

**WEDDING GUIDELINES FOR SANCTUARY
JAMESTOWN UNITED METHODIST CHURCH**

(as approved by the Administrative Council February 7, 1999)

(Revised 11/2018)

A. SCHEDULING AND PLANNING

1. Arrangements

- a. Weddings held at Jamestown United Methodist Church will be limited to church members, constituents and family related persons up to two generations. (Example: children, grandchildren, niece, nephew)
- b. Tentative arrangements for weddings, rehearsals, and receptions are to be made with the Facilities Manager, who will refer you to one of our ministers. Tentative dates are held for two weeks only! Weddings will not be scheduled on Easter Cantata weekend (usually late March), Good Friday, Easter Saturday, Easter Sunday, Thanksgiving Day, Thanksgiving weekend, the first and second weekends in December, Christmas Eve Day, Christmas Day.

Weddings scheduled on federal or state holidays such as New Year's Eve, New Year's Day, MLK Day, Memorial Day, Independence Day or Labor Day weekends will include **additional custodial fees**.

- c. The Wedding Date is confirmed only after consultation with one of the ministers, and a non-refundable fee is paid. (See Fee Schedule, page 8.)
- d. The bride will be responsible for contacting the Wedding Committee Chairperson and church organist within two weeks after the date is confirmed by the Facilities Manager. The organist of JUMC has first rights of refusal to play at all weddings.
- e. The Jamestown United Methodist Wedding Commitment Form (See Page 13) is to be completed and returned with the non-refundable fee to the church office within two weeks after the date is confirmed by the Facilities Manager.
- f. The Wedding Data sheet (See Page 12) is to be completed and returned to the church office no later than 3 months prior to wedding date.

2. Ministers

- a. Jamestown United Methodist Church requires that one of the current or former Jamestown United Methodist Church ministers be in charge of the wedding ceremony. As soon as the tentative wedding date has been cleared with the Facilities Manager, the date is to be confirmed with the Jamestown United Methodist Church minister of your choice. Weddings will be scheduled no more than 1 year in advance nor less than 4 months in advance to allow for appropriate counseling.
- b. One of the ministers of this church will officiate at all weddings held in the church. If another minister is to assist, the couple should consult with their chosen JUMC minister and s/he will issue the invitation to the other minister.
- c. The officiating minister will arrange appropriate counseling with the bride and groom prior to the wedding. Dates for these conferences should be arranged by the couple well in advance of the ceremony.

3. Wedding Committee

- a. Members of the Jamestown United Methodist Church Wedding Committee have the responsibility of assisting with the planning and directing of all rehearsals and weddings held in our church.
- b. The Jamestown United Methodist Church Wedding Committee is fully qualified and its members are thoroughly trained in church and social procedures. Their expertise and experience insure a smooth rehearsal and beautiful wedding. Two members of this committee will meet with the bride and direct the rehearsal and wedding. You must select a Director and an Assistant Director from the approved list found on page 9. Fees will be paid directly to these individuals. (See Fee Schedule, page 8.) Outside Wedding Directors are not permitted.
- c. The Wedding Committee has no responsibility for the rehearsal dinner nor the reception.

4. Service

- a. Jamestown United Methodist Church uses the United Methodist Service of Christian Marriage. Any change from this service must be approved by the presiding minister of Jamestown United Methodist Church.
- b. The church's altarware (white paraments and floor-standing candlesticks) are to be used in the chancel area. The altar table, rail, lectern, two floor-standing candlesticks, and baptismal font are not to be removed from the chancel.

- c. Two chancel tables and a table unity candle which has three oil candles are available for use. A floor-standing candelabra may be used with the approval of the Wedding Director.
- d. All candles used within the chancel area must be **WHITE** Chase candles. (These are spring loaded cylinders. Dripless wax candles are not acceptable.)
- e. The printing of wedding bulletins is the sole responsibility of the bride. The ceremony portion of the bulletin must be approved by the minister. A brief statement outlining the church policy on photographs and cell phones should be printed in a clearly visible location. For example, "Photography is prohibited in the church during the ceremony. Please remember to silence your cell phone or electronic devices".

5. Music

- a. It is the purpose of any service held in the church to establish a closer relationship with God. Since the Service of Christian Marriage is a worship experience, the music should be sacred in nature.
- b. Only sacred music is appropriate, love songs and poetry should be reserved for the wedding parties, rehearsal dinner, or reception.
- c. The church organist, or an approved substitute, is expected to play for all weddings. Contact our Director of Music's office to receive a contact list for approved organists.
- d. The organist and Director of Music of Jamestown United Methodist Church must be consulted in the planning of the music. Musical pieces selected must meet with the approval of the Director of Music and the organist. Musical selections are to be determined with the organist at the earliest possible date and certainly no later than a month before the wedding. The Music Selections form (page 11) should be completed and submitted to the Director of Music's office no later than one month prior to the wedding.
- e. When a vocal or instrumental soloist is used, it is the responsibility of the bride to see that the soloist contacts the organist or the Director of Music.
- f. The organist is not responsible for teaching music to the soloist. Soloists are expected to be prepared upon arrival at the rehearsal.
- g. Taped music is not acceptable.

- h. Musicians for a wedding should be attired in keeping with the wedding party; that is, if the wedding party is in formal attire, the musicians will robe or wear formal attire.
- i. Contact our Sound Technician should you require those services. Ask your Wedding Director for more details.

6. Decorations and Florists

- a. The Sanctuary is designed for all church services including weddings. The decorations provided should enhance the appearance of the church, and everything should be arranged to direct attention toward the Altar Table and Cross. Flowers shall not be placed on the altar table.
- b. Decorations for church seasons shall be used and respected. They may not be removed, moved or changed.
- c. Flowers/decorations are to be approved in advance of the rehearsal by the Wedding Director/Assistant. The bride should consult with the Wedding Director when options are being considered with the florist.
- d. Hurricane globes, candle holders, and plates for the windows are available for use at an additional charge. (See Fee Schedule, page 8.) The bridal couple is responsible for providing candles. (Only dripless wax candles are allowed in the windows.)
- e. The florist is expected to protect all carpets, chancel furnishings, and other furniture from candle drippings and moisture from plants and flowers.
- f. The use of fresh flower petals for the flower girl is discouraged. If you choose to use them, only white petals are allowed.
- g. For safety reasons, the use of an aisle cloth is not allowed.
- h. No nails, wires, tacks, screws, or other similar devices may be used on any woodwork in the sanctuary.
- i. The Minister or Wedding Director has the authority of advising the florist to change or move decorations if deemed necessary.
- j. In case of damage, the bridal couple will be fully responsible. The church will have the damages repaired, and the bill will be sent to the bridal couple.
- k. Birdseed, Wedding Bubbles and Flower Petals may be used outside at weddings at Jamestown United Methodist Church.

7. Removal and Disposal

- a. Altar flowers may be left for use at the following Sunday morning worship service provided flowers are not already scheduled. Should flowers be scheduled for the chancel, the wedding flowers may be left for the narthex. The bridal couple should clear this well in advance with the Church Office Administrator.
- b. Unless otherwise arranged in advance with the Facilities Manager, all decorations and flowers are to be removed from the building and all areas which have been used are to be satisfactorily cleaned immediately after the ceremony. The church facilities are expected to be left in the condition/arrangement in which they are found.

8. Photography, Videography And Recordings

- a. The wedding is a worship service. Photography or videography must be done in good, unobtrusive taste.
- b. Flashes or special lighting will not be allowed in the Sanctuary.
- c. Professional photographs will be permitted in the narthex after the guest are seated and immediately before the wedding begins.
- d. Professional photographs may be taken of the mothers and bride as they enter and of the bride and groom as they leave the Sanctuary, provided the photographer stands at the last pew to take the photographs.
- e. Timed exposures, minus noise and flash, from the balcony are acceptable during the ceremony.
- f. Videotaping, with available lighting, from the balcony only is allowed .
- g. Professional photographs and videographs may be made in the sanctuary, narthex and on the front porch up to one hour prior to the ceremony.
- h. Tape recording is the responsibility of the bride and groom and should be discussed in advance with the Wedding Director.
- i. Photographers, videographers and recording technicians must meet with the Wedding Director upon arrival at the church on the day of the wedding.
- j. If bulletins are to be used for the wedding, a brief statement outlining the church policy on photography should be printed in a clearly visible location. For example, "Photography is prohibited in the church during the ceremony. Please remember to silence your cell phone or electronic devices".

9. Rehearsal

- a. The rehearsal will begin promptly at the scheduled time which shall be no later than 6:30 p.m. Please make sure all people involved with the wedding, including the bride and groom, are on time. Dress for the rehearsal should be appropriate for a church service. Jeans, T-shirts, tennis shoes, baseball caps, etc. are discouraged.
- b. The wedding rehearsal is held the evening before the wedding and typically lasts one hour.
- c. Confirm rehearsal time with Facilities Manager and Wedding Director/Assistant 30 days in advance of wedding.
- d. A marriage license must be obtained from the Register of Deeds in any North Carolina county before the rehearsal. The Register of Deeds in Guilford County can be reached at <http://countyweb.co.guilford.nc.us/marriage-information> or 336-641-7556.
- e. The license must be brought to the rehearsal and given to the officiating minister.

10. Receptions

- a. The church Fellowship Hall is available for a reception and/or a rehearsal dinner at an additional fee.(See Fee Schedule, page 8.) Reservations for the Fellowship Hall shall be made through the Facilities Manager at the time the wedding is scheduled.
- b. The Wedding Committee has no responsibility for the rehearsal dinner nor reception.
- c. Questions regarding the reception must be directed to the Facilities Manager.

B. SECURITY AND CONDUCT

- a. The church will make every reasonable effort to protect and keep safe all personal items (wedding dresses, purses, silver, etc.) which are brought to the church for a wedding/reception. However, the church is not to be held liable for such articles if lost, stolen, or damaged.
- b. The church cannot accept delivery of the bride's gown or bridesmaids' dresses delivered by the store. Either the bride or her mother must accompany this delivery.

- c. All small appliances must be unplugged before leaving the dressing room prior to the wedding.
- d. Members of the wedding party, as well as florists, photographers, or other workers are to understand that under no circumstances must any of them come to the rehearsal or wedding under the influence of alcohol/drugs. The minister has the authority to cancel weddings/rehearsals where this is violated.
- e. Jamestown United Methodist Church is a tobacco and alcoholic free campus.

C. MISCELLANEOUS

- a. The bride or her parents may pick up a key to the church from the church Facilities Manager by Noon, Monday-Friday, the week prior to the wedding. The key must be returned to the Facilities Manager the week following the wedding.
- b. Seating Capacity for the church Sanctuary, based on 10 persons per pew, is 424. The Balcony seats 136.
- c. The Wedding Committee recommends that there be one usher per 50 guests.
- d. The Wedding Committee recommends that sections of these Guidelines be copied and shared with the appropriate individuals.
- e. The Guest Registry will be closed at the discretion of the Wedding Director and it is suggested that it be re-opened at the reception.

Fee Schedule

	<u>Church Member</u>	<u>Comments</u>
Confirmation Fee:	\$50.00	Pay to Church to confirm date
Minister:	\$300.00	Pay directly to Minister. Give envelope to Director.
Custodial:		
Rehearsal & Wedding	\$125.00	Pay directly to Custodian. Give envelope to Director
	\$200.00	Holiday week-end
Rehearsal, Rehearsal Dinner, Wedding	\$175.00	Pay directly to Custodian. Give envelope to Director
	\$300.00	Holiday week-end
Rehearsal, Rehearsal Dinner, Wedding, Reception	\$250.00	Pay directly to Custodian. Give envelope to Director.
	\$400.00	Holiday week-end
Rehearsal, Wedding, Reception	\$175.00	Pay directly to Custodian. Give envelope to Director.
	\$300.00	Holiday week-end
Organist:		
Rehearsal & Wedding		Fees vary with organists. Please consult JUMC Director of Music.
Equipment:		
Glass Hurricane Globes	\$50.00	Pay to Church upon reservation
Wedding Directors:		
Director	\$250.00	Pay directly to Director at Rehearsal
Assistant Director	\$150.00	Pay directly to Assistant at Rehearsal
Sound Technician:		
Rehearsal & Wedding	\$100.00	Pay directly to Sound Technician.
Set-up, sound check, and/or audio taping		Give envelope to Director.

The Wedding Director/Assistant has no responsibility for the Rehearsal Dinner and/or Reception. All arrangements for these must be made with the Facilities Manager.

**JUMC Wedding Directors/Assistants
Approved List**

Wedding Committee Chairperson:

Sarah Burger	292-7387
--------------	----------

Directors: (choose one)

Sarah Burger	292-7387
Leonora Ingle	454-2444
CeCe Leonard	454-3583

Assistant Directors: (choose one)

Sarah Burger	292-7387
Leonora Ingle	454-2444
CeCe Leonard	454-3583
Glenda Neal	292-8556

Sound Technician

Nick Lyons	558-5879
------------	----------

JUMC Organists

The Jamestown United Methodist Director of Music's office will provide you with a current listing of approved organists. Please call the church office at 336-454-2717 ext. 116 for the Music Ministry Administrative Assistant.

Bride's Check List

	Task	Date Completed
1	Wedding date confirmed, non-refundable fee and Commitment Form given to Facilities Manager	
2	Wedding Director/Assistant Selected and Contacted *within two weeks of Confirmation Date	
3	Contact Director of Music for approved Organist contact list. *within two weeks of Confirmation Date	
4	Confirm minister *within two weeks of Confirmation Date	
5	Meet with Organist to select music.	
6	Set Counseling Dates with Minister	
7	Select Vocal or Instrumental Soloist	
8	Vocal or Instrumental Soloist contact Church Organist	
9	Contact Church Sound Technician to schedule (if applicable) *two months prior to Wedding	
10	Flowers & decorations approved by Wedding Director/Assistant	
11	Caterer, if applicable, to contact Facilities Manager	
12	Guidelines given to Florist	
13	Guidelines given to Photographer	
14	Guidelines given to Videographer	
15	Completed Wedding Data Sheet mailed to Facilities Manager *three months prior to Wedding	
16	Ceremony portion of Wedding Bulletin approved by Minister *one month prior to Wedding	
17	Final music selections approved by Organist/Director of Music *one month prior to Wedding	
18	Marriage License obtained in North Carolina *at least two weeks prior to Wedding Bride and Groom need to get the license together.	
19	Marriage License given to officiating Minister at rehearsal.	

Music Selections

**Jamestown United Methodist Church
Jamestown, North Carolina**

Date Submitted: _____

Music for Wedding of _____ **and** _____

Date of Wedding: _____ **Time of Wedding:** _____

	Title	Instrument	Musician(s)
Prelude:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Seating of Mothers:	_____	_____	_____
	_____	_____	_____
Processional:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Congregational Hymns:	_____	_____	_____
	_____	_____	_____
Vocalists:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Recessional:	_____	_____	_____
	_____	_____	_____
Postlude:	_____	_____	_____

Director of Music Approval: _____ **Date:** _____

*****Due at least one month prior to wedding *****

Wedding Date: _____

Wedding Data Sheet

1. Bride's Full Name _____

2. Groom's Full Name _____

3. Name of Florist _____ Phone # _____

4. Name of Photographer _____ Phone # _____

5. Name of Videographer _____ Phone # _____

6. Name of Organist _____ Phone # _____

7. Name of Instrumental Soloist/Ensemble _____ Phone# _____

8. Name of Vocal Soloist _____ Phone # _____

9. Name of Sound Technician _____ Phone# _____

10. Maid of Honor _____

Bridesmaids _____

11. Best Man _____

Groomsmen/Ushers _____

12. If you indicated on the Wedding Committee Form that the altar flowers would be left for the following Sunday service, please provide the wording for the bulletin....

13. Address and phone # of the Bridal Couple after the wedding

Phone # _____

<OVER>

14. Will you be actively attending JUMC after your marriage? _____ Yes _____ No

15. Other notations/special requests

=====

MINISTER TO COMPLETE

Choice of Wedding Ceremony: _____ Contemporary _____ Traditional

Unity Candle to be used? _____ Yes _____ No

Kneeling Bench to be used? _____ Yes _____ No

Is this a ()double or ()single ring ceremony?

Who will give the bride in marriage? _____

=====

OFFICE USE ONLY

Date Letter of Invitation issued to visiting minister _____ (attach copy)

Name of Church Wedding Director _____

Name of Church Wedding Assistant Director _____

Wedding Commitment Form
Jamestown United Methodist Church

Bride's Full Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Parents of Bride Name: _____

Parents of Bride Address: _____

Parents of Bride Phone: _____

Groom's Full Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Parents of Groom Name: _____

Parents of Groom Address: _____

Parents of Groom Phone: _____

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

Church Membership Information:

Bride: JUMC? Other? If other, church name: _____

Groom: JUMC? Other? If other, church name: _____

Bride's parent(s): JUMC? Other? If other, church name: _____

Groom's parent(s): JUMC? Other? If other, church name: _____

Which rooms will be used? (check all which apply)

For Rehearsal:

Sanctuary Parlor Fellowship Hall Atrium

For Rehearsal Dinner:

Fellowship Hall Kitchen Rehearsal Dinner will not be held at JUMC

For Wedding Ceremony:

Sanctuary Parlor Fellowship Hall Atrium

For Dressing/Waiting Rooms:

Parlor Library Room 101 Room 103 Room 110

For Reception:

Fellowship Hall Kitchen Reception will not be held at JUMC

Will the altar flowers be left for the following Sunday worship service? _____ Yes _____ No
(If the flowers are left for the Sunday service, JUMC reserves the right to place them either in the Sanctuary (if the Sanctuary flowers have not already been reserved by a church family) or in the Narthex (if the Sanctuary flowers have already been reserved.)

Name of JUMC Officiating Minister _____

Name of Co-officiating Minister _____ Phone # _____

Address (if not a JUMC Minister) _____

Name of Organist _____

Name of JUMC Wedding Director _____

Name of JUMC Assistant Wedding Director _____

We have read and fully understand the Wedding Guidelines set forth by Jamestown United Methodist Church. We understand that we are responsible for our actions and the actions of the people in our wedding party. We agree to follow these Wedding Guidelines and understand that any violation of these policies could result in the possible cancellation of the wedding and possible forfeiture of any fees paid.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

=====

OFFICE USE ONLY

Date Commitment Form received _____

Date check received _____ Amount _____ Check # _____