

WEDDING GUIDELINES

FIRST UNITED METHODIST CHURCH HILLSVILLE, VA

We are pleased that you are considering the use of our church facilities for your wedding. A church wedding is, above all, an act of worship. Keeping this in mind, we have developed the following rules and guidelines to apply to all services of marriage in the church.

When a man and a woman make the decision to marry in the church, they do so on the church's terms and the service is conducted in accordance with the rules and guidelines governing church weddings. The minister should be consulted well in advance so that the service can be planned carefully and thoughtfully. *Please remember that the minister is under no obligation to perform any service of marriage for either members or non-members if s/he has serious reservations about the marriage or if s/he is uncomfortable with the wedding arrangements.*

Minister

Our minister will be in charge of all weddings for members or non-members conducted at the church, and all plans related to the ceremony must have the minister's approval. If the family desires to have another clergyman officiate or co-officiate, this request must be shared with the minister. If the clergyman is in good standing in a recognized Christian denomination, the request may be granted. Church protocol requires that the senior minister issue the invitation to the guest officiant.

When a guest minister is used, it is the responsibility of the bride and groom to make arrangements for opening and closing the facilities for both the rehearsal and wedding.

If the couple wish to incorporate the Sacrament of Holy Communion in the ceremony, this must be discussed with the minister in advance.

No wedding date is to be placed on the church calendar until the officiating minister has indicated his/her availability to perform the service.

It is expected that the couples preparing for marriage will be given pre-marital counseling by the officiating minister. At least one session is required and additional sessions are recommended.

A rehearsal of the wedding ceremony should be scheduled prior to the marriage service, except in the case of a small and informal wedding. The day or the evening before the wedding is usually the most appropriate time. All members of the wedding party are urged to be on time for the rehearsal. Avoidable delays are an imposition upon the time of busy people who are assisting in the matter.

An honorarium for the minister of \$200 for non-members is recommended for the wedding rehearsal and ceremony. A similar honorarium is recommended for church members.

Facilities/Scheduling

Weddings to be held in the church must be placed on the church calendar as early as possible. Since our facilities are open to members and non-members alike, we must operate on a "first-come, first-served" basis. *No wedding date will be considered firm until the required fee of \$75.00 for non-members and the reservation form have been received in the church office.* The remaining fees must be paid to the church office no later than the week **prior** to the wedding.

Approved by Church Council 12-08-08

Designated facilities of the church are available for use by the couple and wedding party for the rehearsal, ceremony, and reception, provided no stated activity of the church or previously scheduled program is in conflict.

Our sanctuary seats up to 225 guests.

Receptions may be held in our fellowship hall. This facility will handle up to 225 guests.

The bride and her attendants may use the Fellowship Sunday School Class classroom for dressing. The groom and his attendants may use the church Library for dressing. If other areas are preferred, the bride or groom must clear this with the Church Facilities Committee.

Purses and valuables should not be left in the dressing areas during the wedding or reception. The bride and groom should designate someone to be responsible for checking the dressing areas after the wedding and reception for items left behind. The church will not be responsible for any articles which may be lost or stolen.

Smoking and alcoholic beverages are prohibited in all church facilities.

Music

All music used in connection with the wedding ceremony should reflect the sacredness of the occasion and should be an aid to the worship and praise of God. ***Musical selections must be discussed and approved by the Director of Music.*** The Director of Music will be glad to offer suggestions of appropriate music, if needed.

If a non-member organist is desired, approval must be received from the Director of Music.

If the church organist or pianist is used, a fee will be charged by the musician and will be paid directly to him/her.

Vocalists and/or instrumentalists who are to be used in the service and their compensation are the responsibility of the bride and groom. These people must arrange rehearsal time with the church organist *in advance of the rehearsal*. The Director of Music or organist will be available to make recommendations of vocalists or instrumentalists if desired. (Vocalists are reminded to lower the music stand so it will not block views or video cameras.)

Decorations

Remember, when decorating for your wedding, that this is a sacred service in a house of worship. Tasteful decorating is encouraged. All plans for decorating the church and/or Fellowship Hall must be approved by the church Facilities Committee well in advance of the ceremony.

Flowers, candles, and greenery may be used, but the altar and altar furniture may not be moved to resemble a garden scene or to make way for an elaborate floral display. Arrangements should not cover the cross or other appointments of the sanctuary. No flower arrangements or candles are to be placed on the organ or piano. Window arrangements should be no taller than 6 to 8 inches and must be secured in place on the window sill.

Do not use thumb tacks, tape, glue, pins, nails, or any material which leaves a sticky residue anywhere in the church buildings or its fixtures. The furniture and carpet must be fully protected at all times with plastic to protect from moisture and candlewax. When using pew bows, wires should be well wrapped with ribbon or non-stick material so that the furniture will not be scratched. Foliage and potted plants must have waterproof liners to protect the carpet. Floral arrangements should be dry and properly lined to prevent dripping. All plants, arrangements and candles should be firmly anchored. In all areas where candles are used, the carpet must be protected with plastic even when using dripless candles.

Time of delivery of decorations may be arranged with the church's Facilities Committee. Decoration should be completed two hours before the ceremony is to begin.

All decorations should be removed from the building the day of the wedding. The building must be left in the same condition in which it was found.

If the wedding flowers are left as a gift to the congregation in honor of the couple, the church office should be notified in advance, so an acknowledgment can be placed in the Sunday church bulletin.

Photography/Videography

Responsible wedding videography captures sacred moments that can be relived over and over for years to come. A wedding video becomes an important part of church and personal history. It is for these reasons that we have established the following guidelines for use of video cameras in our church. It is expected that the videographer will work with the Facilities Committee representative to see that these policies are followed:

- (1) Videographers shall use available light in the church.
- (2) The talley light (red light on the camera) shall be turned off or covered during the ceremony.
- (3) All videographers shall remain stationary, with cameras mounted on tripods. Moving around the sanctuary during the ceremony is prohibited.
- (4) Communication between videographers must be done electronically, without hand signals.
- (5) It is suggested that no cameras are allowed in the altar area. Videographers may operate cameras on tripods from the rear of the sanctuary, and an unmanned camera on a tripod may be placed at the front left side of the sanctuary, if the talley light is covered and the camera turned on before the mothers of the bride and bridegroom are seated, and it does not interfere with the placement of the bridal party.
- (6) Videographers shall make certain that tripods and cameras do not block the aisles including the path taken by the minister and groom. Wires (if used) must be taped down for safety.
- (7) Video cameras in the sanctuary shall be in place one hour before the wedding begins.
- (8) Videotaping may be done briefly in the bride's and groom's dressing rooms with the permission of the wedding director. A wireless microphone may be placed on the groom at this time for use during the ceremony if desired.
- (9) The Facilities Committee representative will review photography and videography plans with family members.
- (10) Flash pictures shall not be taken during the ceremony. Still pictures and hand-held video may be taken one hour before the wedding and after the ceremony.

Sound / Multimedia System

If the sound system is needed for the wedding and/or rehearsal, a church sound technician will be provided at a cost of \$53.00, to be paid directly to the assigned technician. If the needs include use of the multimedia capabilities of the system, a church media technician will be provided at a cost of \$80.00, to be paid directly to the assigned technician. **(At no time will members of the wedding party attempt to use the sound / multimedia system.)**

Miscellaneous Information

No rice, birdseed, or confetti shall be used inside or outside the church buildings.

The wedding license is the responsibility of the bride and groom and should be presented at the time of the rehearsal, along with the honoraria and applicable fees.

Custodian services may be available if plans are made in advance, for a fee of \$75.00. If custodian service is not desired, **ALL CLEAN-UP MUST BE DONE BY THE PERSON(S), OR THEIR DESIGNEE, WHO MADE THE RESERVATION.**

Fees for Building Use

Weddings scheduled after 6:00p.m. on Saturdays **REQUIRE** the couple to employ a custodian and pay a fee of \$75.00 for those services directly to the custodian.

Members: No charge will be made to a couple for a wedding or reception when either the bride or groom, or at least one parent of either the bride or groom is a member of the church.

Non-members:

Wedding in sanctuary	\$169.00
Reception in Fellowship Hall (without use of kitchen)	\$169.00
Reception in Fellowship Hall (with use of kitchen)	\$224.00

A NON-REFUNDABLE fee of \$75.00 shall be paid at the time the building is reserved, and the remaining fee shall be paid no later than one week prior to the wedding. Checks for the fees should be made to First United Methodist Church of Hillsville and given to the church secretary to be turned over to the church treasurer.

Caterers

If a caterer is used for the reception, the caterer must consult with the Facilities committee representative assigned to their event.

No dishes, utensils, trays, coffee pots, etc., may be taken from the kitchen.

Caterer must provide containers for left-over food. No left-over food or containers of food is to be left in the kitchen.

Please report any breakage, damage, spills, or any malfunction of equipment to the Facilities Committee representative. Replacement or repair costs shall be paid to the church by the caterer/family.

Instructions for the use of the dishwasher should be posted. If they are not, please contact the Facilities Committee representative assigned to your event.

Please leave the kitchen as clean as it was found. Put everything you used back where it was found.

All waste/trash should be bagged and placed in the dumpster behind the kitchen.

If you have any questions regarding our wedding guidelines, please consult the Facilities Committee representative assigned to your event.

Wedding Arrangements Worksheet

Today's Date: _____

Bride: _____

Church member: yes no Other: _____

Mailing Address: _____

Home phone: _____ Business Phone: _____

Parent's Names: _____ Their phone: _____

Groom: _____

Church member: yes no Other: _____

Mailing Address: _____

Home phone: _____ Business Phone: _____

Parent's Names: _____ Their phone: _____

Wedding Date: _____ Time: _____ a.m. p.m.

Rehearsal Date: _____ Time: _____ a.m. p.m.

Rehearsal Dinner: yes no Time: _____ a.m. p.m. Location: _____

Wedding Reception: yes no Location: _____

Officiating Minister(s): _____

Wedding Director: _____ Phone: _____

Maid/Matron of Honor: _____ Best Man: _____

Number of: Bridesmaids _____ Groomsmen _____ Usher _____ Flower Girl _____ Ring Bearer _____

Organist: _____

Pianist: _____

Soloist: _____

Other Musicians: _____

Music Selections: _____

Sound / Media System Technician: _____

Address After Wedding: _____

Telephone Number After Wedding: _____

Notes:

Facilities Committee Member Appointed: _____

Facilities To Be Used: _____ Sanctuary _____ Fellowship Hall _____ Kitchen

Person Responsible: _____

Home Telephone Number: _____ Cell Phone Number: _____

Work Telephone Number: _____

Is Custodian Service Desired: _____ Yes _____ No

Custodian Service is **Required** if wedding is scheduled after 6:00 p.m. on Saturdays.

Fee to be paid directly to the custodian.

Non-Members

Non-Refundable Deposit Of \$75.00: _____ Date Paid: _____

Balance Due: _____ Date Paid: _____

Checks for the fees should be made to First United Methodist Church of Hillsville

I have read the accompanying written policies for the use of the First United Methodist Church premises and do hereby accept the responsibility for repairing or replacing any lost, damaged or defaced property and abide by all rules and regulations as stated on policies.

Signed: _____

Date: _____

Telephone number: _____

Wedding Committee Use:

Contact / Checklist:

Church Office

Deposit Received

Custodian

Wedding Policies explained & signed by Bride and/or Groom

Sound / Media Technician

Notes: