

# Spokane Valley United Methodist Church Wedding & Reception Planner



115 N. Raymond Road  
Spokane Valley, WA 99206  
Phone: (509) 924-7262

Rev. Alissa Amestoy

Revised September 26, 2022

## A Christian Wedding A Sacred Time

*“Dearly Beloved: We are gathered here in the sight of God and in the presence of these friends to join together these two people in holy marriage...”*

To be married is to enter in to one of the most sacred relationships of life. One reverently makes a lifelong covenant to another before the altar of God. This covenant is created through vows of fidelity and compassionate caring love.

Our pastor alone is authorized to officiate at weddings in our building. (The pastor can, at her discretion, offer hospitality and permission to officiate to visiting clergy/pastors of other Christian denominations if the visiting clergyperson has a valid ordination from a Christian denomination.) The pastor is responsible to God to ensure that all couples making vows in our church have spent the time needed in premarital counseling – whether provided by the pastor or a qualified counselor.

The Spokane Valley United Methodist Church strives to see that weddings are beautiful and meaningful. The natural beauty of our sanctuary lends itself to this, but careful and detailed planning is of utmost importance.

Since the wedding ceremony is at its heart a Christian worship service, our pastor has the responsibility to see that the ceremony is conducted in dignity, with beauty and has Christian meaning.

All couples want their wedding to be outstanding, beautiful, and perfect. To assure this, the Spokane Valley United Methodist Church provides services and conditions that assist in making the wedding ceremony and related activities within the church smooth and efficient.

The couple to be wed should have very definite plans as to their weddings. The pastor and wedding coordinators have the responsibility to advise and assist in the working out of the details as to taste, beauty and meaning.



## General Information, Policies, and Schedule of Charges for Wedding Ceremonies

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Church Phone: (509) 924-7262

Pastor:	Alissa Amestoy	509-879-2278
Organist/Pianist:	Betsy Pletscher	509- 924-7262
Sound Technician:	Nate Dunigan	509-271-7501
Wedding/Reception Coordinators:	Jennie Tinsley	509-991-6115
	Nancy Larson	509-481-8402

This booklet will help answer some of your questions as you are planning your wedding at our church. It will give you an idea of what you may expect from us as well as what the church expects from you.

Please feel free to contact the wedding coordinators with any questions you may have about a wedding.

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Your Happy Day ~ We Are Here to Help





## **First Step**

Upon review of this wedding packet, the next steps are:

- Contact the wedding coordinator to confirm date availability;
- Pay the \$100 Scheduling Fee (non-refundable) to the church to hold the date. See pg. 7 for more information on fees.



## **Pre-Marital Counseling**

The pastor shall be contacted by the couple at least 60 days before their intended wedding date to arrange pre-marital counseling sessions. Normally there are five one-hour counseling sessions in which the couple are invited to engage in conversations designed to help them launch their marriage on a strong foundation of open communication, self-reflection, and grace. During these sessions, they will also have the opportunity to design their service and talk through any concerns.



## **Wedding Coordinator**

The Wedding Coordinators will meet with you to discuss details of your wedding. They will answer any questions regarding specific guidelines for the use of the church facilities, flower deliveries, photography, music and catering. They will also handle all financial arrangements between the church and the wedding party. They will be on site to assist you during rehearsal and the ceremony.



## **Marriage License**

A legal Washington State Marriage License must be obtained at least 3 full days prior to the Wedding Ceremony. The license should be given to the pastor at the rehearsal and must be signed before the reception. The pastor will place the signed marriage license in the mail immediately following the conclusion of the wedding event.



## **Music**

The pastor and the organist/pianist will be happy to work with you in selecting appropriate music. If CDs or mp3 files are used, our audio/video technician will be responsible for operating the system. The wedding party shall contact the organist or pianist well in advance of the wedding to work out availability and the musical details.

Instrumentalists of other types (accordion, guitar, etc.) are welcome. Arrangements are up to the wedding party.

Couples may select their own soloist, or the church may assist you. Soloists need to make rehearsal arrangements with the organist/pianist, if necessary. Financial arrangements with a non-church soloist are the couple's responsibility. Church soloists set their own fees



### **Pictures & Video Recording**

Pictures may be taken in the church before or after the marriage service. No flash pictures may be taken during the ceremony itself – whether by professionals or guests. Time exposures, without flash, may be taken from the back of the church. Video recording may be done, but at the direction of the pastor or wedding coordinator.

If you would like a visual or audio recording of the ceremony, or to have your ceremony live streamed, arrangements need to be made through the Wedding Coordinator ahead of time.



### **Flowers**

All flowers are the responsibility of the wedding party. Arrangements need to be made with the Wedding Coordinator to ensure that the church is open for delivery and placement. Flowers may be left in the church for use on the altar during Sunday services. The Wedding Coordinator can place an announcement in the church bulletin as a celebration.

If petals are to be dropped by the Flower Girl(s), only silk flowers are to be used.



### **Candles**


The church has two sets of candelabras and 10 candle holders that fit on the ends of the pews. The larger candelabra holds 30 candles, the smaller one 14. If you choose to use any of our candelabras, please provide dripless candles for them. The wedding party shall provide their own Unity Candle if one is desired.





### **Rehearsal**


Except in unusual circumstances, the rehearsal is held the afternoon or evening before the wedding. The rehearsal lasts approximately one hour, and everyone in the wedding party is requested to attend.


## WEDDING GUIDELINES


 The building will be open up to three hours before the time scheduled for the wedding. Any special arrangements for early use of the building for flower arranging, cake set-up, etc., must be made in advance in consultation with the Wedding Coordinators and will be billed at their hourly rate.


 It is recommended that a professional photographer be obtained if formal pictures are desired. Please inform your guests that flash pictures are not to be taken during the ceremony.


 No rice is to be used either inside or outside the building. Bird seed or bubbles may be used outside only.


 **Alcoholic beverages or drugs are not to be used in the church or on the church grounds at any time.** Pastors are at liberty to cancel weddings in which the bride, groom, or members of the wedding party or family are under the influence of any substance at the rehearsal or wedding.


 There is to be no smoking anywhere inside the church building.

 If unopened gifts are brought to the church and placed on a table in the narthex, someone should be appointed to receive gifts and move them to a pre-determined safe location.

 A dressing room for the bride and attendants is provided. A room will also be provided for the Groom and his attendants if desired.

 You need to designate someone to remove the decorations from the sanctuary immediately following the ceremony and reception (if onsite). Consult with the Wedding Coordinator about these arrangements.

 Lost or damaged items are not the responsibility of the Spokane Valley United Methodist Church. Please consult the Wedding Coordinator if you wish to have valuables locked up during the wedding.

 If postponement of a marriage is necessary for any reason, please notify the Pastor and the Wedding Coordinators immediately. We will understand. It is far better to cancel a wedding than to enter into a relationship of ambivalence or unhappiness.

## **WEDDING CEREMONY FEES -- Required**

Church Facilities	\$300.00
<ul style="list-style-type: none"><li>• Up to seven hours total – prior consultation, rehearsal, decorating, pictures, wedding, and clean up – approximately 4 hours on wedding day.</li><li>• Please note that there is no charge for active members of SVUMC. Active members are defined as those who have supported the church with their prayers, presence, gifts, service and witness within the calendar year or whose parents are active members.</li></ul>	
Scheduling Fee/Damage Deposit	\$100.00
<ul style="list-style-type: none"><li>• Due at the time the wedding is placed on the church calendar. Refundable after wedding if no damage.</li></ul>	
Wedding Coordinator(s)	\$250.00*
<ul style="list-style-type: none"><li>• Up to seven hours total – prior consultation, rehearsal, decorating, pictures, wedding, and clean up – approximately 4 hours on wedding day</li><li>• * Additional hours will be \$30/hr if needed</li></ul>	
Pastor's fee	\$300.00
<ul style="list-style-type: none"><li>• Includes pre-marital counseling session, service planning, and officiating.</li></ul>	
Custodian (ceremony only)	\$75.00
Audio/Video Technician (ceremony only)	\$125.00

## **Optional Services**

Church's Organist/Pianist (includes rehearsal)	\$150.00
Soloists	\$75+

## **Fees**

All fees for weddings are paid via checks made out to the individuals performing services. Your wedding coordinators will get you the names and amounts due. Please give all checks to the wedding coordinators at rehearsal for distribution.

A full refund of the \$100 damage deposit will be available two weeks after the wedding. Any damage to church property will be charged in full to the couple.



**CHECK LIST TO BE COMPLETED DURING YOUR INITIAL  
WEDDING COORDINATOR MEETING**

**Wedding Ceremony:**

Date of the Wedding: \_\_\_\_\_ Time of the Wedding: \_\_\_\_\_

Date & Time of the Rehearsal: \_\_\_\_\_

Color Scheme: \_\_\_\_\_

**Church:**

Scheduling Fee (\$100) paid with the church \_\_\_\_\_ Yes \_\_\_\_\_ No

**Flowers:**

Name of Florist: \_\_\_\_\_

Time and Date of Delivery \_\_\_\_\_

**Photographer:**

Name of Photographer: \_\_\_\_\_

Time and Date of Photos: \_\_\_\_\_

Rehearsal Photos \_\_\_\_\_ Yes \_\_\_\_\_ No

**Music:**

Soloist \_\_\_\_\_ Yes \_\_\_\_\_ No

Audio/Visual Technician Needed \_\_\_\_\_ Yes \_\_\_\_\_ No

Song Choices Made \_\_\_\_\_ Yes \_\_\_\_\_ No

Contacted Organist/Pianist \_\_\_\_\_ Yes \_\_\_\_\_ No

Scheduled Counseling with Pastor: \_\_\_\_\_ Yes \_\_\_\_\_ No

Gift table responsible party \_\_\_\_\_

Decoration clean-up following ceremony \_\_\_\_\_



## WEDDING RECEPTION

### WEDDING RECEPTION FEES -- Required

#### Room Use Fees for Non-Members Only:

Fellowship Hall (Gym)	\$200.00
Chapel	\$200.00
Room 115	\$50.00
Kitchen	\$100.00

**Reception Coordinator(s)** \$50.00/hr

**Custodian** \$75.00

How many tables? \_\_\_\_\_

How many chairs per table? \_\_\_\_\_

Coffee? \_\_\_\_\_

Tea? \_\_\_\_\_

Tablecloths? \_\_\_\_\_

Centerpieces? \_\_\_\_\_

#### **Cake:**

Name of Bakery: \_\_\_\_\_

Time and Date of Delivery: \_\_\_\_\_

#### **Caterer:**

Name of Caterer: \_\_\_\_\_

Time and Date of delivery: \_\_\_\_\_

**Sound System/Disc Jockey:** \_\_\_\_\_