

Mt. Sylvan United Methodist Church Wedding Policy

Foreword

A Christian marriage is a public declaration of love between a man and a woman and their belief in God who sanctions this union. To the Church, a wedding presents an opportunity of witness and service by all those who participate. In planning for your marriage at Mt. Sylvan United Methodist Church, you will work with members and staff who will help make this joyful act of Christian worship one of the most sacred and meaningful experiences in your life. While each wedding is unique and planned to reflect the desires of the couple, these guidelines will assist you in planning a wedding that is true to our Christian commitment.

1. THE MINISTER: The ministers of Mt. Sylvan will assist the bridal couple in preparing to enter Christian marriage by requiring their participation in counseling sessions (the number to be determined by the minister) and by working with the couple to develop the liturgy. It is understood that the Pastor of the church usually officiates the weddings. Persons desiring a minister other than a Mt. Sylvan minister to perform the wedding ceremony must discuss this with the Mt. Sylvan minister. He/she will extend an invitation to the guest minister. This is part of the clergy protocol. It is appropriate to offer an honorarium to the officiating minister/ministers.

2. MAKING THE RESERVATION: Your wedding date reservation should be made as far in advance as possible. *Non-members* may not schedule more than 6 months in advance.* When initial contact is made with the church office, a tentative date and time will be placed on the calendar for the rehearsal and wedding ceremony. However, the following needs to be done to guarantee these dates and times:

- a. A completed and signed copy of the Reservation Form must be returned to the church office. The Staff will verify availability of the facility and minister/ministers. *A security deposit of \$500.00 is due when dates are confirmed.*
- b. You must contact the minister for scheduling of the initial pre-marital counseling session. No specific plans should be made prior to the confirmation of the date by the church office.
- c. *After the first pre-marital counseling session is completed, all fees for use of the facilities and services (see Fee Schedule) will be due immediately and must be paid at least 1 month before the wedding. Only the acceptance of fees with a signed contract confirms your date.*

3. THE MINISTER OF MUSIC: The Minister of Music must be contacted within two weeks of the reservation confirmation of the wedding date on the Church calendar. The Minister of Music will assist you with the music selections at this time. Additional musicians or soloists should be discussed with the Minister of Music. The organist should also be contacted so that he/she may check his/her schedule. Any vocalists requiring rehearsal with the organist will be responsible for scheduling that rehearsal with the organist. Guest organists are welcome, but they must arrange rehearsal time with the Minister of Music.

Weddings at Mt. Sylvan are services of worship and the same high standards are applied in selecting wedding music as are applied in all other worship services. It is very important to keep in mind that your wedding is a service of the church and the music should be in keeping with the reverence observed in worship. All music used in a wedding service must be approved by the Minister of Music. The guidelines for music are that it is sacred and worshipful in nature. The Minister of Music must review all music selections as soon as possible after the wedding date is scheduled. Final approval by the Minister of Music of musical selections should be made no later than four weeks prior to the wedding.

*For the purposes of this policy, the benefits of membership are extended to the current member and immediate family. An employee of the PreSchool may also be considered as a member of this church for facility use, as long as they have been employed by the PreSchool for 6 consecutive months.

4. WEDDING GUILD: After the wedding date has been confirmed by the church office, please contact the Wedding Guild leader as listed in this policy. This person will assign a representative to assist you. The Wedding Guild's primary responsibility is to administer the Wedding Policy and to combine the efforts and desires of the Pastor and bridal couple. There is a fee of \$100.00 to the Wedding Guild representative for members and non-members. The fee is an additional \$25.00 an hour after 6 hours.

5. WEDDING DIRECTOR: It is recommended that a wedding director be present for both the rehearsal and the day of the ceremony. There are members of the Wedding Guild available to perform this service for an additional fee. You may provide your own director, but he/she will be required to work with the Wedding Guild member assisting you to see that the Wedding Policy is followed.

6. FLORISTS & DECORATIONS: The Sanctuary and Chapel are beautifully decorated spaces, so we suggest any additional decorations be simple. The Wedding Guild will see that white paraments are used on the chancel furnishings. All decorations should direct the eye to the Altar. Cut flower arrangements, not silk, are appropriate for the chancel area. Silk is fine for bouquets, corsages and boutonnieres.

No tape, pins, tacks, glue, nails or adhesive may be used on pews, walls, or chancel furniture. Florists have access to plastic spring clips which fit nicely over the end of the pews. Bows can be fastened to these clips. Any other holder must be approved in advance by the Wedding Guild. If desired, candelabra and kneeling benches are available from local rental agencies. Candles used in candelabra must be metal with spring loaded refills. Candelabras requiring votive candles may not be used. Care must be taken to prevent candles dripping onto furnishings and carpet.

If no altar flowers are scheduled for Sunday worship, wedding arrangements may be left. *Please check with the church office as soon as possible in your wedding planning.* If altar flowers are already scheduled for Sunday worship, wedding arrangements may be moved to the Narthex. Notice may be placed in the Sunday bulletin acknowledging the flowers and the marriage. The Wedding Guild member will assist in this.

All decorations must be removed immediately following the wedding and/or the photography session. Any exceptions must be cleared with the Wedding Guild member assisting you.

7. PHOTOGRAPHERS & OTHER PICTURE-TAKERS: Photographers may take pictures of the wedding party in the sanctuary up to 60 minutes prior to the wedding start time. Flash pictures may only be taken before the bridal party enters the sanctuary or after the ceremony ends. Photographers must remain in the back of the sanctuary/chapel during the ceremony. After the wedding, the bridal party may return to the chancel area for pictures. Any guest arriving with a camera will be reminded not to take flash pictures during the ceremony. If printed programs are used, please make a note in the program that no flash photography is allowed during the ceremony. Video cameras are allowed. Their placement should be approved by the Wedding Guild member assisting you. While it is important to record the day's events for future enjoyment, the feeling of worship must be maintained during the ceremony.

8. REHEARSALS: A rehearsal is usually held the day before the wedding and should last approximately one hour. All members of the bridal party, including children, are expected to participate in the rehearsal. Everyone's schedule on that day should be taken into consideration when planning the start time. Please see that everyone is dressed appropriately and arrives on time. This is an important consideration to all who are participating. The rehearsal should start at the announced time.

All members of the wedding party should recognize that Mt. Sylvan is a place of worship and conduct themselves accordingly. Members of the wedding party must not arrive at the wedding rehearsal under the influence of alcohol or illegal drugs. Possession or use of alcohol/illegal drugs on church property is not permitted.

9. RECEPTIONS: Mt. Sylvan's facilities may be used for the reception *by members only*. If a caterer is used, a Church Hostess must be present at all times. Caterers may have use of the kitchen. Arrangements need to be made with the church Hostess for access. See attached list of fees.

10. CLEANING SERVICES: Anyone using the sanctuary, chapel and/or Fellowship Hall for a wedding and/or reception will be required to pay a janitor's fee. Weddings and/or receptions requiring use of the facilities after 8:00 p.m. will be charged additional fees. See Fee Schedule.

11. LIABILITY: Any damage done to the furniture or furnishings by florists, photographers, caterers, or others involved with the wedding shall be repaired by the Building and Grounds Committee of Mt. Sylvan and costs *deducted from the security deposit*. Also, any items missing will be replaced and costs passed on to the party responsible. Mt. Sylvan assumes no responsibility for clothing, jewelry, money or other items left at the church at any time.

12. NURSERY: A nursery room in the educational building may be reserved for the day of the wedding for members only. A fee for nursery workers is charged. See Fee Schedule.

There must be a minimum of two caregivers in the nursery. At least one of the caregivers must be on the church's list of approved nursery workers. Payment to the caregivers must be made directly to the church office. If 6 or more children are in the nursery, a third caregiver must be present.

Please see the church office if you are interested in providing childcare during your wedding. They will discuss the *Hold Harmless Form* that must be signed and can provide the contact numbers for approved nursery caregivers.

13. GENERAL COMMENTS: There shall be no smoking in any church building or consumption of any alcoholic beverages on all church property. This regulation applies to those decorating and participating in rehearsals as well as to those attending the wedding.

The throwing of rice is prohibited. There shall be no birdseed or wedding confetti thrown inside the buildings. Also, bubble-making liquids should only be used outside. These items create slipping hazards on tile floors. Materials not mentioned should be approved by the Wedding Guild.

Flower girls may drop artificial petals only. These are easily obtained at craft stores selling wedding supplies. Aisle runners should not be used. They are a safety hazard on the sloped floor of the sanctuary. Facilities should be left as they were found.

The bridal couple is responsible for informing the wedding party, photographer, florists and caterer of the guidelines in this document. The Senior Minister, organist, musicians, director, and Wedding Guild member should be invited to rehearsal dinner and reception. Invitations should be made in advance and indicate if they should bring a guest. This applies to the Senior Minister even if another minister is officiating.

Dressing facilities are available at the church for the wedding party. A Wedding Guild member will instruct you where to dress.

WEDDING FEE SCHEDULE

	<u>FEES</u>
SECURITY DEPOSIT (Members & Non Members) (Due at signing of contract)	\$ 500.00
<u>FACILITY USE & CLEANING FEES</u>	
USE OF FACILITIES (for non-members)	
• Sanctuary	\$500.00
• Chapel	\$300.00
CLEANING SERVICES (Members & Non Members)	
• Sanctuary (If event concludes prior to 8 pm)	\$ 75.00
(If event concludes after 8 pm)	\$112.50
• Chapel (If event concludes prior to 8 pm)	\$50.00
(If event concludes after 8 pm)	\$75.00
• Fellowship Hall & Kitchen (Members Only) (If event concludes prior to 8 pm)	\$75.00
(If event concludes after 8 pm)	\$112.50
<u>SERVICE FEES</u>	
PASTOR'S HONORARIUM (suggested)	\$250.00
CHURCH ORGANIST WITH 1 REHEARSAL	\$100.00
WEDDING GUILD up to 6 hours (Members & Non-Members)	\$100.00
\$25.00 per hour after 6 hours	
WEDDING DIRECTOR	\$250.00
CHURCH HOSTESS (Members Only)	\$25.00 per hour
SOUND TECHNICIAN (If microphones and recording are used)	\$ 75.00
NURSERY CAREGIVER (Members Only)	\$ 10.00/per hour/per person
	(A minimum of 2 hours is required for the caregiver)
(2 church approved persons are required and if there are over 6 children in the nursery, an additional nursery caregiver is required.)	

All service and facility fees must be paid directly to the church office (checks made payable to Mt. Sylvan UMC) no later than 1 month before wedding date or after the first pre-marital session. Only the acceptance of all fees will guarantee your date and time. The security deposit will be refunded after the facilities are inspected and found in good order and service people have been paid according to contracted price

In the unfortunate event that the wedding is cancelled, any fees paid will be returned.

Business Administrator
Office Administrator
Wedding Guild (Coordinator)
Organist
Senior Pastor
Pastor of Worship Life

CONTACT PERSONS

Jim Bock	471-0032
Sophia Clark	471-0032
Susan Dunnagan	650-3556
Yvonne McFarland	477-2069
Rev. Larry Bowden	471-0032
Rev. Kathie S. Wilkinson	471-0032

WEDDING RESERVATION REQUEST FORM

**Mt. Sylvan United Methodist Church
5731 N. Roxboro Road, Durham, NC 27712
Phone: 919.471.0032**

Rehearsal Date & Time Requested: _____

Wedding Date & Time Requested: _____

Request us of: (Please check)

- Sanctuary Chapel Fellowship Hall/Kitchen Nursery Parlor
- (members only)

Officiating minister/ministers: _____

Phone number(s) of ministers: _____

BRIDE'S INFORMATION

Name: _____

Daytime phone #: _____ Evening #: _____

Email: _____

Address: _____

Member of Mt. Sylvan, as defined in the wedding policy on page one? Yes No

If no, what is your relationship to this Church? _____

GROOM'S INFORMATION

Name: _____

Daytime phone #: _____ Evening #: _____

Email: _____

Address: _____

Member of Mt. Sylvan, as defined in the wedding policy on page one? Yes No

If no, what is your relationship to this Church? _____

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE, SO WE MAY BETTER ASSIST YOU IN YOUR PLANS.

INFORMATION FOR WEDDING GUILD

Rehearsal Date & Time: _____

Wedding Date & Time: _____

Reception Location: _____

Bride's Name: _____

Daytime phone #: _____ Evening #: _____

Email: _____

Groom's Name: _____

Daytime phone #: _____ Evening #: _____

Email: _____

Officiating minister/ministers: _____

Organist: _____

Soloist: _____

Additional Musicians: _____

Florist: _____ Phone #: _____

Do you wish for the altar arrangement to be left for the following worship service? _____
Has the church office been contacted to check the Flower Calendar? _____

Photographer: _____ Phone #: _____

Caterer: _____ Phone #: _____

Director: _____ Phone #: _____

Approximate # of Guests Expected: _____

Bride & Groom's Address after the wedding:

**PLEASE RETURN THIS FORM TO THE CHURCH OFFICE AS SOON AS PARTICIPANTS ARE SCHEDULED.
THE WEDDING GUILD WILL NEED TO KNOW WHAT TIME DELIVERIES ARE TO BE MADE, ETC.**

AGREEMENT FOR USE OF BUILDING (Hold Harmless Agreement)

This agreement by and between Mt. Sylvan United Methodist Church, 5731 N. Roxboro Road, Durham, NC 27712 (“Owner”), and

Name

Complete Address (“Users”)

Will take effect on the _____ day of _____, 20____, and will continue for a period of _____.

Beginning time of building use _____ Ending time of building use _____

WHEREAS, Owner has agreed to allow User to use the building located at 5731 N. Roxboro Road, Durham, NC 27712, which is normally used for church activities, and

WHEREAS, User desires to use the _____ area of the
Area of Church Campus

building for the purpose _____, and
Purpose of Use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above-described premises for the above-described purpose

on _____.
Describe times and days of usage.

_____ contact person for Owner and
Name & Owner contact person

_____ is the contact person for User to
Name of User’s contact person

coordinate the details of usage.

2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.
3. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
4. User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage which may result from any person using the above-described premises, its entrances and exits, and

surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

5. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
6. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
7. This agreement may be cancelled unilaterally by either party within 14 days written to other party.
8. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
9. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

User agrees to pay the Owner \$500.00 for security deposit for the use of the premises dated this _____ day of _____, 20_____.

Mt. Sylvan United Methodist Church

User

Signature

Signature

Position/Business Administrator

Position