

*Wedding Policies adopted by  
the Board of Shalem Center*

We are happy that you have come to Shalem Center during this joyful time of planning for your marriage ceremony. This marks a great transition in life and we celebrate with you this important life commitment. Further, we are happy that you are seeking the services of The Reverend Elizabeth A. Reed, Ph.D. to be the officiant of your marriage ceremony. Countless people have thanked us that she is available to offer her sensitivity, creativity, and warmth to such a crucial event.

The Shalem Center has established a fee schedule for weddings performed by Rev. Reed. This was done to preserve the financial integrity of our non-profit organization. The Board wished to allow for Dr. Reed's availability to the community for sacramental functions even though she has primary job responsibilities as Shalem's Executive Director and as primary psychotherapist on staff.

To clarify this, Dr. Reed's work as a psychotherapist is the primary source of funding for the organization. In order to grant "time off" for the hours necessary for weddings, personal and joint planning sessions, travel time to and from wedding site, rehearsals, and, of course, the wedding itself, the Board determined that a fee schedule was necessary. A committee of the Board researched various independent ministers who perform weddings upon request (in Central Ohio) and used a fee schedule representative of the majority of this group.

If premarital counseling is desired, then those sessions will be billed by the organization at its current rate for counseling services. There is a separate informational sheet available on this topic.

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*Wedding Fees Schedule  
for Shalem Center*

*Weekdays are Monday through Thursday before 5:00 p.m.*

*Weeknights are Monday through Thursday 5:00 p.m. and after.*

*Weekends are anytime Friday, Saturday, or Sunday.*

**Small Weddings with No Attendants, Rehearsals, or Pre-Ceremony Meetings  
\$100 weekdays, \$175 weeknight, \$225 weekend**

Some people prefer a small, intimate wedding. "Short and sweet" are usually words they use to describe the kind of ceremony they envision.

There are usually no attendants (bridesmaids or groomsmen) or perhaps just one person for bride and one

for groom. In this situation, the clergy person will arrive fifteen minutes ahead of your wedding and conduct a ceremony no longer than thirty minutes (or less at couple's request). This ceremony is either one that the clergy brings (which can be traditional or contemporary) or can be one that the couple has written for themselves. If the couple writes their own ceremony, it must be sent to Shalem Center (via email, fax, or postal mail) at least a week in advance of the ceremony. Since the wedding is small, no rehearsal is deemed necessary. However, the wedding party can have its own rehearsal (without the clergy person present) if they desire.

This option available only within Franklin County, Ohio.

### **Full Wedding**

**\$275 weekdays or \$475 weeknight/weekend**

This is the most often chosen option for a wedding celebration of any size. This includes a meeting (phone, email or in person) some weeks ahead of the wedding date to determine the shape of ceremony. This may be either a ceremony from a traditional source, a more contemporary ceremony designed for particular religious or spiritual perspectives, or to review a ceremony that the couple has created for themselves. The clergy person will also be available for a couple of short follow-up phone calls to go over any details not covered in the initial meeting. Should the couple desire extra face to face meetings for the purpose of more detailed designing of the ceremony, it would be expected that the couple pay \$75.00 per hour for such planning time.

This wedding also includes conducting a rehearsal with the entire wedding party either (1) a day or two before the ceremony or (2) your officiant will arrive up to an hour and a half prior to the scheduled ceremony time to conduct the rehearsal.

The clergy would arrive at your wedding site at least fifteen minutes ahead of the start time and would depart shortly after completion of the ceremony. If you would like the clergy to remain at the reception or dinner for other blessings or photographs or simply to be present with the post-ceremony event, it would be considered as a "special requests ceremony."

### **Special Requests Ceremony**

**\$450 weekdays, or \$975 weekends**

Everything for the "Full Wedding" above applies including the commitment that your clergy would not schedule any other ceremonies (or other professional or personal commitments) for that day. This option is helpful if you want the flexibility to start late, there are no concerns to begin as late as necessary given any emergency delays. The clergy will also plan to arrive prior to the wedding as early as requested (for meeting family and friends, to orient persons in the wedding who were not at the rehearsal, or other functions as negotiated). The clergy would also be available to stay for the reception and give blessings over a meal or simply be available to socialize with those attending the wedding. There would be no mileage expense incurred for out of Franklin County but within Ohio.

### **Travel Expenses**

There is no mileage/time expense if the wedding takes place inside Franklin County. Outside Franklin county travel is charged \$.50 per mile (roundtrip) on weekdays, \$.75 weeknights and \$1.00 weekends. If wedding site is to be outside the state of Ohio, there may be expense in obtaining legal information concerning clergy recognition by that state. Usually this is not a problem as there is generally reciprocal recognition of clergy by most states. However, some states require special paperwork for an out-of-state

clergy to officiate a wedding. This is something to consider well in advance of your wedding to provide sufficient time to do the paperwork required through the appropriate state office.

### **Beginning on Time**

Please note that your officiant may have another ceremony or, more likely, another professional or personal commitment after your wedding. Please be considerate of both your guests and your officiant's time. Please make sure that your wedding party is completely ready to start the ceremony on time! In some rare cases when a ceremony was significantly delayed, an officiant has had to leave and return later to conduct the ceremony. This type of situation does incur an additional charge for the time and travel involved.

### **Legal Filing of Marriage License**

You are required by the state to obtain a marriage license. Please have all your papers with you at the wedding and give them to your officiant prior to the ceremony. After the wedding, all required papers will be mailed by us to the appropriate probate courts within 5 business days as legally required by the State of Ohio.

### **Reserving A Date**

To make a reservation for a specific date, you are requested to pay 50% of the total fee. This is a nonrefundable deposit to hold the date on the calendar.

### **Payment**

You may pay by cash, check, money order or through PayPal you can (on-line) use your MasterCard/Visa/Discover/American Express. Ask for instructions for PayPal payment. ***Make checks payable to Shalem Center.***

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## ***Premarital Counseling at Shalem Center***

Premarital counseling is one of the best "insurance policies" a couple can purchase prior to a marriage. Through work with a trained counselor (or clergy person when done in the context of a faith community), a variety of issues that the couple will encounter in married life can be addressed. Premarital counseling is done to create pathways for resolution, so that whenever the inevitable conflicts arise in a coupled relationship there are basic understandings and reference points to assist the couple in addressing them.

This is written for those who are choosing to do premarital counseling with one of the psychotherapists at the Shalem Center. While premarital counseling is not a requirement to have your wedding officiated by a clergy from Shalem, these policies have been written to accommodate situations where

1. a couple's wedding is being officiated by a clergy person who is geographically distant and requires the couple to complete a certain number of premarital counseling sessions.
2. a couple has engaged Rev. Dr. Elizabeth Reed from Shalem Center to do their

- ceremony and wish to do some sessions prior to their marriage.
3. there are other extenuating circumstances that cause need for pre- and/or post-marital counseling.

Psychotherapy services provided at Shalem Center are at the low end of charges in the Central Ohio area. The charges of \$100.00 per session are one of the lowest in any of the major cities in the U.S. However, since most health insurance will not provide coverage for premarital counseling, the Board has determined a different fee schedule for such sessions. These sessions will be provided for \$75.00 per session (based on a fifty minute session).

Usually a couple contracts for a series of four sessions, though (as stated above) the number of sessions may be determined by an outside party. Also, please note that issues may emerge in the process of the series that require more sessions for resolution. Should this occur, the couple or individual involved would have the option to enter psychotherapy sessions under their insurance provisions.