

FACILITY USE AND STAFF FEES

Fees for the use of church facilities have been set by Community's Board of Trustees. Fees for staff services have been set by Community's Staff-Parish Relations Committee in consultation with the Senior Pastor. Membership at time of booking determines fees.

<u>FEES FOR MEMBERS</u>	<u>FEES FOR NON-MEMBERS</u>
Pastor: \$150	Pastor: \$400
Organist: \$300*	Organist: \$300*
Soloist: \$100	Soloist: \$100
Wedding Director: \$200 (wedding only) \$250 (wedding & reception)	Wedding Director: \$200 (wedding only) \$250 (wedding & reception)
Custodian: \$100 (wedding only) \$200 (wedding & reception)	Custodian: \$100 (wedding only) \$200 (wedding & reception)
Sound Tech: \$100	Sound Tech: \$100
Refundable Kitchen Deposit: \$300 (due at time of booking)	Refundable Kitchen Deposit: \$300 (due at time of booking)
For members of CUMC, there is no charge for use of church facilities except for the refundable kitchen deposit.	Sanctuary: \$300 (a \$200 Non-refundable deposit will be paid at the time of booking. This will be applied to the Sanctuary fees.
	Chapel: \$100
	Social Hall: \$100/hr (3 hr max)
* Additional remuneration may apply - see page 6.	

TO THE BRIDE AND GROOM

We are pleased that you have decided to have your wedding at Community United Methodist Church. We wish you every happiness and will be glad to help you in every way possible so that your wedding will be a joyous and memorable experience.

It is our desire to assist you by providing guidelines for this important occasion, and to also offer support as you seek to establish a Christian home.

ALL FEES SHOULD BE GIVEN TO THE WEDDING DIRECTOR TWO (2) WEEKS PRIOR TO THE WEDDING. PLEASE PUT EACH FEE IN A SEPARATE ENVELOPE. CHECKS (made payable to the individual) OR CASH ARE ACCEPTABLE.

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ALL OF THE FOLLOWING STEPS MUST BE COMPLETED BEFORE YOUR DATE AND TIME ARE OFFICIALLY BOOKED ON THE CHURCH CALENDAR.

- ☐ Contact office manager to check date and time availability.
- ☐ Contact pastor to arrange for first meeting.
- ☐ Complete wedding reservation form with pastor.
- ☐ Non-members submit \$200 non-refundable deposit (see page 11) with reservation form to the office manager. Members submit reservation form to the office manager.
- ☐ Officially reserve date on church calendar.
- ☐ Contact the wedding director.

THE MARRIAGE LICENSE

In Virginia, marriage licenses are issued during normal business hours from the Clerk of the Circuit Court of the county or city where you reside. There is no waiting period, no blood test, and a license issued from any Virginia Circuit Court is valid in any other Virginia jurisdiction.

To apply for a license, both persons getting married must be present. One of you must be a resident of the city or county in which you are applying for the license. You need to have positive identification such as a Social Security card, voter registration card, driver's license, or military ID. Licenses must be obtained within 60 days prior to the wedding ceremony.

For more information, call the circuit court office in your city: Norfolk (441-2461), Virginia Beach (427-4181), Chesapeake (547-6111), Portsmouth (393-8671).

THE LICENSE SHOULD BE GIVEN DIRECTLY TO THE WEDDING DIRECTOR AT LEAST TWO (2) WEEKS PRIOR TO THE WEDDING.

Due to lack of storage space, the florist should pick up any ferns, etc. immediately after the service. (You are free to use the florist of your choice. The church uses Kempsville Florist. They have access to the church at any time and are also familiar with the design of the sanctuary, so you may want to consider them.) It is not necessary to provide a corsage or boutonniere for the pastors, wedding director, organist or other professionals.

PHOTOGRAPHY

Our church policy is as follows:

Your photographer should remain in the background during the wedding service. The attention of your guests should be focused on the marriage ceremony.

At all times, the photographer or videographer is expected to remain in the rear of the sanctuary. Videotaping from the balcony, or from a stationary camera behind the pulpit is allowed. Photographs WITHOUT FLASH, from the rear, are allowed during the service. Flash photography is allowed during the wedding processional and recessional only.

If you plan to take photographs after the ceremony and wish to include the pastor, please let the wedding director know at the rehearsal. **The wedding service and photography session afterward should be no more than 1 hour.**

NURSERY CARE

Nursery care is not provided by CUMC for weddings held at the church.

SETTING THE DATE & TIME

The first step is to contact the office manager (495-1021) to ensure that the date and time you desire for your wedding is available. The ceremony time should be scheduled so that the building will be cleared by 10:00 p.m. on Fridays; 9:00 p.m. on Saturdays and Sundays. If your date is available, you will then contact the pastor to arrange for pre-marital counseling. The wedding reservation form will be completed at the initial meeting, and the date will then be officially reserved on the church calendar. Non-members are expected to pay a \$200 non-refundable deposit at the time of official booking. The deposit will be applied to the Sanctuary fee. Counseling with the pastor is required and will give you the opportunity to consider marriage from a Christian perspective, and also discuss the wedding ceremony.

THE REHERSAL

The rehearsal gives all members of the wedding party the opportunity to become acquainted with the church, practice their role in the wedding, and see the rooms they will use for changing clothes if that is to be done at the church.

The rehearsal is under the direction of the wedding director. It is important that everyone involved in the wedding arrive promptly. **The rehearsal time is limited to one hour.**

DRESSING ROOM

Rooms will be made available for all members of the wedding party who wish to dress at the church. We ask that you leave the rooms in serviceable condition for our Sunday classes. **It is the responsibility of the bride & groom to arrange for the care and security of personal property of the wedding party and any gifts brought to the wedding. The church cannot be responsible for any valuables lost, stolen or damaged.**

THE CEREMONY

Christian marriage is a lifelong commitment between a man and a woman. The Christian marriage ceremony is a service of worship before God. Reverence shall be expected on the part of all present. **A member of the CUMC pastoral team will officiate at all services.**

Should you desire an ordained minister from another church to assist, this must be approved by one of our pastors. If agreed upon, the pastor shall issue the invitation to the guest pastor.

The "Service of Christian Marriage" (page 864, United Methodist Hymnal) is used as a guideline for the ceremony. For a detailed look at the service, please refer to the hymnal. The following gives a general outline of the service:

Gathering (includes the organ prelude while guests are being seated)

Processional (the entrance of the pastor, attendants, groom & bride)

Greeting (the pastor states the purpose of the gathering)

Declaration by the Man & Woman (the bride & groom declare their intentions)

Response of the Families & People (your families affirm their support)

Prayer (a prayer of praise for the presence of God)

At this point, if desired, scriptures may be read, and a sermon given.

Intercessory Prayer (a prayer for God's blessing on the bride & groom)

Exchange of Vows (the bride & groom say their vows to each other)

Blessing & Exchange of Rings (the rings are given)

FLOWERS & DECORATIONS

There is a simple elegance about the chancel area of the church which leads itself naturally to beautiful wedding services. In planning your floral decorations, remember that the altar is central. Nothing should obstruct the view of the altar cross. Therefore, the floral arrangement should be a maximum of 29 inches tall. **Petals for the flower girl must be silk.** **No food or drink is allowed in the sanctuary.**

The two candles on the altar are included as part of the permanent altar decorations and are not to be removed. In addition, the church has two brass candelabras of seven candles each (you provide seven 18" dripless candles for each), 12 hurricane globes & brass candle-holders for the windows (you provide twelve 12" dripless candles), and a unity candle arrangement (you provide your own unity candle and two 8" dripless candles.)

NO CHURCH FURNITURE IS TO BE REMOVED OR MOVED. NO FLOWERS, FERNS, CANDLES, ETC. MAY BE PLACED ON THE COMMUNION RAILS, ON THE PIANO, OR ON THE ORGAN. NO TAPE OR ADHESIVES MAY BE USED ON PEWS, WALLS OR OTHER FURNISHINGS.

Pew bows may be attached only by the bow holders provided by the church. There are 19 rows of pews (38 in all). If you desire an aisle runner, you are responsible for providing it. The sanctuary center aisle is approximately 75 feet long. A wedding kneeler is provided.

Please give the wedding director the name of your florist. On the day of the wedding, **the church will be open two hours before the time of the wedding for delivery.** It is your responsibility to let the florist know this.

FACILITY USE

Community United Methodist Church is a house of worship and we sincerely hope that you will treat it as a special place. Accordingly, we do not allow activities that are not in keeping with our Christian beliefs. If you have any questions, the wedding director will be happy to help you.

No smoking or alcoholic beverages are allowed inside the building or on the church grounds. If anyone comes to a rehearsal inebriated, they will not be allowed to participate.

In the event of any damage to equipment, furnishings, the building, or any church property, you will be expected to assume the replacement costs.

No rice, birdseed, fresh flower petals or confetti may be used at the church. We suggest you consider using bubbles when you exit the reception.

The wedding ceremony and rehearsal should be scheduled so that the building will be cleared by 10:00 p.m. on Weekdays, or 9:00 p.m. on Saturdays or Sundays. **Rehearsal time is limited to 1 hour.**

The church is open weekdays from 8:30 a.m. to 4:30 p.m. If wedding preparations cannot be handled during those hours, you must make special arrangements with the wedding director.

At the time of reserving the church social hall and/or kitchen for a rehearsal dinner or reception, a \$300 refundable deposit must be paid to cover any possible damages or overages of allotted time for ceremony and/or reception. If the \$300 deposit is insufficient to cover damages, etc., you will be billed for the remaining fees which must be paid within 7 business days.

THE CEREMONY (continued)

Declaration of Marriage (you are now officially husband & wife)

At this time, if desired, a unity candle may be lit.

Blessing of the Marriage (a prayer, after which Communion may be served)

The Lord's Prayer (it may be prayed by all, or sung by a soloist)

Dismissal (a prayer of benediction, after which the bride & groom may kiss)

Going Forth (the recessional)

THE CHURCH RECEPTION

When setting the date for the wedding, be sure to let the church office know if you want to use the social hall for your reception.

If you use a catering service, all food must be brought in and prepared by your caterer. Caterers must furnish their own utensils, linens, and serving cups and saucers. The church kitchen will be available for their use, and tables and folding chairs will be provided. Set up is your responsibility as the church staff does not provide this service.

All food and decorations must be cleared away when the reception is over. No food may be left in the refrigerator or freezer.

ALCOHOLIC BEVERAGES ARE NOT ALLOWED INSIDE THE BUILDING OR ON THE GROUNDS. SMOKING IS NOT ALLOWED INSIDE THE BUILDING OR ON THE GROUNDS.

There is a maximum of three hours on the use of the social hall for a reception. The wedding director can advise you on any further details.

WEDDING DIRECTOR

Our wedding director is available to advise you on all details for the rehearsal, and wedding. The wedding director is familiar with all church policies regarding decorations, photography, and facility use. She is also an expert on wedding etiquette and will work with the bride and groom so that all rehearsal and wedding details are handled appropriately. **The rehearsal, reception and service shall be under the direction of the wedding director.**

You can count on the wedding director to:

- Meet with you to work out details for the rehearsal and wedding.
- Help you with any questions you may have regarding flowers, photography, and use of the facilities.
- Give direction at the rehearsal.
- Work with your Mistress of Ceremonies, if you choose to have one.
- Receive church use and staff fees from you and distribute them.

On the day of the wedding, the wedding director will:

- Make sure the church is open 2 hours before the ceremony, room temperature set, lights on, etc. so that the wedding party may arrive early to dress, or for photos.
- Make sure your florist has handled all details as you instructed.
- Make sure the wedding kneeler and unity candle are in place if you have decided to use these items.
- See that flowers are distributed.
- Instruct the ushers in seating your guests. Tell them when to seat the parents and other special guests of honor.
- Tell the wedding party when they are to enter the sanctuary.

MUSIC

It is essential that the music be appropriate for a Christian wedding. Our organist will discuss music selection with you during your consultation with her. The church organist is expected to play for all weddings in the church. If you desire to use another musician, prior approval must be obtained. Arrangements for the services of additional musicians can be made, if you desire. Individual fees for instrumentalists and vocalists vary, and may be discussed with the organist.

The organist will attend the rehearsal and play at the discretion of the pastor. She will provide 30 minutes of music before the time of the wedding. She will play all service music and work with soloists or instrumentalists, and play appropriate recessional music until all guests have left the sanctuary.

There are several places in the wedding service that are suitable for vocal or instrumental music (after the mothers are seated, during the lighting of the unity candle, a sung "Lord's Prayer", etc.). The organist can advise you on vocal or instrumental selections, and also make arrangements if you choose. (There are additional fees involved if you use vocalists and instrumentalists. The organist will provide you with that fee structure.) She will work with the soloists and/or instrumentalists to make sure they are well prepared for the wedding. She will let the pastor know of your selections and where they will appear in the service.

If you desire the services of another organist, prior approval must be obtained from the organist and/or wedding director.

SOUND

We recommend the use of a sound technician for all ceremonies for amplification of the officiant, soloists, etc.