

# Wedding Policies

## Wells United Methodist Church

The Wedding Committee of Wells United Methodist Church has developed the following wedding policies, including fees and guidelines, to assist you in the planning of your wedding.

It is the responsibility of the bride and groom to make sure that all regulations of Wells Church are followed. The bride and groom will be responsible for relating the regulations to the guests and members of the wedding party.

Non-member weddings may be performed at Wells Church with the approval of the pastor and church staff, subject to availability, in accordance with the wedding policies of the church.

## The Sanctuary, Church Buildings and Church Grounds

The sanctuary, church buildings, and church grounds are available for weddings for members without a charge except for custodial, security and other direct-cost fees. Non-members may have weddings performed at Wells Church after payment of facility fees, and at least one consultation with a member of Wells' pastoral staff. No more than two non-member weddings may be scheduled in any month.

## Security Deposit

A security deposit is required from members and non-members. If there are no damages to the sanctuary, church buildings, and/or church grounds, the deposit will be refunded after the wedding. The person who signs the contract for the wedding reservation will pay any damages to the sanctuary, church buildings and church grounds and/or additional custodian services not covered in the fee schedule.

## Restrictions

- Alcoholic beverages are not allowed on church property at any time.
- No use of tobacco products is permitted anywhere inside the sanctuary and church buildings.
- No illegal drugs are to be brought onto the church property.

## Important Guidelines

- No wedding will be scheduled during the Christian church seasons of Advent or Lent except by special arrangement. If a wedding is performed during this time, no church decorations, symbols or banners may be moved or removed. Floral

decorations may be added during Advent or Lent, but they must be removed following the ceremony.

- All wedding ceremonies at Wells must be performed by an ordained minister.
- Saturday evening weddings shall be scheduled to begin no later than 6:00 p.m.
- Rehearsal time is limited to one and one-half hours from the scheduled beginning time.
- If the reception is to be held at the church, it is advisable to have the rehearsal dinner at another location.
- Receptions may be held in Fellowship Hall immediately following the wedding ceremony if there is no conflict with the church calendar of events.
- Dressing rooms for the members of the wedding party will be provided, but it is the responsibility of the bride's family to remove all personal possessions before leaving for the reception.
- Kitchen facilities are available for use.
- Snacks are allowed in designated areas such as the kitchen and dressing areas. No food or drinks are allowed in the sanctuary except communion elements.
- Photographs may be taken according to the wishes of the bride and groom, who may want restrictions on timing and flashes.
- Any business concerning your wedding should be conducted during regular church office hours: Monday through Thursday 8 a.m. to 4 p.m. and Friday from 8 a.m. to noon.
- You must make arrangements with a Wedding Committee member or the church office to access church property after church office hours.
- Bird seed and wedding bubbles may only be used outside church buildings. Rice or confetti may not be used at any time.
- Fresh flower petals may be used inside the sanctuary if an aisle cloth runner is used.

## Disclaimers

Wells Church assumes no responsibility for the security of personal articles or for lost or stolen property.

Wells Church reserves the right to refuse use of its facilities.

# Choosing a Date and Time for your Wedding

All events need to be scheduled through the church office to avoid conflicts with events scheduled on the church calendar.

The following steps are required to confirm a wedding date.

1. Contact the person you wish to officiate at your wedding. Decide on an acceptable date and time with the officiant. The officiant must be an ordained minister. An appointment must be made with a member of Wells' pastoral staff to discuss your wedding plans.
2. Call the church office to assure there are no scheduling conflicts. Previously scheduled church events take precedence over wedding activities.
3. Meet with a member of the Wedding Committee to tour the facilities and review the wedding policies. A Wedding Committee member will be at your rehearsal and wedding to assist you as needed.
4. Complete a Wedding Reservation form. Attach security deposit to signed form and return to the church office where reservation will be confirmed. If there are any changes in your wedding date, please contact the church office immediately.

## Pastor

If you choose the services of a Wells pastor, the following guidelines should be considered.

1. Wells Church pastors expect to have counseling sessions with the bride and groom before performing a wedding ceremony. The pastor's presence at the wedding cannot be confirmed until these sessions have been completed. Contact the pastor to arrange for these sessions.
2. Our pastors adhere to the policies set forth in the Methodist Book of Discipline under the guidelines of the United Methodist Church.
3. Wells pastors do not charge a fee for weddings. However, if you wish to show your appreciation with a monetary gift, it should be given directly to the pastor.
4. To have a Christian wedding you need more than a church building and a pastor. You also need the support, nurture and blessing of a local congregation. We urge you to be in fellowship with a church.

## Wedding Director

It is recommended that a wedding director be secured to work directly with the church Wedding Committee to facilitate all facets of the wedding.

# Florist

The following guidelines apply to floral arrangements in the Sanctuary and Fellowship Hall.

- The altar should not be moved or rearranged. The dias can be rearranged partially to accommodate wedding needs with the approval and under the direction of the wedding director.
- Floral designs, greenery and candles may be used to enhance the beauty of the wedding setting.
- Seasonal decorations for Advent or Lent must not be moved, removed or tampered with in any way. Flowers and candles may be added, but these must be removed as soon as the after-wedding pictures are completed.
- Any greenery or floral designs containing water or treated liquid must have a protective barrier to protect the carpet and furniture.
- Special care should be taken with the use of candles at the ceremony and reception to **ensure they are dripless** and do not pose fire hazard issues.
- Garlands may be used on the choir rails. Silk (artificial) garlands are preferred. Decorations must not be attached with sticky tape, nails, tacks, pins, staples, unwrapped wire, or anything else that might damage the furniture or walls. The altar may not be blocked or decorated beyond flowers and accepted church instruments.
- Pew decorations or markers should be held in place only with padded clips or fabric ribbon.
- No decorations of any kind may be placed on the organ or piano because of potential damage to these instruments.
- No fresh petals may be strewn in the sanctuary without the use of an aisle cloth runner.
- Decorations in the sanctuary must be removed within one and one-half hours after the wedding.
- Decorations for the reception must be removed within one hour after the reception is over.
- Florists should take precautions to protect the finish of the furnishings. Please use no tape, tacks, nails, or wire in attaching decorations. The florist shall be responsible for any damage to the carpet, floors, furniture, pew cushions, etc. Such supportive businesses involved shall be liable and will be contacted for prompt repairs.

- It is the responsibility of the bride and groom to arrange for the set up of tables and chairs in Fellowship Hall. The hall should be put back into place following the wedding activities.
- Kitchen facilities are available for use. The kitchen should be left in clean, neat condition.

If the caterer has questions or needs assistance, contact the church office (601-353-0658) during regular church hours or coordinate with the Wedding Director.

## Music

A wedding is a worship service; therefore, we ask that music be appropriate for a house of worship. Sacred or classical music or appropriate and respectful secular music should be used.

## Musicians

It is the responsibility of the bride and groom to secure the services of an organist, pianist, vocalist, and/or others who may be involved with the wedding music.

Wells Church's organist, pianists and vocalists may be available for weddings. The Wedding Committee has names and telephone numbers of these musicians. Any pianist or organist secured to play in the sanctuary must communicate with the church organist or pianist for the protection and normal set-up of the instruments.

The bride and/or groom is responsible for paying the fees for music services directly to the musician(s). Musicians charge individual fees.

## Sound System Technician

Microphones may be used during the ceremony if desired. The bride and groom are responsible for securing operation of the sound system with aid of the church staff. If church staff is required, a fee could be assessed.

## Photographer/Videographer

Designated photographers and videographers are 1) a professional photographer employed by the bride and groom or 2) a family member or friend authorized by the bride and groom to take pictures.

The following guidelines should be observed:

- Flash photographs are permitted of the bride entering and the bride and groom leaving the church.
- No flash pictures are allowed during the wedding ceremony.

- Time exposure shots of the ceremony may be taken unobtrusively.
- Pictures of the bridal party may be taken before or after the ceremony.
- Taking videos of weddings is permitted from a stationary position. Video camera(s) may be placed on the side or back of the sanctuary or the balcony.

## Fees

1. Security Deposit – \$100 (Make check payable to Wells United Methodist Church)

Security deposit is refundable if there are no damages to the facilities, if no additional custodian services are required, or if the wedding is canceled at least two weeks in advance.

2. Fee for Facilities (Make check payable to Wells United Methodist Church) \$250  
Fee covers a custodian fee includes cleaning/vacuuming the floors, and taking trash to the dumpster.

3. Security. A security guard will be needed for all wedding activities. The Wells security guard is available at an hourly fee (\$25 an hour).

4. Sound System Technician (if required) –\$100 (Make check payable to Wells United Methodist Church)

5. Officiant’s Gratuity. Optional. If desired, pay directly to officiant.

6. Musicians’ Fees. Pay directly to musician(s).

7. Wedding fee (non-members) \$500.

## Wedding Check List

Please read carefully our wedding guidelines and use this page to check what you need to do and what you have completed.

### Pastor

\_\_\_ Date and time of wedding set on his/her calendar if he/she is officiant

\_\_\_ Counseling session date and time set with officiant

### Church

\_\_\_ Date and time set on church calendar by returning Wedding Reservation form

\_\_\_ Security Deposit paid (check payable to Wells United Methodist Church)

\_\_\_ Fees for custodian paid to Wells United Methodist Church.

\_\_\_ Fees for Sound System Technician paid if needed (check payable to Wells United Methodist Church)

\_\_\_ Fee for Wedding (check payable to Wells United Methodist Church)

#### Music

\_\_\_ Organist, pianist, and vocalist enlisted

\_\_\_ Music selected

\_\_\_ Music form completed and approved

#### Wedding Director

\_\_\_ Wedding director enlisted

\_\_\_ Guidelines given to wedding director

#### Florist

\_\_\_ Florist enlisted

\_\_\_ Guidelines given to florist

#### Photographer/Videographer

\_\_\_ Guidelines given to photographer

\_\_\_ Guidelines given to videographer

#### Caterer

\_\_\_ Caterer enlisted

\_\_\_ Guidelines given to caterer