



ST. PAUL'S EPISCOPAL CHURCH

401 Duval Street, Key West. FL 33040
(305) 296-5142

Wedding Fee Schedule

Holy Matrimony is a sacramental rite in the Church and we at St. Paul's are delighted that you are seeking God's blessing on your marriage. St. Paul's is a very busy church and wedding parties are our guests. We know what works smoothly here for everyone involved, and how to make your wedding day holy, gracious and beautiful. Amidst these guidelines, there is room for creativity. We welcome conversations about what that might include with our Rector, the Rev. Larry D. Hooper.

The basic fee for a wedding at St. Paul's Church is \$3125.00. This fee is all-inclusive, covering all the essential services provided by the congregation and staff on your behalf. Additional fees and contributions may be added to the basic fee. These fees are set and approved by the Vestry of St. Paul's Church and are comparable to other venues in the area. While the members of the congregation regularly support the life and ministry of the church to provide the sanctuary and grounds, with all its beauty which is desirable by many wanting a church wedding, please bear in mind that the services provided by the church staff and volunteers are happily offered but are in addition to their usual duties. Their expertise and assistance will dispel any anxiety you may have allowing you to more fully delight in the service and to the spiritual benefit of all concerned.

The \$3125.00 Basic Fee is disbursed as follows:

Use of Sanctuary	\$1800.00 (This portion is tax-deductible)
Clergy Honorarium	\$.600.00
Organist	\$ 300.00
Sexton	\$ 200.00
Office Administrator	\$ 200.00
Altar Guild	\$ 25.00

Additional fees that may be added to the Basic Fee include things such as:

Flowers The cost of floral arrangements is negotiated with approved florists for St. Paul's. Often this is a separate bill provided by the florist themselves.

Wedding Program Highly recommended for the liturgy of the service. The fee for this is \$25.00. You may provide your own special paper for this printing, or appropriate paper will be provided by St. Paul's Church.

Other Musicians Should you desire to have other musicians in addition to the parish organist/musician, a minimum of one consultation with the organist must be arranged. There is a \$100.00 fee for this meeting.

A Wedding Reception and/or Rehearsal Dinner in the Parish Hall, Historic Rectory, Gardens, or Grounds are at the rates set for those venues for other similar events. The schedule of those fees can be provided to you separately from this schedule by our Office Manager. If any of those venues are used there will always be an additional fee of \$100.00 for the Sexton to assure the clean-up is complete and the area set up and ready for the next function in that space.

Note: Beer and wine are the only alcoholic beverages allowed for Reception and Rehearsal Dinner if the Parish Hall, Historic Rectory, Gardens or Grounds are used. The families hosting the event are responsible for the safety and monitoring of amount consumed by their guests.

Fee Waiver for Active Members of Saint Paul's Church

At the sole discretion of the Rector, some of the basic fee may be waived. The waiver is always granted in cases where either or both of the persons marrying are Active Members of the parish. The waiver may be granted if the parents (not grandparents, aunts, or uncles, etc.) of either or both of the couple are active members of Saint Paul's, and the bride and groom are active members of another Christian congregation.

The waiver may be granted in cases of financial hardship.

An "active member" is a person who, at the time of the wedding, fulfills all these criteria:

1. Is recorded in the Parish register as a baptized or confirmed member.
2. Is known to the Clergy as a regular participant in corporate worship.
3. Is known to the parish treasurer as a regular financial contributor.

When granted, the clergy honorarium and sanctuary use contribution are waived, making the basic fee \$725.00. Couples granted the waiver are encouraged to make thanksgiving offerings (tax deductible) for use of the sanctuary and for the clergy's efforts on their behalf. Members' offerings to clergy are placed in the Rector's Discretionary Fund to assist people in need.

Notes on the Policies & 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 any 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 may be adjusted by the rector of St. Paul's (Fr. Larry D. Hooper) related to size of the wedding. That is, the fees quoted here for the use of St. Paul's Church and/or grounds are likely to be less when the wedding is held in one of the chapels or garden areas.

All fees are to be submitted one week prior to the wedding. You will be provided with an itemized invoice and separate checks are to be made to the line items listed on the invoice that will be provided to you by the Office Administrator.

Fees for use of the Parish Hall, Historic Rectory, Garden and Grounds are in accordance with the standards set by the Vestry of St. Paul's Church and in light of the prevailing standard fees for comparable 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.

It is the responsibility of the participants in the wedding to contact directly our Music Director, Mr. Tim Peterson for music selections, tim@stpaulskeywest.org If Mr. Peterson is not retained for the wedding service, he is still remunerated for his availability, as St. Paul's Church Musician, at the printed rate. This is a contractual standard of the American Guild of Organists, of which Mr. Peterson and Fr. Hooper are members, and in accordance to the American Guild of Organists Code of Ethics and Professional Practices.

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.).

SAINT PAUL'S EPISCOPAL CHURCH

Wedding Worksheet

Couple Names: _____

Date/Time of Wedding: _____

Date/Time of Rehearsal: _____

Number of Guests Expected: _____

Notes: _____

Fees: _____

Sanctuary: \$1800.00 _____

Clergy Honorarium: \$600.00 _____

Organist: \$300.00 _____

Additional organist consults (@\$100 each) _____

Office Manager: \$200.00 _____

Sexton: \$200.00 _____

Altar Guild: \$25.00 _____

Other: _____

SUBTOTAL: _____

Additional Thank-offering, Church _____

Additional Thank-offering, Clergy _____

GRAND TOTAL: _____

A single check made out to "St Paul's Episcopal Church" for \$600.00 (1/3 of the Sanctuary Use Fee) must be provided to reserve your date for your wedding. You may cancel the wedding date with 45 days in advance notice and receive a full refund; within 45 days there is no refund of this reservation fee.

Wedding Directive

For those seeking to be married in St. Paul's Episcopal Church in Key West, Florida need to know that:

At least sixty (60) days notice must be given before the intended marriage. If either party has been previously married ninety (90) days notice is required.

There must be two (2) witnesses over the age of 21.

Those intending to be married must agree to and sign The Declaration of Intention.

At least one of the parties needs to have been baptized.

All couples are required to have pre-marital counseling either through St. Paul's church or with another member of the clergy.

It is customary for marriages to take place only in the church or on the church campus. It will be the officiating clergy's decision whether to perform the ceremony at an off campus sight.

Those who have been divorced must ask the Bishop of Southeast Florida for permission to remarry. The Bishop requires sixty (60) days notice of the intended marriage. Those who have been divorced must send the Bishop a copy of the all final divorce decrees. The clergy at St. Paul's will assist you in obtaining a judgment from the Bishop.

Marriage is a very solemn and serious event. The Canons of the Church state "that it shall be within the discretion of any Member of the Clergy of this church to decline to solemnize any marriage", (Title I 18.4). As you plan your wedding please understand this responsibility that the Clergy take very seriously. Even as premarital counseling is proceeding please be aware of the Priest's right to exercise their discretion should they feel the solemnization should not occur.