

FIRST UNITED METHODIST CHURCH (FUMC)

WEDDING POLICIES

INTRODUCTION

The marriage ceremony in the church is one of the most sacred rites which the minister performs under the ordination and authority of the church. It requires thorough preparation, both spiritual and temporal. The minister and staff of FUMC wish to extend every possible assistance to you during your preparation to the end that your wedding will be a memorable and joyous experience.

Therefore, serious study and serious judgments have gone into the preparation of the church's wedding policy and regulations. They are the result of many years experience with weddings on the part of the Pastor, the staff and the church. They are not here to create difficulties for you, but to ensure that your wedding is as beautiful and meaningful as possible. You are urged to read the following material carefully and cooperate fully with the church in upholding the high standards which the church desires.

DATE AND TIME OF WEDDING

Weddings may not be scheduled during Holy Week or on Sundays. It is necessary for the Pastor of FUMC to approve all dates. Saturday Weddings should be scheduled to begin no later than 5:00 p.m. unless approved by pastor.

Unless the bride or groom or parents or guardians are active members of FUMC at the time the wedding is scheduled, the wedding is regarded as one of a non-member. A non-member wedding cannot be scheduled in excess of six months before the date desired, in order to permit members of the church to have preference of dates.

All weddings at FUMC will be performed by the FUMC Pastor. Guest clergy from another Methodist Church or other denominations may, at the discretion and invitation of the minister of FUMC, help officiate at the wedding ceremony. The procedure, upon approval, is for the minister of FUMC to personally invite the guest clergy. The weddings performed at FUMC are done in the tradition and understanding of United Methodist.

MAKING THE RESERVATION

A tentative reservation for a wedding and rehearsal dates can be made by telephoning the church secretary, a reservation will be confirmed only after a \$100 deposit has been made and all paper work completed and approved. It is necessary and vital that the minister counsel the prospective bride and groom prior to the wedding, and arrangements should be made with the minister for a meeting as soon as possible.

MUSIC AND MUSICIANS

Music appropriate for the Christian Marriage ceremony should be used in the church, and all musical selections must be made in consultation with the Pastor.

It is the *responsibility of the wedding party* to contact the church pianist or organist for the wedding. The church organist must approve an alternate organist.

Sound System usage must be operated by or approved by the Sound Technician.

DECORATIONS

Because the marriage ceremony is a Christian worship service, the furnishings in the sanctuary are not to be moved for any wedding.

Flowers, candles, and appropriate decorations may be used with the following conditions, no tacks, nails, glue or other fasteners of any kind may be attached to any of the furnishings on the church. Masking tape may be used and removed immediately after the wedding.

No decorations may be placed in front of the altar or the communion table and only the church's altar ware may be used on the communion table.

All Candles shall be of the **non-drip** type and the floor beneath all candles shall be protected from dripping wax by a plastic covering.

No real flower petals shall be thrown on floor of the church by the flower girl or for any reason.

PHOTOGRAPHS

Because the marriage ceremony is a service of Christian worship, no flash or camera sounds will be permitted from the beginning of the bridal processional until the wedding party leaves. The last flash will be permitted as the bride is walking down the aisle and can resume at the final presentation. Silent, non-flash photos are allowed but photographer is not allowed to move around the sanctuary during service nor allowed in the chancel area.

KITCHEN USAGE

Must comply with vent-a-hood policy, otherwise will be responsible for \$800 service charge. In addition, a deposit of \$100 is required and will be refunded if kitchen is left as originally found.

BUILDING ACCESS

If the florist and/or caterer need to make deliveries at times other than regular church office hours, special arrangements must be made ahead of time.

MISCELLANEOUS

If any other information is desired or if there are questions regarding plans for the wedding, the church staff and Pastor will be happy to help in any way possible.

RESPONSIBILITIES OF THE WEDDING PARTY

1. The church will not be liable for loss, theft, or damage to any items belonging to a member of the wedding party. This includes dresses for the wedding, suits or tuxedos, purses, money wraps, etc.
 2. The church does not assume any liability or responsibilities for any accident or injury on the church premises. FUMC does not express or implied warranty of the premises, the equipment, machinery, fixtures or furniture.
 3. No alcoholic beverages or unlawful substances will be permitted or consumed in the church. No tobacco products, profanity or weapons of any kind will be permitted. No rehearsal or ceremony will be held if these items are found to be anywhere on the premises of the church.
 4. No food or drink is allowed in the sanctuary building. (Including Parlor)
 5. When the couple is leaving the church, no rice or flower petals may be thrown. If bird seed is used, it must be distributed and thrown only outside.
 6. A general cleanup of any area used, including removal of all waste (food, trash, decorations, etc.) is required. Check bathrooms in each level to assure toilets flushed, faucets turned off, and trash removed. This is not included in the janitorial fee.
 7. Return all church furniture, equipment, and items to the position in which you found them. Neither furniture, nor equipment, shall be moved between the FUMC Christian Life Center and the FUMC Main Building.
 8. Make sure all lights are turned off and ALL doors secured.
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FEES *(Following fees must paid in full at least two weeks in advance.)*

FUMC MEMBER

	<i>(\$100 deposit will be applied to fees)</i>
Sanctuary Use Fee	Love Offering
Jeter Hall Use Fee <i>(if needed)</i>	Love Offering
Pastors Honorarium	Love Offering
Janitorial Fee	\$75
Church Pianist <i>(if needed)</i>	\$75
Church Organist <i>(if needed)</i>	\$75
Sound Technician <i>(if needed)</i>	\$50
Kitchen Oven/Stove – <i>(if needed)</i>	\$800 <i>(additional deposit - refundable)</i>

NON- MEMBERS

	<i>(\$100 deposit will be applied to fees)</i>
Sanctuary Use Fee	\$300
Jeter Hall Use Fee <i>(if needed)</i>	\$100
Pastors Honorarium	\$100
Janitorial Fee	\$75
Church Pianist <i>(if needed)</i>	\$75
Church Organist <i>(if needed)</i>	\$75
Sound Technician <i>(if needed)</i>	\$50
Kitchen Oven/Stove – <i>(if needed)</i>	\$800 <i>(additional deposit - refundable)</i>

I understand these policies and will abide by them.

Name **Date**

Date of Wedding: _____ **Time:** _____

Date of Rehearsal: _____ **Time:** _____

Requested Buildings and Staff

Fee

_____ Sanctuary	_____
_____ Jeter Hall	_____
_____ Pastor	_____
_____ Janitorial Fee	\$75
_____ Church Pianist (\$75)	_____
_____ Church Organist (\$75)	_____
_____ Sound Technician (\$50)	_____
_____ Kitchen* (\$100)	_____

_____ **TOTAL**

I understand it is *MY* responsibility to contact the Church Pianist, Church Organist, and or Sound Technician if it is my desire to use their services.

Fees Collected: _____

Amount Due: _____

*** I understand that to use the kitchen oven/stove I must comply with vent-a-hood policy or will be charge the service charge of \$800.**

APPROVED BY: _____

Date: _____

After Wedding Service Checklist

General Cleanup of any area used, including removal of all waste (food, trash, decorations, etc.) is required.

Check Bathrooms in each level to assure toilets flushed, faucets turned off, and trash removed. This is not included in the janitorial fee.

Return all church furniture, equipment, and items to the position in which you found them.

Make sure all lights are turned off and ALL doors secured.