

## Wedding Coordinator/ Receptions

Wedding Coordinator Fee includes one consultation prior to wedding, one rehearsal and two people assisting with wedding. This person works with the pastor to coordinate all participants in the wedding. Add \$50 per additional rehearsal.

Kitchen Service Fee includes kitchen coordinator with helpers, use of dishes, silver coffee set, punch bowl and cups, clean up and washing dishes.

Our kitchen is a licensed kitchen and requires our coordinators to have a valid food handler's license.

A catered reception would still be charged for a kitchen coordinator and clean up crew at the \$100 rate.

Our current wedding coordinator is Judy Cross and she may be contacted at 503-649-2565



## Wedding & Reception Fees

Sanctuary/Dressing Rooms/Rehearsal	\$100
Fellowship Hall	\$100
Pastor's Honorarium	\$250
Organist/Pianist	\$150
Wedding Coordinator	\$75
Kitchen Service	\$100
Linens	\$25
Custodian with Reception	\$100
Custodian w/o Reception	\$50
Sound Technician	\$25

The balance of all fees shall be paid the church office before the date of the wedding. Please check with our office manager as to who to make checks "payable to."

No couple desiring a Christian marriage will be turned away for financial reasons if they follow our guidelines. You may talk with the current pastor if you are limited financially.



Hillsboro United  
Methodist Church

168 NE 8th Avenue  
Hillsboro, OR 97124

Phone: 503-640-1775  
E-mail: [office@hillsboroumc.org](mailto:office@hillsboroumc.org)



Hillsboro United  
Methodist Church

## Wedding Ceremony Information



168 NE 8th Avenue  
Hillsboro, OR 97124

503-640-1775

# Wedding Reservation

Name of Wedding Party \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Second Contact Person \_\_\_\_\_

Date/time of Wedding \_\_\_\_\_

Date/time of Rehearsal \_\_\_\_\_

Name of Pastor Officiating \_\_\_\_\_

Building Use Fees \_\_\_\_\_

Pastor's Honorarium  
Wedding Coordinator \_\_\_\_\_

Kitchen Service \_\_\_\_\_

Custodian \_\_\_\_\_

Sound Technician \_\_\_\_\_

Pianist/Organist \_\_\_\_\_

**Total** \_\_\_\_\_

Cut along dotted line and return to church office

## CHRISTIAN WEDDINGS Hillsboro United Methodist Church

We are glad you have come to us for your wedding. We will assist you in making this both a meaningful day and sound beginning for your life together.

A Christian wedding includes prayer, vows, and symbols that are Christian. It is a worship service for a special purpose.

These guidelines and policies will help you in understanding what is required and help all of us work together.

- All plans for weddings are under the supervision of the current pastor of the Hillsboro United Methodist Church. If someone other than the current pastor performs the wedding, that person must be cleared through the church office.
- Our church uses a “wedding coordinator” for most weddings. When our pastor is not officiating the wedding, the wedding coordinator must be present to supervise the building as well as the coordinator responsibilities.
- Our pastor requires all couples to meet with her for 2-3 pre-marital conferences prior to the wedding day. These are approximately one hour in length and cover a variety of topics from the wedding service to basic communication and values.
- A rehearsal is strongly recommended to assist all participants in the ceremony. The

pastor and/or wedding coordinator will rehearse the tasks of the participants. Please arrange to have all participants at the church on time for the rehearsal. Rehearsals are 45-60 minutes long.

- Pictures may be taken before and/or after the wedding. Because your wedding is a worship service, we ask that no flash pictures be taken during the ceremony itself. Photos taken during the ceremony maybe taken in a non-interfering way.
- Drinking of alcoholic beverages is prohibited in or around the building. No smoking in the building or within 10 feet of the building.

*“Love never gives up. Love cares more for others than for self. Love doesn't want what it doesn't have. Love doesn't strut, Doesn't have a swelled head, Doesn't force itself on others, Isn't always "me first," Doesn't fly off the handle, Doesn't keep score of the sins of others, Doesn't revel when others grovel, Takes pleasure in the flowering of truth, Puts up with anything, Trusts God always, Always looks for the best, Never looks back, But keeps going to the end.”*

*1 Corinthians 13:4-7 “The Message”*