

St. Francis Xavier Parish
Taos, Missouri
Church Contract for Weddings
Revised: May 1st, 2010

Because you have come to a church for a wedding you are recognizing the difference between celebrating a sacrament and renting a space. The social function of Church involves people with sacramental faith—recognizing not only human love but also divine love. These guidelines will help you plan, work well with fellow parishioners, and also respect the church buildings and property, which express the people's faith.

Time for Wedding - If on a Saturday any time to and including 2:00 PM. Other days and times to be scheduled on an individual basis.

Ceremony - It is your privilege to choose parts of your wedding ceremony (e.g., scripture readings, Nuptial blessing, vows, etc.). The official witness of the Church (deacon, priest, or bishop) reserves the right to choose the gospel.

Music, Organist, Pianist and Singers - All wedding music, singer(s) and musicians must be approved by the resident pastor.

Fees - For parishioners and immediate family who financially support the parish there is no charge for the use of the church but there is a \$100 clean-up deposit to be paid at the rectory prior to the rehearsal. This will be refunded if it is determined that no extra clean-up is needed to be done by the parish. The resident pastor will make the final determination regarding the refund.

For non-parishioners there is a \$500 fee for the use of the church. This is used to meet the expenses of lighting, air/heat, and janitorial services. This amount is to be paid at the rectory PRIOR to the rehearsal. The \$100 clean-up deposit will also be charged at this time with the same stipulations as explained above.

Flowers - Flowers should be arranged simply and should not block the view of the altar or pulpit. The altar and pulpit should never be moved from their present locations.

Candles and other accessories – Candles must be dripleless, preferably oil.

Candelabras must have globes.

All decorations need to be approved by the resident pastor.

Please inform your guests and wedding party that rice, confetti, birdseed, balloons, etc. are not allowed in or around the premises.

If you have programs or flower petals, you will need someone appointed to make sure all are picked up immediately after the wedding.

Photographer And/Or Video Recording – Throughout the ceremony we ask that the photographer and video recorder persons remain as inconspicuous as possible and to not block the view of the congregation. Photographers and video operators are to check with the pastor in advance of the wedding.

Notice!!!! NO alcoholic beverages and illegal drugs, etc. are ever allowed in the church or around the church grounds at anytime – be it the rehearsal or the wedding.

Dressing Room – Reker Hall may be used by the bride and attendants as a dressing room. Please use this room with respect and have it cleaned up by 4:00 p.m.

Please assign someone to make sure that the church is returned to its normal conditions.

This includes:

- _____ Removing decorations (flowers, candelabras, etc.)
- _____ Clean up wax from candles
- _____ Putting kneelers back in sacristy & putting items you may have moved back in their original spot
- _____ Removing trash (cups, napkins, **programs, flower petals**, etc.) This should also include Reker Hall, the back of church, the choir loft and the parking lot.

Considerations – Out of thanksgiving consider giving a monetary gift to the parish on the occasion of your wedding day. An honorarium to the pastor would also be appreciated.

Allow Jesus, who took part in the wedding feast at Cana to be the host and the largest part of your preparation, planning, and celebration. His presence in your lives will enrich your marriage for years to come.

St. Francis Xavier Church

Wedding Contract

This contract allows _____ the use of
St. Francis Xavier Church on _____ at a cost of
\$_____ plus a deposit of \$_____. As to this agreement the above said
persons will be responsible for any damages to the church property and they also will
assume full liability during the time they are using the church. These persons also
agree to clean up the church, courtyard and parking lot if need be before leaving the premises.

Signature

Date

Signature

Date

Address

Phone Number