

North Fayette United Methodist Church
Board of Servants
Policies and Procedures

Appendix IV.D – Weddings Policy & Procedures

To the Bride and Groom: Your wedding is and should be one of the happiest moments in your life. We are glad to have the opportunity to share this time with you. We want to do all we can to have each phase, from planning through rehearsal and ceremony, remembered with deep satisfaction. Whether large or small, your wedding's true meaning and beauty will lie in the spirit of those who take part.

In the excitement of planning a church wedding, many questions arise. This booklet is intended as a guide to make certain decisions and create an atmosphere conducive to a harmonious wedding experience.

North Fayette United Methodist Church has established the following policies and procedures regarding weddings which are held in our facilities. We ask your cooperation in these areas.

The Presiding Pastor

If a pastor of this church: All aspects of the wedding ceremony are subject to the approval of the senior pastor. When a pastor of our church is conducting the service, the ritual in The United Methodist Hymnal is ordinarily used. Any variation from or addition to this service may be made at the discretion and approval of the pastor only.

The Book of Discipline of the United Methodist Church requires all United Methodist pastors to hold premarital counseling with both bride and groom present. The pastor may require several sessions for this purpose. As soon as you have booked the wedding, call and set up an appointment for these conferences with the presiding pastor.

If a guest pastor: Guest pastors, either conducting the entire service or participating, may be invited. This will need the approval of the senior pastor of North Fayette UMC. Please have the guest clergy send a letter of request to our senior pastor.

Wedding License: The groom should present the license to the presiding pastor immediately before the ceremony. No ceremony will be performed without the license.

Reserving the Church:

The first step in making plans is deciding on the date and hour for the ceremony. Weddings may not be scheduled on Sundays or during the week of Easter or Thanksgiving weekend. There will be no weddings during the month of December due to extensive use of church facilities for special activities during this period. Please see the enclosed fee sheet.

Weddings may not be scheduled to begin later than 7:00 pm. A sanctuary wedding with attendants requires a rehearsal. You should schedule your rehearsal at the same time that you re-serve the church.

Fees

There is no charge for the use of the church when the bride, groom, or one of their parents is an active member (giving of their time, talents, gifts, service and witness) of North Fayette United Methodist Church for at least six months.

Fees are to be discussed with the wedding director in advance of booking your wedding. No wedding date is considered officially reserved on the church calendar until the reservation form is returned (for

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members), or the deposit paid (for non-members). Once the reservation form has been received your date will be placed on the church calendar.

Wedding Fees	Member	Non-Member
Deposit for reservation	No Fee	\$100
Use of Sanctuary	No Fee	\$400
Wedding Coordinator	No Fee	\$250
Pastor	Honorarium	\$250 (if ours is used)
Organist	\$300	\$350
Sound Technician (if needed)	\$125	\$125
Custodian	\$125	\$125
Total	\$550	\$1,600
Security Deposit	\$350	\$350

- Pastor - No pastor’s fee is quoted for church members utilizing the service of the pastor. It should be noted, however, that the average wedding will require at least 10 hours of the pastor’s time and a gratuity is appreciated but is not required. Weddings with special arrangements will require additional time.
- Organist - It is required that she be asked to play and has the right of refusal for all weddings.
- Soloist - The bride makes arrangements for all soloists and makes payment directly to them.
- Custodian - The custodian will clean the buildings before and after the wedding rehearsal, wedding.

All charges are due in the church office (4) weeks before the wedding rehearsal.

Time Allocations

- Wedding – 4 hours usage. If you feel more time is needed, please discuss this with the wedding director. Additional hours, including the reception, may be arranged for \$50.00 per hour.
- The Wedding Rehearsal – 2 hours is allocated for this. In fairness to all those participating, please schedule your rehearsal time in consideration of your attendants’ and families’ travel schedules and then insist that they arrive at the rehearsal on time. Be sure they receive clear directions to the church.

Wedding Music

The church organist is the designated musician for weddings and has the right of first refusal. If the church organist cannot be scheduled for your ceremony, an outside organist can be hired by the bride/groom.

You should discuss the music for your wedding with the organist as early as possible: i.e. processional, recessional, type of pre-service music, any other requests, etc. Soloists or additional instrumentalists are welcome. Sacred music is encouraged for your ceremony. Sacred music is defined as music about God or to God. All music must be cleared with the Pastor two months in advance of your wedding.

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Flowers, Candles, Etc.

While decorations are certainly beautiful, it is recommended that they be modest. The sanctuary has a beauty of its own that does not call for elaborate decoration. The main consideration is that an atmosphere of worship should prevail. The pulpit furnishings should not be moved without the approval of the pastor.

Due to fire regulations, candles may not be used along the aisles or carried by anyone. Candle lighters are available for use in lighting and extinguishing candles. Dripless candles are best for candelabra.

Aisle runners may not be used due to safety concerns.

Adequate protection must be placed under vases, pots, candelabras, etc. Take special care to prevent candle wax drippings on the carpet. No nails, tacks, tape, or other means may be used to secure flowers, palms, pew bows, or other decorations to the church furniture, walls, or fixtures. Pew markers may be tied with ribbon to the reserved pews.

Please arrange to have all decorations removed immediately following the taking of your pictures. Any cost for cleaning carpets and/or repairs or other damage resulting from failure to take proper precautions must be paid by the booking family. This includes damages incurred by persons under contract to you for services.

If your wedding is on Saturday and you wish to leave your altar flowers for use on the following Sunday in honor of your wedding, please notify the church office when you book your wedding.

Photography

Photographers may take pictures before and after the ceremony, but it is encouraged to refrain during the wedding service. When taking photos, please do not allow anyone to sit on the communion rail. No one should stand on a pew or any church furniture.

During the ceremony flash pictures by family and/or friends are not appropriate.

Videotaping in the sanctuary is acceptable using a stationary tri-pod - no moving around. Only available light may be used. Photographic flood lights are not permitted. These rules are necessary in order to maintain the worshipful quality of the wedding service.

Dressing Rooms - Bride & Groom

The bride's room is just off the sanctuary. You may desire to bring a sheet on which to stand so that your wedding gown will not be soiled while you are dressing. Purses and other valuables should be locked in cars. We cannot ensure the security of your valuables. All personal belongings must be removed from rooms used for dressing before leaving the church premises.

The groom's room is room 201 in Building B. No valuables should be left in the groom's room.

Other

- Alcohol – No alcoholic beverages can be permitted on church property.
- Smoking - North Fayette United Methodist Church is a smoke-free facility.

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- When the Newlyweds Leave the Reception - No rice, bird seed, or any type of confetti may be used. Bubbles are acceptable and encouraged.