Freedom Moravian Church provides access to a piano, sound system, and limited access to an organ. You are invited to have your own musician perform your wedding, but use of the organ must be approved by our church's organist. Our organist may be available to play at your wedding or to arrange for another musician to play if needed.

Guidelines for choosing music:

Music for the wedding service should be appropriate for a worship setting (i.e., no questionable content, expletives, etc.). A typical wedding service includes a prelude, processional, recessional, and postlude. Additional music may be included as well.

Guidelines for planning the wedding service:

Because Freedom Moravian Church views the wedding service as first and foremost an act of worship, your wedding may include the basic framework of the wedding liturgy provided in the Moravian book of worship. There can be variations to wedding vows and words spoken in the exchange of rings. Also, couples may add other elements to the worship service such as the lighting of the unity candle, communion, knot tying, special music, etc., but all elements should align with a spirit of worship.

PHOTOGRAPHER

At a worship service, photography during the service itself is often out of place. We therefore request that there be no flash photography during the service, from the time immediately following the processional until the recessional. Video taping is permitted. As with photography, we ask that those who are taping would keep their movement to a minimum.

OTHER ARRANGEMENTS AND INFORMATION

The Wedding License is the responsibility of the couple and should be valid at the time of the wedding (it is valid for 30 days after being issued by the Clerk of Courts). The license should be delivered to the pastor prior to the wedding, preferably at the time of the wedding rehearsal.

LIABILITIES

The Freedom Moravian Church will not be responsible for any items, gifts, or accessories that are left, lost, or stolen at the church, however we will try to return anything of value we would find.

Freedom Moravian Church
Record of Wedding

Name of reserving individual _____

Date of Application _____

Rehearsal Date _____ Time (from) _____ (to) _____

Wedding Date: _____ Time (from) _____ (to) _____

Officiating Pastor _____ Phone _____

Bride _____ Phone _____

Address _____

Groom _____ Phone _____

Address _____

Wedding Coordinator _____ Phone _____

Fees:

1. Due upon signing of contract to reserve time:
Deposit (non-refundable): \$100

2. Mandatory charges due one month prior to wedding rehearsal:
Security Deposit \$200 (returned after wedding, as long as no damages to building space)

Building Fee: \$550
Wedding Coordinator: \$150
Custodian Fee: \$25
Total: \$725

3. Optional charges (if selected due one month prior to wedding rehearsal):
Organist Fee: \$150
Pastor Fee: \$300

4. Your total amount due through this process: **\$1,025 (\$1,475 with optional charges)**

*Checks should be made payable to Freedom Moravian Church. Total payment must be received at least one month prior to wedding rehearsal.

Pay Schedule:

Deposit Received (Date) _____ (Check #) _____

Remaining Fees Received (Date) _____ (Check #) _____

Permanent address after Marriage _____

Bride Signature _____ Date _____

Groom Signature _____ Date _____

Pastor's Signature _____ Date _____