

# **WINTERFIELD UNITED METHODIST CHURCH**

## **WEDDING POLICY**

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# Winterfield United Methodist Church

## Wedding Policy

### I. WEDDING

- A. The Marriage Service in the Church is a religious ceremony and every part of it has deep significance. Therefore, all aspects of the service should be in keeping with the theme of worship. The minister will want to have consultation with the Bride and Groom prior to the rehearsal so that the service will be most meaningful.
- B. For the benefit of those who wish to use Winterfield United Methodist Church, hereinafter called the Church, for weddings, there are certain observances which have been found desirable. **The date and time of the wedding and rehearsal should be arranged as soon as possible with the Pastor in order to reserve the time on the Ministers calendar and so that the proper facilities may be reserved on the Church calendar.**
- C. A reservation will be confirmed only when the Pastor of Winterfield United Methodist Church has agreed to officiate at the wedding and the request for reservation completed and returned to the Church office. All fees are to be remitted no later than one week prior to the wedding.
- D. The Pastor of Winterfield United Methodist Church will direct the rehearsal and must be in charge of the service. A minister from another United Methodist Church or another denomination may assist in the service by invitation from the Pastor. The United Methodist wedding ceremony will be used at all times.
- E. No weddings will be scheduled during Holy Week or on Sundays. No weddings, wedding rehearsals or wedding receptions will be scheduled on the following days: New Year's Day; Independence Day; Labor Day; Thanksgiving Day; or Christmas Day (or the legal holiday for these days)
- F. Only one wedding, rehearsal and reception will be scheduled for a given date.
- G. Reservations for the Church facilities should be made with the Church office. It is understood that Church members will have priority on the use of the sanctuary. Non-members weddings are always at the discretion of the Pastor. **If non-member weddings are permitted by the Pastor, they may not be scheduled more than three months in advance except tentatively.** Unless either the bride or groom, or at least one parent, or guardian is a member of Winterfield United Methodist Church at the time the wedding is scheduled, the wedding is regarded as one of non-members.
- H. It is requested that there be a person designated to coordinate the wedding party and to help with the beginning of the ceremony. For very small weddings this may not be necessary. Please consult with the Pastor.
- I. If an outside wedding consultant is engaged, that person must clear with the Pastor any ideas she/he may have before the rehearsal. The Pastor is in charge; the consultant may assist where the Pastor specifies.

## II MUSIC

- A. You have chosen to be married in the Church, using the beautiful Christian Ceremony of Holy Matrimony. Therefore, we will insist that the music for your wedding be in keeping with the dignity and sacredness of this service.
- B. Music of a classical or sacred nature is appropriate for the celebration of a wedding service in the Sanctuary. Music of a more contemporary or secular nature should be discussed with the Pastor.
- C. The bride and groom are reminded to make their selections only after discussion with the Pastor. There is a wide range of music aside from traditional marches which can be used for the processional. The organist will be glad to help you decide, if you desire something different. Arrangements for securing the church organist can be made through the Church office.
- D. The organist will begin playing thirty minutes before the ceremony and will play during the recessional until all participants have been ushered out.
- E. **In keeping with the dignity of the service, NO RECORDED MUSIC will be allowed.**

## III. DECORATIONS

- A. Because of the regular schedule of the Church, the florist should call the office and arrange for a time to decorate. The florist will observe the recommendations for decorating the Church in the following sections.
- B. All decorations should be completed at least one hour before the wedding. No decorations are to be attached to pews, furniture or walls by pinning, gluing, stapling or nailing. Florist tape, masking tape or other non-marring material may be used with discretion.
- C. No large tress, shrubs, trellises nor arches are allowed. The area immediately in front of the altar is to be clear of all decoration. Candle and flower arrangements and/or other decorations must be approved by the Pastor of Winterfield United Methodist Church.
- D. Adequate protection shall be used on all furniture and carpets to guard against water damage, scratches and wax drippings. Non-drip tube candles on the alter table are furnished and prepared for use by the Church. Non-drip or tube candles must be used in all candelabra and wax servers used or other provisions made to protect the furniture and carpet. Should wax drip on the furniture, upholstery or carpeting, the florist or decorator will be expected to remove the wax without damage to church furnishings.
- E. Flowers and decorations must be removed by the florist from the sanctuary immediately following the departure of the guests. Equipment must not be left in the sanctuary, narthex, or adjacent halls. The Church will not be responsible for equipment left at the Church.

- F. If the wedding party wishes to leave flowers for use on Sunday morning in the narthex of the sanctuary, arrangements can be made through the Church office, depending on availability on the calendar.

#### IV. REHEARSAL

- A. The rehearsal shall begin promptly at the time scheduled. Delay in beginning consumes the time of the Pastor, organist, and the custodian, and adds to the expense of lighting, heating, or air-conditioning. The Bride and Groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding.
- B. Strict observance of the following rules is required:
1. The Pastor will be in charge of the rehearsal, but the wedding consultant is sincerely requested to be present, if possible.
  2. Each rehearsal, unless otherwise agreed upon, will begin at 6:30 p.m. the day before the wedding. The rehearsal will require one full hour, plus fifteen minutes to train the ushers.
  3. Parents who will be present for the wedding should be present for the rehearsal.
  4. The ushers should be present for the rehearsal.
  5. The marriage license should be delivered to the Pastor no later than the rehearsal. Earlier would be better.
  6. No rehearsal will be conducted when any member of the wedding party is under the influence of alcohol.
- C. When you arrive for the rehearsal, please be prepared to answer the following questions and furnish the following information:
1. Who will light the candles?
  2. Who will seat the mothers?
  3. How many family pews should be reserved?
  4. Who will be the Head Usher?
  5. Have a list of attendants to be read as soon as the Pastor is ready, in the order you want them to process and recess.

#### V. PHOTOGRAPHY

- A. To preserve the dignity and sacredness of the wedding ceremony, **flash pictures will not be taken during the actual ceremony. No personal cameras are permitted in the main seating area of the sanctuary during the wedding service.** Ushers are responsible for informing guests of this policy.
- B. Pictures may be taken in the narthex or outside of the Church and in the Fellowship Hall. The photographer may obtain flash pictures of the couple entering or leaving the sanctuary.
- C. Pictures at the altar may be posed before or following the wedding. It is suggested that some photographs be made prior to the wedding, thus reducing the time guests are kept waiting if a reception is to follow.

- D. Videographers may tape only from areas agreed upon. Persons will not be allowed to move about with hand-held video cameras.
- E. **At no time during the ceremony should the presence of a photographer or videographer be obvious to the guests.**
- F. Failure to respect these regulations will result in the photographer being barred from future weddings held at Winterfield United Methodist Church.

## **VI. RECEPTION**

- A. Receptions may be held in the Fellowship Hall. Arrangements are to be made with the Church office.
- B. The Church does not provide catering or maid service. The Church Secretary can show you what Church serving equipment is available for use.
- C. The caterer or person in charge of the reception will be responsible for leaving the kitchen, its equipment, and the Fellowship Hall as clean as it was before the wedding. This includes sweeping and mopping of floors in both Kitchen and Fellowship Hall. Tables and chairs are to be put away and attached you will find a copy of the floor plan that needs to be followed for set up after the reception.
- D. No Alcoholic beverages will be served on Church premises at any time.

## **VII. BUILDING ISSUES**

- A. The Church office is responsible for the heating/cooling of the building and will see that the buildings are clean and in order.
- B. One member of the wedding party may check out a key to the buildings. This person is responsible for providing access to the florist, decorator, caterer, or others requiring access to the Church building. This person will be responsible for ensuring that the doors are locked and the buildings secure before leaving. The key should be returned to the Church office as soon as possible after the wedding.

## **VIII. POLICIES AND RECOMMENDATIONS**

- A. It is recommended that birdseed or rose petals be used rather than rice, paper confetti or anything that is not environmentally sound nor biodegradable. It is suggested that the birdseed bags be distributed outside the building, precluding any premature "showering". Nothing is to be thrown within the buildings because birdseed is hazardous on the tile floors and difficult to remove from carpets.

- B. THERE WILL BE NO SMOKING in the sanctuary, narthex, fellowship hall or within any other Church buildings by members of the wedding party, guests, and/or those decorating and preparing for the wedding.
- C. NO ALCOHOLIC BEVERAGES MAY BE CONSUMED ON CHURCH PREMISES, persons obviously under the influence of alcohol or other drugs shall be requested to leave.
- D. Those persons arranging for the use of the Church facilities are expected to inform the wedding consultant, florist, catering service, photographer, videographer, and friends assisting with the wedding arrangements of the above policies and recommendations.

**IX. FEES**

A. Winterfield United Methodist Sanctuary and other facilities will be available for weddings to members without charges. A member in this case, is a person who has been a member longer than 6 months and has an average attendance of four months or longer. There is a building use fee for non-members as listed below. In addition, it is expected that both members and non-members will take care of the following extra expenses

1.	Pastor's Fee - Non-Members (Members - honorarium paid to Pastor)	\$300.00
2.	Organist or Pianist: (Rehearsal and Wedding)	\$200.00 each
3.	Vocalist: (if secured by the Church)	\$ 50.00
4.	Church Wedding Coordinator	\$200.00
5.	Custodian: (Incidental clean up and set up of Sanctuary for Sunday Services) To clean Fellowship Hall after reception (optional)	\$ 50.00* \$ 50.00*
	*additional fee maybe required depending on cleanup time.	
6.	Non-Member Building Use - Deposit - Return after Event	\$250.00
	Sanctuary	\$250.00
	Fellowship Hall	\$250.00
7.	Sound / Video Engineer (as available)	\$150.00

- B. Fees are to be remitted no later than two weeks prior to the date of the wedding. Please confer with the Pastor/Church Secretary for names of persons to be paid for services. (checks are to be made payable to the persons providing the services, except for non-member building use fees).
- C. The custodial fee does not cover removal of decorations and furnishings not usually found in the sanctuary or fellowship hall. These items are to be removed immediately following the ceremony and reception at the wedding party's expense. Custodian could be contacted to assist with tear down and clean up for an additional fee, but arrangements must be worked out ahead of time.



