

**WESLEY UNITED METHODIST CHURCH**

**WEDDING GUIDELINES**



**WESLEY UNITED METHODIST CHURCH**

**825 N. Belair Road**

**Evans, GA 30809**

**Board of Trustees  
Revised - January 2004**

**Wedding Hostess  
Mary Johnson  
706-650-1434**

## WEDDING GUIDELINES

It is a pleasure to share with you in this most significant event in your life. We want to do all we can to make it meaningful and memorable.

The rules governing the use of the church for weddings and receptions were adopted by the Worship Committee and the Board of Trustees. We ask for your cooperation in adhering to them.

### A. GENERAL

1. Tentative reservations for use of the church should be made with the church office. Members may reserve at any time, the earlier, the better. However, non-members may only reserve six (6) months in advance. Receipt of your check for the basic wedding fee (which includes room fee, wedding hostess fee, and custodial fee) of \$325.00 (members), \$525.00 (non-members) and the completed Wedding Information Sheet will confirm your date on the church calendar. Dates will not be held unless the fee and sheet are promptly submitted. All subsequent arrangements must be made through the wedding hostess. We will mail a copy of your information sheet to the wedding hostess and she will then contact you about your wedding plans. She will give you her name and telephone number, and arrange to meet you at the church for your initial interview and tour of the church. If an outside wedding director is used, she/he must work with the church wedding hostess for final approval on all matters concerning the wedding.

If you have questions, or just want to talk about some aspect of your wedding, please do not hesitate to call the church hostess. It is her purpose and pleasure to help you be a relaxed, happy bride in a lovely Christian wedding.

2. In the United Methodist Church, no service may be held without the permission of the Senior Pastor, who normally presides at all wedding ceremonies. If the bride requests the services of another pastor(s) to preside/assist at her wedding, the Senior Pastor must approve the selection. The Senior Pastor will extend a formal invitation to the visiting pastor(s).

3. A wedding ceremony is a sacred service of worship. The Senior Pastor will ensure that the content of the ceremony is appropriate.

4. The Senior Pastor will make arrangements with the bride and groom for premarital discussions.

5. The marriage license should be delivered to the pastor at the rehearsal.

6. Alcoholic beverages are not permitted on the church premises. Smoking is not permitted within the church building.

7. Photographs by wedding guests are not permitted in the sanctuary during the ceremony, (after the bride reaches the chancel area). **NO FLASH PHOTOGRAPHY WILL BE ALLOWED DURING THE CEREMONY.**

8. The Celebration Space seats 600 comfortably. Additional seating up to 700 may be provided upon request. If additional chairs must be rented, the cost will be the responsibility of the person renting the facility.

**B. CHARGES**

	<u>Member</u>	<u>Refund</u>	<u>Non-Member</u>	<u>Refund</u>
<u>Basic Fee</u>	\$425.00		\$525.00	
includes				
1. Celebration Space	100.00	\$100.00	200.00	\$100.00
2. Hostess Fee	200.00		200.00	
3. Sound Tech Fee	50.00		50.00	
4. Custodial Fee	<u>75.00</u>		<u>75.00</u>	
 Total After Refund	 \$325.00		 \$425.00	
 <u>Other Charges and Refunds</u>				
Kitchen	\$100.00	\$100.00	\$100.00	\$ 50.00
Honorariums				

People often ask the office for suggested fees and honorariums for musicians and pastors. We understand the need for some assistance and guidance. At the same time, our staff hesitates to set fees, especially for members of Wesley, whom they know through their ministry. Instead, we provide general information based on experience and guidelines offered at other churches about honorariums. There are *no required fees*. This information is provided to assist you.

Clergy - \$250 plus travel if over 50 miles  
Musicians/Soloists - \$200 plus travel if over 50 miles

**C. DECORATIONS**

1. Simple decorations are most elegant in our sanctuary. This place of worship is in itself a beautiful setting, all decorations used should highlight this setting and not detract from the serene beauty and the sacred meaning of the symbols present. The pastor and wedding hostess reserve the right to limit decorations.

2. The Chancel rails, Communion table and Altar candles shall not be removed.

3. The church building and furniture should be protected in every way. No tacks, nails, tape, or wire may be used. Ribbons, non-damaging hangers, or cords may be used to mount flowers to the pews. Mats should be placed to protect the furniture. Dripless candles should be used. Damages to the building or furnishings will be billed to the wedding party.

4. The renting party has the responsibility of informing the florist of the rules.
5. It is the responsibility of the decorator to clean up after the decorating.

#### D. MUSIC

1. The music used in the ceremony should be appropriate for a church service and shall be approved by the Senior Pastor or the Wesley Music Director.
2. The church pianist or music director normally plays for wedding ceremonies held at the church.
3. The music director has a list of qualified sound technicians for you to call and schedule. The Wedding Coordinator will provide you with this list.

#### E. REHEARSAL.

A wedding rehearsal is necessary. Wesley UMC provides a wedding hostess so that your wedding will be properly conducted. This person acts in an advisory capacity to the pastor, who is in charge of the ceremony. The bride may elect to use an outside wedding director, who must coordinate with the hostess. Plans and details of the wedding should be discussed with the hostess as early as possible; this is to ensure that the major decisions are made before the rehearsal begins.

#### F. RECEPTIONS AT THE CHURCH

1. The church must be notified in advance of how tables and chairs are to be arranged. The bride or her caterer should submit a simple sketch of the desired arrangement the week of the wedding. The custodian's fee includes set-up and removal of Wesley's furniture. Furnishings supplied by others will be set up and removed by them. The sanctuary decorating rules apply generally to the reception, however, free-standing decorations and plants and flowers will be allowed.
2. If the "Gathering Space" is to be used, only appropriate serving tables may be used. No additional chairs are permitted.
3. If the size of the wedding permits, the rear of the sanctuary may be used for the reception. All preparations must be completed one hour prior to the ceremony, or after the ceremony.
4. The caterer is responsible for washing all dishes and cleaning all counters and sinks. The custodian will sweep, mop, and remove garbage from all areas.
5. If church linen is available and if used, the caterer or the reserving party is responsible for having it cleaned and promptly returned to the church office.

6. Birdseed may be thrown outside of the building. Throwing of rice and other materials is not permitted in or outside of buildings.

## H. DRESSING

1. Space will be available for the bride and bridesmaids to use for dressing. The wedding hostess will provide additional space if necessary.

2. The groom, groomsmen, and ushers may dress in an area designated by the hostess.

## I. PHOTOGRAPHY AND VIDEOTAPING

1. Photographs may be made before and/or after the ceremony. During the ceremony, NO FLASH photographs are permitted. The taking of photographs prior to the ceremony must be concluded no less than one hour before the ceremony is to begin.

2. Videotaping is allowed under prescribed conditions. Once in place, neither the camera nor the operator may change locations. No additional lighting is permitted. Multiple cameras may be used provided the locations do not detract from the ceremony. Remote wireless microphones may be used if the frequencies do not interfere with the church's equipment. Connection to the church sound system for sound recording may be allowed with sufficient notification. Sound and video equipment should be in place and checked out for the rehearsal.

3. The wedding hostess will convey these requirements with the photographer and video operator and coordinate contracts with the sound system crew.

# WEDDING INFORMATION SHEET

Complete this form and return to the church office not less than thirty days before wedding

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

1. Bride's full name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Member of Wesley UMC - YES NO

2. Groom's full name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_  
Member of Wesley UMC - YES NO

3. Address after the wedding \_\_\_\_\_  
\_\_\_\_\_

4. Pastor \_\_\_\_\_ Phone \_\_\_\_\_  
5. Organist \_\_\_\_\_ Phone \_\_\_\_\_  
6. Soloist \_\_\_\_\_ Phone \_\_\_\_\_  
7. Florist \_\_\_\_\_ Phone \_\_\_\_\_  
8. Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
9. Caterer \_\_\_\_\_ Phone \_\_\_\_\_

10. Name to be called in ceremony: Bride \_\_\_\_\_  
Groom \_\_\_\_\_

11. Maid of honor \_\_\_\_\_

12. Best Man \_\_\_\_\_

13. Number of bridesmaids \_\_\_\_\_ 14. Number of ushers \_\_\_\_\_

15. Flower girl \_\_\_\_\_  
Ring bearer \_\_\_\_\_

16. Other attendants \_\_\_\_\_

17. Who will give the bride in marriage? \_\_\_\_\_

18. Will you use one ring or two? \_\_\_\_\_

19. Bridal consultant/Wedding director \_\_\_\_\_  
Phone \_\_\_\_\_

20. Special seating arrangements  
\_\_\_\_\_ Divorced parents - Bride \_\_\_\_\_ Groom \_\_\_\_\_  
\_\_\_\_\_ Step parents - Bride \_\_\_\_\_ Groom \_\_\_\_\_  
\_\_\_\_\_ Grandparents (number) \_\_\_\_\_ Bride \_\_\_\_\_ Groom \_\_\_\_\_

21. Do you wish to leave your flowers for the church service on Sunday? YES NO

22. Will you use the acolytes for candle lighting? YES NO

23. Will you be using a Matrimony Candle? YES NO