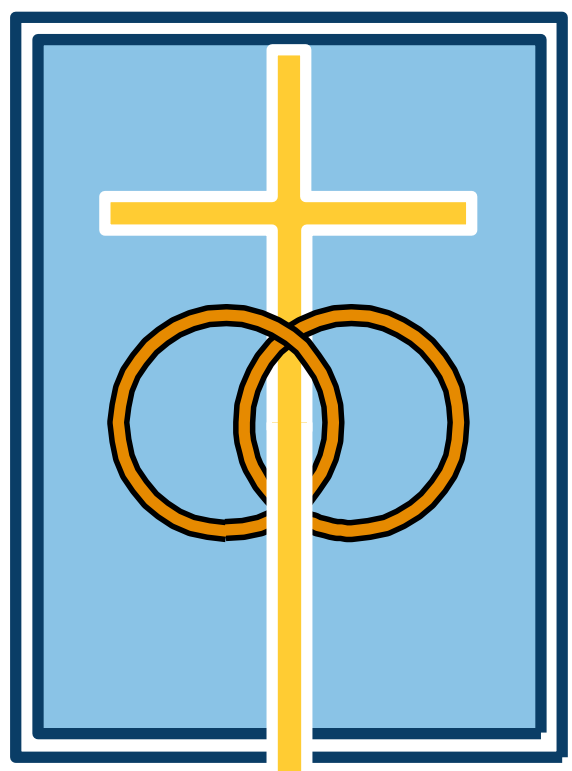




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Chur ch

WEDDING POLICY FOR COLONIAL HEIGHTS UNITED METHODIST CHURCH

(Revised January 2008)

The order for solemnization of matrimony is part of the ritual of the United Methodist Church. It is clearly to be regarded by United Methodists as a specifically Christian act, distinguished from a civil ceremony or the rite of a non-Christian act. The minister, authorized by the church to officiate at this sacred service instructs the congregation on the first sentence of the ritual that the gathering is "in the sight of God." Preference is given to the Marriage Ceremonies found in the UM Book of Worship.

The last page of this policy is a "**Wedding Record for Church Office.**" This form must be completed in full and returned to the church office 60 days prior to the wedding. **FAILURE TO RETURN THIS FORM COULD RESULT IN REMOVAL OF YOUR WEDDING FROM THE CHURCH CALENDAR.**

THE CEREMONY

The traditional wedding service used by United Methodists is filled with spiritual symbolism. It is a beautiful and moving service designed to magnify the sacramental facets of marriage and to emphasize the Holy Vows spoken by those who stand before the altar. Any changes or innovations may be suggested to the Minister for his/her consideration, but **he/she** has the final determination about the ceremony.

SCHEDULING

Weddings and receptions must be scheduled and arranged through the Church Office **AFTER** consultation with the Senior Minister. No dates will be confirmed until **AFTER** this consultation. The secretary needs the information as outlined on the last page of this packet to be filled out and returned to the church office.

Please be aware that throughout the year, the church sanctuary and other worship centers will be decorated accordingly. The wedding party must not move any and all furnishings, appointments, or decorations.

GUEST MINISTER

If a guest minister is to conduct the wedding, an invitation should be extended to her/him **by the pastor** (no matter who conducts the wedding, this policy applies). Guest minister fees are negotiated with that minister.

DIRECTOR OF THE CEREMONY

The director of the wedding ceremony must be selected from the approved list provided by CHUMC.* If another director is requested, he/she must work with one of the directors on the CHUMC list. Appropriate fees still apply for the CHUMC director. All wedding directors work under the supervision of the pastor in charge of the wedding.

* 1. Carol Anderson (239-6730) 2.

MUSIC FOR WEDDING

Because one has chosen to be married in a church, the music should reflect the sacredness of the experience. Any music to be used during the ceremony proper must be approved by the Director of Music before being scheduled. Music before the ceremony should function as a prelude to the act of marriage proper. Popular and secular music is best suited during the reception. Musicians employed by our church have the right to refuse to perform music with which they are not comfortable. The Director of Music must approve any and all music that is to be used within the sanctuary. The Organist and Director of Music of the church are available for a consultation session to aid in selecting music that is suitable and tailored to an individual's needs—no charge for members of the church (session is up to 1/2 hour long)

Copying music is a federal offense. Please do not ask to use or provide musicians of the church with copies music. The church musicians need not be used during the wedding. However, if the church organist is not playing, the visiting organist must be instructed concerning the use of the church's Classic Allen Organ at the church organist's convenience and discretion. There is a fee for this instruction for both members and non-members. The church organist has the right of first refusal on all weddings involving our keyboard instruments.

We prefer that **NO TAPED** music be used in the sanctuary.

P.A. SYSTEM

Please check with the A/V person in charge of our sanctuary system before attempting to use our system. No channels may be switched NOR any microphones be used before proper instruction from an A/V representative of our church. There is a fee for instruction and a fee for using the sound system engineer of CHUMC.

HEATING/AIR CONDITIONING

The Trustees of CHUMC have charge of the heating/air conditioning systems of the church and therefore must be consulted about such for the rehearsal and wedding times.

WHERE TO FIND:

Dressing Rooms for Women: Room 207

Dressing Rooms for Men: Library/Lounge

Storage of Flowers, etc: If a place is needed overnight to keep and lock up flowers and dresses, the room at the top of the stairs next to the balcony may be used. A key must be secured from the church office.

FOR THE FLORIST

1. We stress that the hardwood floor in the sanctuary be protected. Please have your florist or whoever does the decorations for your wedding protect the floor from scratches, water spots, candle wax, etc. If damage is done to the floor the responsible person will have to pay the cost of repair. Also, **THE RESPONSIBLE PARY MUST REMOVE ALL ITEMS IMMEDIATELY FOLLOWING THE WEDDING.** All items displaced for the ceremony should be replaced in their original positions.

2. Flowers shall not stand higher on the altar table than the cross.
3. We do not allow rice or birdseed to be thrown inside the church; it is almost impossible to clean up. Only birdseed shall be thrown outside the church.

FOR THE CATERER

After use of the Ministry Center or Fellowship Hall:

1. All trash and food should be swept or vacuumed.
2. If any sticky or wet spots are on the floor, it should be mopped or sponged up.
3. Caterers shall provide all of their own glassware.
4. All garbage should be taken to the green dumpster behind the church in the parking lot.
5. All tables, chairs, and decorations should be replaced to their original positions.

CUSTODIAN'S DUTIES

After the rehearsal and the wedding:

1. The paraments should be changed over the pulpit, lectern and altar.
2. Any trash, bulletins, programs, items left in pews, pencils, paper, etc. should be picked up and area should be vacuumed and left clean.

PHOTOGRAPHY

1. Photographers may film from the balcony. No flash or artificial lighting may be used during the processional, the wedding ceremony, or the recessional. No cameras will be used during the processional, the wedding ceremony, or the recessional except from the balcony or narthex unless adequately concealed and run from a remote control device from the balcony or rear of the church.
2. Remote video is allowed from the choir loft.

THANK YOU FOR NOT SMOKING ON CHURCH GROUNDS.

SCHEDULE OF FEES

If the bride or groom or their parents or grandparents are MEMBERS of Colonial Heights United Methodist Church there will be no service charge for the use of the sanctuary or chapel for the wedding, and there will be no service charge for the use of the Fellowship Hall, Ministry Center or Lounge for the reception. The remaining fees will apply.

FEES FOR NON-MEMBERS

Sanctuary Wedding	\$350
Chapel Wedding	\$200
Parlor	\$200
Ministry Center Reception	\$300
Fellowship Hall Reception	\$150
Lounge Reception	\$ 50

Minister's Fees	\$200
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FEES FOR MEMBERS

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Although there is no charge for members, a monetary honorarium is appropriate for ministers.

Director of Wedding	\$150
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\$ 75

Director of Music	\$125
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\$ 75

(if involved) (plus cost of music purchased)

Does not attend the wedding rehearsal but rehearses with the accompanist outside of the wedding rehearsal times.

Organist	\$175
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\$125

(see Addendum #1)

Custodians	\$125
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\$100

(does not include dishes, silverware, etc.)

Custodians after 6:00 PM	\$150
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\$125

(Please make check payable to the custodian. Call church office for complete name and mail to the church office.)

Damage Deposit	\$ 75
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\$ 75

(payable to CHUMC as a separate check)

(See Addendum #2)

Music Consultation Fee	\$ 25
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N/A

Organ Instruction Fee	\$ 25
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\$ 25

PA System Instruction	\$ 15
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\$ 15

Sound Engineer Fee (per room)	\$ 75
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\$ 50

Punch Bowl Breakage	N/A
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\$250

Candelabra	\$200
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\$200

Kitchen Consultation Fee	\$ 50
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\$ 25

(for caterers, etc.)

ALL FEES ARE TO BE PAID NO LATER THAN TWO WEEKS BEFORE THE WEDDING.

ADDENDUM #1

The basic wedding fee includes a consultation for the selection of the processional and the recessional at the Organist's convenience. The Organist will attend the wedding rehearsal. The Organist will provide music (of his/her own choosing) for the thirty minutes of organ music prior to the bride's processional; accompanying any congregational hymns within the wedding service proper; and will play a recessional at the conclusion of the ceremony.

ADDITIONAL FEES WILL BE CHARGED AS FOLLOWS:

(Applies to CHUMC members and non-members)

- \$25 for each additional 15-minute block of prenuptial music requested
- \$25 for each vocal or instrumental soloist, duet, ensemble, etc. accompanied by the organist - (This includes one rehearsal at CHUMC prior to the actual wedding rehearsal.)
- \$25 for organ music provided during Holy Communion celebrated as part of the wedding ceremony

The Organist will be reimbursed for any music purchased for the wedding.

ADDENDUM #2

A \$75 deposit in the form of a separate check payable to CHUMC is required for the purpose of covering any potential damages or negligence in following the procedures of the CHUMC Wedding Policy, or failure to return the CHUMC keys entrusted to the wedding party. The deposit will be refunded by the church financial secretary upon the receipt of the keys and after the confirmation by the pastor that the policy was followed and no damage occurred from use of the facility by the wedding party. Any and all damages done by the wedding party will be paid to the church by the signing person on the "Schedule of Fees To Be Paid."

It is the responsibility of the bride and/or groom and/or parties to alert the wedding party and guests and those assisting in the wedding as to the policies for a wedding at CHUMC. Of special importance are instructions to the florist, caterer, and photographer.

NOTE: All fees are subject to change.

SCHEDULE OF FEES TO BE PAID

Please circle those fees which apply to your wedding and tally at the bottom. Also, please indicate on the line provided those individuals performing the service. All fees are to be paid to the individuals indicated on this sheet or to CHUMC in the case of facility use.

	FEES FOR NON-MEMBERS	FEES FOR MEMBERS	INDIVIDUAL
Sanctuary Wedding	\$350	N/A	
Chapel Wedding	\$200	N/A	
Parlor	\$200	N/A	
Ministry Center Reception	\$300	N/A	
Fellowship Hall Reception	\$150	N/A	
Lounge Reception	\$ 50	N/A	
Minister's Fees	\$200	N/A	
Director of Wedding	\$150	\$ 75	
Director of Music	\$125	\$ 75	
Organist	\$175	\$125	
Custodians	\$125	\$100	
Custodians after 6:00 PM	\$150	\$125	
Damage Deposit	\$ 75	\$ 75	
Music Consultation Fee	\$ 25	N/A	
PA System Instruction	\$ 15	\$ 15	
Sound Engineer Fee (per room)	\$ 75	\$ 50	
Kitchen Consultation Fee	\$ 50	\$ 25	
Punch Bowl Breakage	N/A	\$250	
Candelabra	\$200	N/A	
Other	_____	_____	
Total of Fees Owed	_____	_____	

I understand and agree to the above as indicated. I further hold harmless CHUMC against any and all accidents and/or injuries that may occur during rehearsals and ceremonies.

Signed: _____

ALL FEES ARE TO BE PAID NO LATER THAN TWO WEEKS BEFORE THE WEDDING.

(If you have any questions, call the church office at 239-6031.)

WEDDING RECORD FOR CHURCH OFFICE

WEDDING DATE AND TIME: _____

REHEARSAL DATE AND TIME: _____

RECEPTION LOCATION: _____

All fees must be paid 2 weeks (14 days) in advance of the ceremony. The church reserves the right to cancel the wedding within the church if all fees are not paid upon this date.

BRIDE

Name: _____

Address: _____

Phone: (h) _____ (c) _____

GROOM

Name: _____

Address: _____

Phone: (h) _____ (c) _____

NAME

PAID?

MINISTER: _____

DIRECTOR: _____

FLORIST: _____

CATERER: _____

ORGANIST: _____

MUSICIANS: _____

VOCALIST: _____

PHOTOGRAPHER: _____

SOUND ENGINEER: _____

KITCHEN CONSULTATION: _____

Please fill out and return this form to:

CHUMC

PO Box 6027

Kingsport, TN 37663