

***The Wedding Policy of
Grace United Methodist Church***

Every wedding is an important occasion, not only for the bride and groom, but for family and friends. In one sense, it is a social occasion, but is more than that - it is a service of worship and a religious ceremony. The plans for the wedding itself should be made with the rules and regulations of the United Methodist Church in mind. The pastor of this church and/or the church wedding consultant (in addition to the bride's personal wedding planner) shall be in charge of all rehearsals and weddings in the sanctuary. If approved by the Senior Pastor of Grace Church, another clergy person may be invited to participate in the ceremony.

CONFERENCE WITH THE PASTOR

Since the pastor can be very helpful in planning for the wedding, the couple should consult with him as early as possible. He can help them select a date that fits his schedule and that of the church. No dates or arrangements should be announced until after the conference with the minister. He will explain the services offered by the church to the couple and also set up the premarital conference schedule which is a part of his ministry to every bride and groom.

MUSIC

The church organist is responsible for our musical instruments and is expected to play for the wedding if organ music is desired. Permission to use a guest organist must be granted by Grace Church. Dates must be cleared with the music staff for both the rehearsal and the wedding should you choose to use our services. The music should be selected only after consultation with the music staff and should be appropriate for our religious service. The organist's fee is \$200.00 and must be paid through the church secretary seven days before the wedding.

ROOM

The bride's dressing room is located in the East Wing. The bridesmaids will share the room with the bride. A room near the Fellowship Hall is provided for the groom and groomsmen. The East Room and Fellowship Hall are available for receptions. The church wedding consultant will be the contact person concerning the arrangements and policies. **There are permits to be signed by both the florist and the caterer.**

REHEARSAL

The rehearsal should be on the evening before the wedding and prior to the rehearsal dinner. The time for the rehearsal and wedding is cleared with the pastor at the initial conference. The pastor and organist will be available as planned. The pastor and/or the church wedding consultant (in addition to the bride's personal wedding planner) will conduct the rehearsal. The rehearsal should always begin at the appointed time and about one hour is needed for a well-planned rehearsal. A floor plan of the sanctuary is available to assist in planning the arrangement of attendants or flowers.

DECORATIONS

A center arrangement of fresh flowers may be placed on the altar table. These should be arranged so as to be no taller than the altar candles. Also, there are two flower stands on which flowers may be placed. If other floral decoration is desired, two standing baskets may be used. This is the maximum amount of decoration recommended to enhance the natural beauty and worship setting of our sanctuary and chapel.

In addition to the lighted altar candles, no more than three 14-light floor candelabra are recommended. The carpet must be covered under the candelabra, and any tallow dropped on the carpet must be removed. No candle, flowers, or greenery are to be placed on altar rails, in windows, or on the pews. No tape, tacks, nails, or staples are to be used. Family pews may be designated with ribbon or small bouquets. No church furniture is to be moved or the normal setting of the church sanctuary altered in any way for a wedding.

A FLORIST'S PERMIT must be secured by the florist from the church office and signed and returned to the church office before any decorating of the church is done.

PHOTOGRAPHERS/VIDEOGRAPHERS

Photographers must be in a stationary position in the left area of the choir loft after the procession of the wedding party. Pictures may be made before or after the ceremony. Photographers are not permitted to stand in the chancel area or in the pulpit to take pictures during the wedding service. The pastor will gladly cooperate in the making of any pictures desired following the ceremony. Videotaping is permitted if not distracting to the ceremony, however the videographer should remain stationary and away from the chancel area as well. The pastor must be consulted by the operator in advance. **Neither photographer nor videographer shall be obvious within the chancel area. Please be certain that this policy is understood by those involved.**

FEES

There is no fee to our church members for the use of our facilities. For nonmembers, the charge is **\$595.00** for weddings involving the sanctuary and a fee of **\$295.00** for weddings held in the chapel. **This fee must be paid to the church through the church secretary seven days prior to the ceremony.**

If a reception is held at the church, the fee for using the Fellowship Hall and kitchen is **\$295.00**, and the fee for using the East Room and small kitchen is **\$150.00**. All weddings must pay a custodial fee of **\$100.00** for the wedding, **\$100.00** for the reception, and **\$100.00** for the parking lot attendant. These fees are based on a maximum of five hours and must be paid through the church secretary seven days prior to the ceremony. The standard fee for the services of the Grace Church wedding consultant is **\$50.00**, payable seven days prior to the ceremony. This fee covers the consultant's attendance at the wedding rehearsal as well as the wedding ceremony and other services provided during the planning process.

The standard honorarium for the services of the pastor is **\$200.00** payable at the wedding rehearsal. The organist's fee is listed under the Music heading.

PRIVATE WEDDINGS

Weddings of member families involving no rehearsal, music, decoration, or reception, and having limited attendance may be arranged in consultation with the pastor, and are not subject to the above fees.

GENERAL INFORMATION

No wedding may begin after 8:00 p.m. All facilities must be completely vacated by 10:00 p.m. in order for the custodian to clean and lock the church.

All catering services must be cleared through the church secretary. No dishes or utensils belonging to the church may be used by caterers.

No rices may be used inside or outside the church. We recommend that birdseed be used in place of rice outside the building.

No alcoholic beverages may be used or served on the church premises at any time.

Grace Church is a smoke free facility.

Please understand that any misuse or negligence resulting in damage to the building or furnishings by the florist, caterer, photographer, or members of the wedding party shall be the responsibility of the bride or her family.

We want your wedding to be a lovely experience, and we will do all we can to assist you. When you have settled in your home, we encourage you together to seek the continued blessing of regular participation in a church of your choice.