



# Evangelical & Reformed United Church of Christ

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Bob Gross, Senior Pastor

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.*

	<b>Member</b>	<b>Non-Member</b>
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"/> \$150.00
Kitchen (if used)	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$50.00
Kitchen (stove & dishwasher, 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

### **Office Use Only**

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