

WEDDING GUIDELINES

**First United Methodist Church
Winchester, Virginia**

PURPOSE OF CHRISTIAN MARRIAGE

If a couple chooses to get married in a United Methodist Church, they are getting married during the context of a worship service. It is essential that the wedding couple appreciate the sacred nature of a Christian Wedding Ceremony. The pastors will not agree to perform a ceremony for any couple who requests something which does not honor the sacred nature of a Christian Worship Service. Likewise the music director and wedding coordinator may decline a couple's request to be married in First United Methodist church if they deem any requests made by the couple are not in keeping with the standards of Christian Worship.

Please ask the pastor for a copy of the two marriage ceremonies found in the United Methodist Book of Worship. Choices about your ceremony are to be made from these services in consultation with the pastor.

RESERVING THE CHURCH FOR YOUR WEDDING

Weddings should be scheduled a minimum of three (3) months in advance. No weddings are to be held during Holy Week. The reservation of a date for your wedding at First United Methodist Church can be confirmed only if and when:

- 1 the church is available on the date you have chosen,
- 2 the availability of a First United Methodist Church pastor, organist, and wedding coordinator have been confirmed for the date you have chosen,
- 3 the non-refundable deposit is paid, and
- 4 a signed Covenant is returned to the church.

WEDDING COORDINATOR

An approved wedding coordinator from First United Methodist Church must be employed and on site during the rehearsal, the wedding ceremony, for deliveries, at any time when the wedding party is at the church to decorated or prepare for the wedding. All plans related to the staging and decoration of the sanctuary for the rehearsal and ceremony must be approved by the wedding coordinator. The wedding coordinator has the right to refuse to allow any activity considered unacceptable on the day of the rehearsal or ceremony.

MUSIC

The organist/pianist from First United Methodist Church should be used. Another musician may be used only if approved in advance by the First United Methodist Church organist. All music to be used in the wedding should be chosen in consultation with the pastor and organist. Music considered inappropriate for a worship service may not be used.

PASTORAL SERVICES

A minister of First United Methodist Church shall be involved in any wedding taking place in the church. One or both of our pastors may officiate. The minister who officiates is determined by the pastoral staff. If the designated pastor is unable to fulfill the duties related to the wedding the other pastor or a suitable substitute will officiate. Pastors not appointed to FUMC may be used only with the advance permission of, and in the presence of either appointed pastor. Pastors of denominations other than United Methodist must be approved by the District Superintendent prior to scheduling the wedding.

PREMARITAL COUNSELING is required of all persons married at First United Methodist Church. This counseling should be arranged with the minister performing the ceremony as early as possible. Many questions can be answered and suggestions offered which can help to make a wedding a deeply significant act.

WEDDING LICENSE

The marriage license must be left with the minister no later than one week prior to the rehearsal. After the wedding, the bride and groom will be presented with a completed certificate of marriage.

PHOTOGRAPHY

All photographers and videographers need to attend the wedding rehearsal. Pictures with flash are not allowed during the ceremony. Discreet videotaping is allowed. Videographers should not move around during the ceremony. Please inform family members of this policy (perhaps with a “Thank you for not taking flash pictures during the wedding” announcement). Photographs taken before the wedding must be completed at least 30 minutes before the ceremony is scheduled to begin. This allows for the sanctuary and chancel to be in good order for the service.

CELL PHONES / PAGERS

Please inform your wedding guests that all cell phones and pagers must be turned off or muted during the wedding service.

MISCELLANEOUS

Placement of flowers and other decorations must be discussed with the pastor and wedding coordinator.

No food or beverages are allowed in the sanctuary at any time.

Rice or birdseed is not to be used on church grounds.

No church furnishings will be moved without prior specific approval.

You will be responsible for the cost to repair or replace church property damaged during your rehearsal, wedding, or reception.

The use of alcohol, tobacco or illegal drug products anywhere in, on, or around the church property is prohibited. Usage by anyone prior to the rehearsal or ceremony will result in the IMMEDIATE CANCELLATION of the wedding. **It is your responsibility to let your guests know of this restriction.**

The bride and attendants may use the choir room for dressing prior to the wedding. The parlor may be used for the groom and groomsmen. It is your responsibility to remove all personal items before vacating the building on the day of the wedding. Anything left in

the rooms after the wedding party has vacated the building may be discarded. **The church will not be responsible for stolen or missing items.**

COVENANT

We wish you well on the day of the ceremony and in your life together. Due to the respect we have for the ministry of our church, we must ask you to agree to all of the wedding guidelines of First United Methodist Church. If you are not able to agree to these guidelines we urge you to seek another environment for your wedding ceremony. Signing this covenant means you have read and are agreeing to these guidelines.

_____ Printed Name of the Bride	_____ Signature of the Bride	_____ Date
_____ Printed Name of the Groom	_____ Signature of the Groom	_____ Date

FEES

		Member	Non-Member
___ Deposit	*	\$200.00	\$200.00
___ Building Use Fee			\$200.00
___ Clergy Honorarium	**		\$350.00
___ Wedding Coordinator fee		\$150.00	\$150.00
___ Custodial Fee for Sanctuary		\$100.00	\$100.00
___ Custodial Fee for Chapel (in lieu of sanctuary)		\$ 50.00	\$ 50.00
___ Custodial Fee for Fellowship Hall (if used for dinner or reception)		\$100.00	\$100.00
___ Church Organist/Pianist Fee	***	\$150.00	\$150.00
___ Candelabra Usage Fee (optional)		\$ 25.00	\$ 25.00
___ Sound System Usage Fee (optional)		\$ 50.00	\$ 50.00
___ Bulletin Production Fee (optional)		\$200.00	\$200.00

*This fee is refundable for church members if there is no damage to church property.

***No honorarium is specified for the services of the officiating clergy for weddings of members, however, it is customary for the bridegroom to give a gratuity to the minister which is usually an amount greater than that paid to the organist. It is presented to the minister by the best man.*

***Organist/pianist other than the FUMC organist must be approved in advance, in which case this fee is waived.

All fees are due four weeks prior to the rehearsal or no later than the last pastoral counseling session and are to be presented to the church secretary or the officiating pastor. All fees are payable to First United Methodist Church except the fee for the church organist and any honorarium for the minister.