

## **Your Wedding at First United Methodist Church of Graham**

### **Getting Started:**

Contact the church secretary. She will give you a Wedding Coordinator Information Sheet. Complete the Information Sheet and return it to the Church Secretary immediately. The Church Secretary will contact the Wedding Coordinator of First United Methodist Church and advise that she has received your completed Information Sheet. The date of the wedding and rehearsal will NOT be placed on the church master calendar at that time. The Wedding Coordinator will check the church calendar to see if the wedding date, rehearsal date, and the Pastor of FUMC are available. If both the church and the pastor can schedule your wedding, the date of the rehearsal and wedding will be placed on the church calendar at this time. Please note that it is the responsibility of the bride and groom to contact the FUMC Wedding Coordinator within one week of completion and return of the Wedding Information Sheet.

If a church member or non-church member decides not to use our facilities, the bride/groom should notify the wedding coordinator as soon as the decision is made so we may remove the rehearsal and wedding dates from the church calendar and from the pastor's calendar.

### **What Is a Church Wedding?**

Your wedding at First United Methodist is a service of Christian worship. You are coming to God's House to ask His blessing on your promises of faithfulness and love. Because the nature of a wedding is the worship of God, all features including music, dress, procedure and conduct should be appropriate and consistent with the worship of God. What we do as God's people is done in His presence and in the congregation of faith. It is VERY important that every member of your wedding party understand that we are worshipping together.

### **Pastor's Responsibility:**

Pastor will counsel with you in one or more interviews. During the rehearsal the Pastor will work with the Wedding Director and Bride. Please understand that the Pastor's decisions regarding procedure or use of the church are final. On your wedding date, the Pastor will officiate. The Pastor will issue invitations to any other clergy sharing in the service. The pastor will provide the bridal couple with the order of worship for the ceremony.

## **The Wedding Service:**

See "Service of Christian Marriage" found on pages 864-869 of the United Methodist Hymnal or pages 28-31 of the 1964 Book of Worship, or pages 115-137 of the 1992 Book of Worship. If Holy Communion is to be part of the service, it is to be served to the entire congregation. This practice is in keeping with our policy that Communion is always open to every worshiper.

## **FUMC Wedding Coordinator:**

First United Methodist of Graham has a Wedding Coordinator that will work with you on your use of the church property. The bridal couple must meet with our Coordinator in order to use the facility. After completing and leaving the Wedding Coordinator Information Sheet with the Church Secretary, the bridal couple should contact the Wedding Coordinator within one week. The Coordinator will discuss the church policies, fees and other pertinent information. The Wedding Coordinator will ensure the facility is open, heated or cooled, and "lights on" at your events (rehearsal, decorating, reception, ceremony).

## **Your Wedding Director:**

It is the responsibility of the bride to secure a Wedding Director. The FUMC Wedding Coordinator may be available to direct, if you wish, and that should be discussed directly with the Coordinator. If an outside Director is used, then he/she must meet with our Coordinator several weeks prior to the rehearsal to review church policies. Your Director works with the Pastor and Coordinator to see that the service flows smoothly.

If the FUMC Wedding Coordinator is also the Wedding Director, her duties end (except locking doors, turning off heat/air, turning off lights) after the ceremony. If the Reception is held at First United Methodist Church, the FUMC Coordinator/Director does not have duties at the reception.

## **Sound System:**

The pastor will use his portable microphone during the service and if an additional minister is involved in the service, a portable microphone will be provided. Soloists may use the microphone stationed near the choir or the one at the lectern directly in front of the choir. For use of the sound system to make an audio recording of the ceremony, the Coordinator can give you names of persons who can operate the sound system for recording the service. It will be the responsibility of the recording engineer and the couple to negotiate any fee involved for recording the ceremony.

### **Photography and Taping:**

A professional photographer is recommended. Flash photography (from the professional photographer or family members) is not permitted during the wedding service. If the ceremony is held in the chapel, video cameras should be at the back of the chapel.

The ceremony begins with the Prelude. The Photographer/videographer may not enter the chancel area of the sanctuary during the ceremony. Photographer should photograph from the Narthex or balcony during the ceremony. However a video camera may be placed in the chancel area or balcony IF it is done in an inconspicuous area. The Wedding Coordinator to decide if the camera is in an inconspicuous area.

### **Flowers and Decorations:**

The Coordinator should be consulted on the types of items that can be brought into the sanctuary, fellowship hall, chapel, kitchen, parlor, or other area used.

For examples: Fresh flowers are preferred but silk flowers may be used on the altar. No plastic flowers may be used. If palms, greenery, or candelabra are used, they cannot hide the pulpit or Lord's Table. Floor covers must be provided under all candles. Flower petals, confetti or any other items are not to be dropped on the floor. Wet flowers or ivy or plants can cause damage. Tape should not be used on the woodwork or brick flooring. Tape should not be used on the carpet in the chapel. The church can provide a kneeler and a lectern for the guest book.

If using the church's kneeler and/or the church's lectern for the guest book, the couple is responsible for moving kneeler and/or lectern into the sanctuary on the day of the rehearsal and returning it/them to the chapel before leaving the church on the day of the wedding. The regular altar ornaments in the sanctuary may not be moved. Lighted candles in the center aisle require written permission from the Graham Fire Department. Rice is not to be thrown inside the church or on any church property. We recommend birdseed or bubbles for outside. The banner in the sanctuary may not be changed. The piano in the sanctuary and/or chapel may not be moved. Any items moved from the Narthex must be returned to their original place after the wedding. The Welcome Center in the Narthex may not be moved for any reason. Flags in the chapel may be removed as well as any Sunday School material that is left in the chapel. Candleholders on the chapel altar should remain but other items may be removed. Any items removed from the chapel must be returned to their original place in the chapel before the wedding party leaves the church.

**Music:**

It is your responsibility to contact the church organist to discuss music and his fees. If you wish to use someone other than the FUMC organist, please notify the Coordinator and provide the name of the musician(s). Couple must provide list of music selections to be used at wedding (including solos/duets, etc) for approval by the FUMC Director of Music. All music must be appropriate to Christian worship.

Taped accompaniments are permitted, but you must furnish a playback system. Soloists must sing from the choir area within the chancel or at the small lectern immediately in front of choir area. In the chapel, soloists may stand to the left of the altar (when facing altar).

**The Reception and Rehearsal:**

Receptions to be held at FUMC are limited to 4 hours (including clean up.) Reception time begins at the time the wedding ceremony ends.

Alcoholic beverages are not to be used in any part of the church or on the grounds.

We are also a "No Smoking" facility.

Remember to check with the church secretary and the Wedding Coordinator to schedule decorating/undecorating time to ensure clean up prior to next use of the facility.

**Reminder:**

Activities are scheduled at FUMC daytime and evenings, seven days a week. Either Stafford Fellowship Hall or the Parlor is available for receptions. If the Parlor is used, furniture is not to be moved outside the room. The church can provide glass plates and cups. If you used these plates and cups or any other kitchen items you are responsible for washing and storing them back where they were.

Tables and chairs are available in Stafford Hall and can be arranged as you choose. You are responsible for setting up and taking down all tables, chairs, and other decorations.

Music and dancing are allowed for a reception in the fellowship hall. However, music and dancing should be in good taste and reflect the values of the United Methodist Church.

## **Care of our Facility:**

All personal items, sanctuary or parlor decorations, Stafford Hall decorations, must be removed from those areas. Also, if either kitchen is used, all food, food containers, and trash must be removed from those areas. No food/drink is to be left in refrigerators or coolers.

No doors leading to the outside of the church should ever be propped open. If the bridal couple uses any other areas of the church other than the sanctuary, parlor, choir room, kitchen(s) and Stafford Hall, there will be a charge for cleaning of that room. Also, any room other than the ones mentioned above must be reserved through the Wedding Coordinator and she will reserve those rooms on the church calendar.

The bridal couple will be provided with a check list to be completed after the wedding and/or reception to be sure all of the above has been done.

You are responsible for any damage that occurs during your use of the facility.

A separate \$100 cleaning/damage deposit is required of all persons using any church facilities and due two weeks prior to wedding date, and should be given to the Coordinator.

If the facility is found to be in good order and does not require additional cleaning, the \$100 deposit will be returned within 30 days. However, if additional cleaning is required, doors are not locked, heating and air condition systems left running or damages have been incurred, the \$100 deposit will **not** be returned and will be applied to cleaning charges or damage repair costs.

## **MINIMUM FEES**

Church members are responsible for paying only Cleaning, Pastor, and Coordinator/Director fees. Utilities/Use fee is not required of members.

The pastor does not have a specific fee for members of the church. However, \$250 is suggested for two counseling sessions, rehearsal and wedding. The coordinator fee is \$125. Coordinator/Director fee is \$150. Cleaning fee is the same as for non-members.

To be considered a member of the church either the bride or the groom must maintain full Membership (for at least six months prior to the wedding) at First United Methodist of Graham through their prayers, presence, gifts, witness and service.

**Fees for Non-Members:**

Utilities/Use Cleaning Totals

Sanctuary \$200 \$50. \$250.

Goley Chapel \$100 \$50. \$150.

Stafford Hall \$200 \$75. \$275.

Church Parlor \$50 \$50. \$100.

(which includes small kitchen area)

Minister \$250.

Coordinator \$150.

Coordinator/Director \$200.

Organist (Contact Organist directly for his fee)

All fees (and the \$100 refundable deposit) are due two weeks prior to wedding date, and should be given to the Coordinator. Check for cleaning and utilities/use should be made out to FUMC. After bridal couple has remitted fees for cleaning to wedding coordinator, FUMC will issue check to janitor for his extra duty to clean after a wedding. Checks for the Pastor, Organist and Coordinator should be made out to the individual.

Your Marriage License must be purchased no more than 60 days prior to the wedding date. The license is to be given to the minister at the rehearsal.

Revisions/updates to this policy shall be approved by the Pastor, Coordinator and the Board of Directors.