



Evangelical & Reformed United Church of Christ

413 Wisconsin Ave • Waukesha WI • Phone: 262-547-2424 • Fax: 262-547-2870

EandRoffice@gmail.com • UCCWaukesha.org

James R Gorman, Senior Pastor

Ralph Schultz, Minister of Visitation

Howard Kusler, Pastor Emeritus

Marriage Ministry Form

Please complete this form if you are a pre-engaged or engaged couple seeking pre-marital counseling, wedding officiating or wedding coordination services from E&R Church. Please return this form to our office along with your deposit & security deposit. A copy will be returned to you so you can reference the necessary information.

General Information

Bride: _____ Birthdate: _____
 Address: _____ *Member of Church: Y N
 Phone #: _____ Cell #: _____ Email: _____

Groom: _____ Birthdate: _____
 Address: _____ *Member of Church: Y N
 Phone #: _____ Cell #: _____ Email: _____

Have you completed the Pre-Marital Inventory? Y N

Wedding Information

Date/Time of **Rehearsal**: _____
 Date/Time of **Ceremony**: _____
 Time of **Reception**: _____ # in **Wedding Party**: _____

Facility/Officiant Fees: A \$100 deposit is required with this form to secure the church. A separate \$50 *refundable security deposit is also required. All remaining fees are due 2 weeks prior to event. Please make both checks payable to E & R Church. If event is cancelled, all fees (*with the exception of \$50 security deposit*) will be returned within 10 days. Please remember the Pastor schedules time off/vacations around agreed upon weddings.

If at least one person in your couple is a member, member fees can be selected.

	Member	Non-Member
Use of the Church (open 1 ½ hours before the ceremony unless otherwise requested)	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$200.00
Fellowship Hall (if used)	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00
Kitchen (if used)	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00
Pastor Honorarium (Includes inventory, preparation & attendance at rehearsal & other necessary arrangements)	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$300.00
Security Deposit* (Returned if Church is left as it was found. Forfeited if event is cancelled or extra cleaning is required)	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$50.00

Organist/Pianist/Solist: The church suggests names for these, but the couple is responsible for making arrangements.

In general, fees are paid directly to the Organist & are as follows:

Wedding service, music consultation	<input type="checkbox"/> \$150.00
Rehearsal (if requested to attend)	<input type="checkbox"/> \$50.00
Accompaniment of 1 or 2 soloists	<input type="checkbox"/> \$50.00
Accompaniment of 3 or 4 soloists	<input type="checkbox"/> \$75.00
Additional practices w/soloists (if requested)	<input type="checkbox"/> \$50.00

~ Updated 3/2014

Office Use Only

	<i>Amount</i>	<i>Check #</i>	<i>Date</i>
Total Fees Due:			
Deposit Paid:			
Balance Due:			
Invoiced:			
Final Balance Paid:			
Sec Dep Received:			
Sec Dep Returned:			