

ST. PAUL'S EPISCOPAL CHURCH
401 Duval Street (Mailing Address: P.O. Box 1014, Key West, FL 33041)
(305) 296 – 5142

Wedding Expenses

<u>Wedding Ceremony</u>	<u>Members of Record</u>	<u>Non-Members</u>
Sanctuary, Organ, Dressing Rooms Equipment Use and Utilities (Air- Conditioning, Candles, Chancel Furnishings, etc.)	No Fee	\$1800.00
Wedding Reception and/or Rehearsal Dinner in Parish Hall	\$300.00	\$1000.00 (+) (Note: There are other fees for use of dishwasher, range, oven, etc., for cooking)
Altar Guild (Check is to be made out to: St. Paul's Episcopal Church with notation on memo line "Altar Guild")	\$25.00	\$100.00
Clergy (Fee for premarital preparation and/or counseling, rehearsal, and conducting of ceremony)	No Fee (Though Family may offer honorarium to Clergy or make donation to Clergy Discretionary Fund)	\$500 (\$600.00*)
Organist/Musician Mr. Joseph Lowe Wedding Ceremony	\$200.00	\$300.00
Attendance at Rehearsal Additional Music and work With soloists or ensemble	To Be Negotiated	To Be Negotiated
Sexton (Custodian) Mr. David Sweeting Ceremony and Rehearsal (For clean up after events and setting up after ceremony church services following)	\$100.00	\$200.00
Parish Administrator Ms. Sherri Moore Office support for managing logistics related to the wedding and support to wedding party and staff on the day of the wedding	No Fee	\$100.00

Notes on Policies and Fees For Weddings

St. Paul's Episcopal Church is pleased to assist families in the celebration of special events for members of record of the parish and others who wish to use our facilities. In general, St. Paul's Church has an open policy for groups wishing to use our facilities. However, by canons of the Episcopal Church, the rector (who may seek advice from the Vestry of St. Paul's Church) can deny use of facility for any reason. We try to keep fees reasonable, but we also believe we have a responsibility of stewardship for the facilities which will be used. Also the expertise, commitment, and the time people are setting aside to serve you should be justly compensated.

(+) Fees to be negotiated are in accordance with the standards set by the Vestry of St. Paul's Church and/or the prevailing standard fees for services in the community. These fees vary depending on whether the kitchen is used or if a caterer is brought in to serve a meal, if there is any DJ and dancing, etc.

(* These fees for services rendered by the clergy should be remitted prior to, or at the time of, the rehearsal. Bear in mind, the officiating clergy spends many hours preparing the couple and brings professional expertise to the celebration of your wedding. Make check payable to The Rev. Larry D. Hooper. The fee for Fr. Hooper to officiate is \$500.00 for non-members who received premarital counseling elsewhere. If Fr. Hooper does the premarital counseling for your wedding the fee is \$600.00 (total for wedding and premarital counseling). If Fr. Hooper is asked to do premarital counseling for a couple to be married elsewhere who are non-members, the fee is \$200.00 and should be remitted at the time of or before the last premarital counseling session. There is no fee for premarital counseling for members of record who are to be married elsewhere.

It is the responsibility of the participants in the wedding to contact the Organist/Musician (Mr. Joseph Lowe) directly for music selection. Fees for his services are as per the above schedule and a check for services rendered shall be made out to him and given to him at the time of the rehearsal. If Mr. Lowe is not retained for the wedding service, he is still remunerated for his availability, as St. Paul's Church Musician, at the printed rate.

A check made out to the Sexton, Mr. David Sweeting, is also given to him prior to the time of the rehearsal.

A check made out to the Parish Administrator, Ms. Sherri Moore, is also given to her prior to the time of the rehearsal.

Beer and Wine are the only alcoholic beverages allowed for Reception and Rehearsal Dinner if the Parish Hall is used. The families hosting the event are responsible for the safety and monitoring of amount consumed by their guests.

We ask that you assign someone from your wedding party to walk through the areas after the ceremony and pickup any items left behind which you wish to keep (e.g., hangers for dresses, shoe boxes, flower boxes, clothes, makeup, hair dryers, etc.).

Revision adopted and recorded in Vestry Minutes of meeting in August of 2009.