

**Providence United Methodist Church**  
**202 Providence Church Road**  
**Goldsboro, NC 27530**  
**Phone (919) 734-7114, Fax (919) 583-0670**

**Wedding Guidelines-Regulations**

Welcome to Providence! We look forward to working with you in the planning and celebration of your wedding. The church sanctuary is consecrated and set apart for worship and other functions and rituals relating to that worship, which praise and give glory to God. It is in this spirit of reverence for God that we present the wedding service as a means of blessing and uniting the couple in Holy Matrimony. Toward this end we offer these guidelines and regulations for your information.

A. Scheduling – Calendar – Clergy Responsibility

1. Priority for reserving the church facilities will be given to church members and church related (or sponsored) groups.
2. The couple should contact the Providence Pastor and Secretary at least four months but no more than six months before the wedding. Within two weeks of your call or contact, the couple will be notified if the requested facilities (and the Pastor) are available and, if not, to consider alternate dates.
3. If the couple would like to have another minister assist with the service, this would have to be approved and the invitation extended by the host (Providence) Pastor.
4. Couples will be expected to schedule counseling sessions with the pastor (or approved guest minister) prior to the wedding. These should be scheduled at the same time the reservations are approved.

B. Music

1. In keeping with the faith and worship traditions for which the sanctuary is set apart, all music selected for the service should be appropriate for the occasion—religious and/or traditional wedding music.
2. The music will have to be approved by the Minister of Music and the Pastor.
3. Use of the organ and/or piano by a guest musician must also be approved and coordinated by the Providence Minister of Music.
4. Use and/or assistance with the sound system will need to be approved by the Providence Sound System Coordinator (see name and phone number in Section E).

C. Sanctuary

1. The altar may be moved back to allow for more room in the chancel area. The cross and candles must stay on the altar. The white altar cloths and paraments are the color for weddings.
2. Flower arrangements on the altar should not be higher than the cross. Artificial flowers should not be used on the altar.

3. Candles used in candelabra, other decorations, or as unity candles must be of the non-dripping variety.
4. Please avoid attaching (taping, tacking) decorations, flowers, etc., that might damage walls or pews. Because of the sanctuary's architectural focus toward worship, decorations should be kept simple.
5. In order to help keep our attention on the couple and wedding vows, picture taking is not allowed during the service. A video camera may be used as long as the recorder is on a tripod and in an inconspicuous location.

D. General

1. No alcoholic beverages are allowed on the church grounds or in the building. Smoking should be limited to outside the building.
2. Church fellowship hall and/or sanctuary preparation and cleanup after the wedding are the responsibility of the couple or wedding party. (Cleanup includes the bathrooms, vacuuming the sanctuary carpet, and removing all trash.) You may arrange for our custodians to work with you on this for a fee (see names and phone number under Section E).
3. If the fellowship hall is used, a separate guideline form must be signed.

E. Fees (Effective January 13, 2013)

* Use of sanctuary	\$200.00; \$100.00 refundable cleaning deposit
* Use of fellowship hall	\$200.00; \$100.00 refundable cleaning deposit
Pastor, Rev. Dustin Sprouse	Honorarium (left to your discretion)
Sound Coordinator, Kenny Kelly	By personal arrangement Phone (919) 738-7673
Custodian, Lori Jones	By personal arrangement Phone (919) 922-9563

\* Fees and deposits for use of the sanctuary and fellowship hall should be paid the week before the wedding.

Fees for use of the sanctuary and fellowship hall do not apply to members of Providence or their children or to their parent if remarrying. However, a cleaning deposit is required.