

Your
Wedding
@Union Chapel

Your marriage begins...



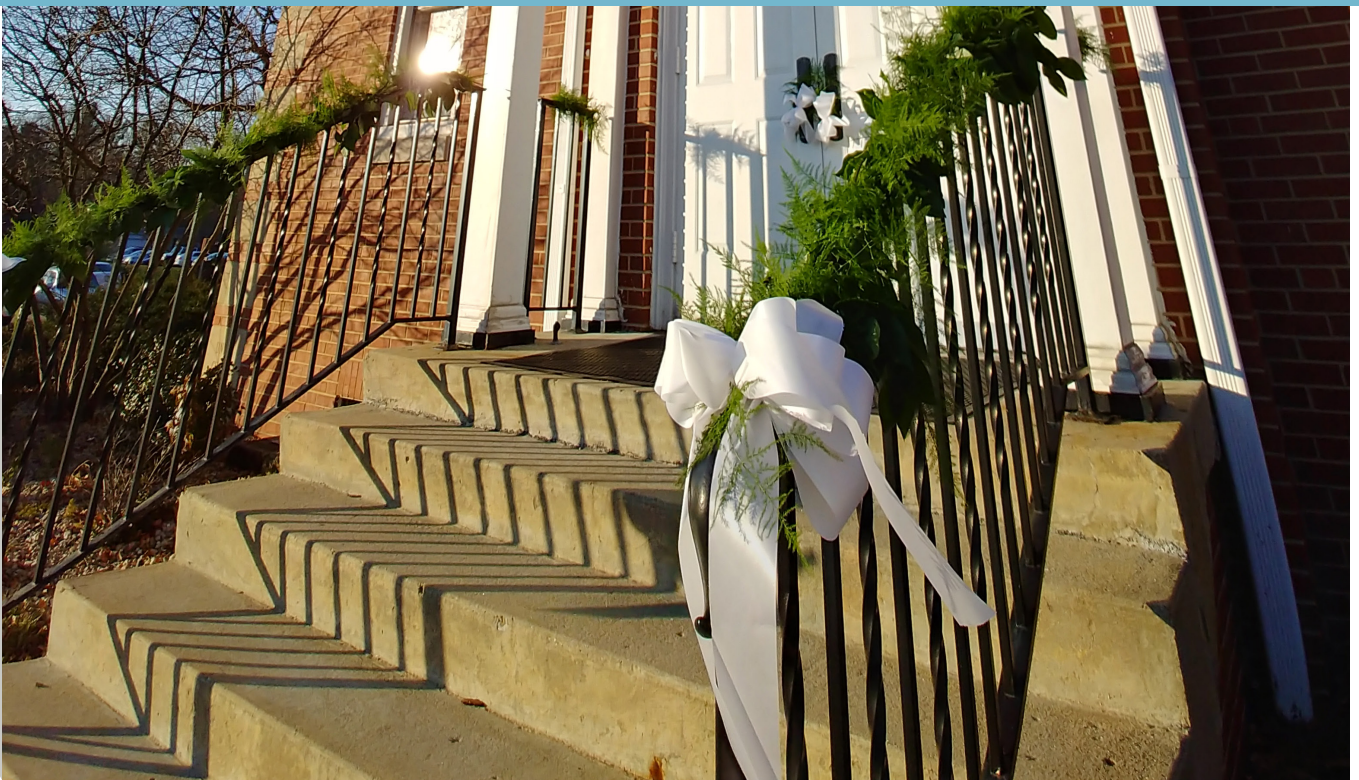
AN EXCITING AND JOYFUL TIME!

"And now these three remain: faith, hope and love. But the greatest of these is love." -- 1 Corinthians 13:13:

Our pastor and staff would be honored to provide your wedding service at Union Chapel United Methodist Church. A wedding is, first and foremost, a service of worship to God. All that takes place should be consistent with this principle. These Wedding Guidelines explain our policies for hosting your special day at Union Chapel.



Many waters cannot quench
love; rivers cannot wash it
away. -- Song of Solomon 8:7





Planning Guidelines

CHOOSING A DATE

Union Chapel is a busy community center, seven days a week, housing a preschool, music school, a number of recovery programs, and, of course, the ministries of the church. That having been said, our pastor and wedding coordinator work hard to accommodate member requests. Non-member weddings can be accepted as the ministry calendar allows.

Union Chapel hosts only one wedding per weekend. This gives you the freedom to set times that best fit your schedule for rehearsal, arrival at the church to dress, photography, and your ceremony. Sundays are reserved for the worship service and activities of the congregation and therefore are generally not available for wedding ceremonies. Our pastor may be available to perform an off-site wedding on a Sunday, at his discretion.

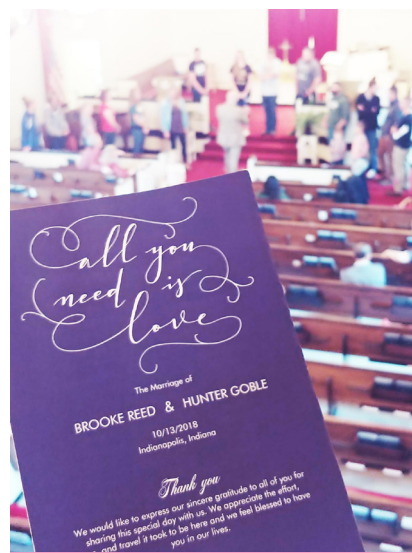
A wedding is not officially booked on the church calendar until both you and your fiancée have met with the pastor, provided all necessary information, and made a deposit. We encourage you to book your wedding as soon as possible, as we often book weddings up to a year in advance. Most weddings are held on Saturday, and we encourage you to select a time before 6:30 p.m., but exceptions can be made.

The church is generally not available for weddings during holiday weekends. If an exception has been made, certain fees will increase significantly. Please consult your Union Chapel Wedding Coordinator for an estimate of holiday fees and staff availability.

PASTORAL AUTHORITY

The pastor of our church is in charge of any and all services conducted in our building. Other ministers may be invited to take part in the wedding service at the discretion of the Union Chapel pastor.

We cannot guarantee that the Union Chapel pastor will be available to conduct your wedding. If the pastor is unavailable, Union Chapel can find a qualified pastor to officiate at your service and make arrangements for you to meet that person in advance of your service.





THE CHAPEL

Our historic church sanctuary was built in the early 1950s in the New England style. It has 14 pews on either side of the center aisle, with each pew comfortably seating six to eight adults. This creates a seating capacity on the main floor of approximately 225 guests. Our balcony seats 50 more, giving a total capacity of 275. There is also a convenient space at the front of the church for wheelchairs, as well as an elevator that your guests can use to reach the sanctuary and lower floor. There are areas to dress, and the church is fully air conditioned and heated to make you and your guests comfortable on your special day.

YOUR WEDDING SERVICE

Union Chapel will work with you to design your ceremony within a Christian context. We encourage you to personalize your service and music in consultation with the pastor.

DECORATING

We will allow you to decorate the sanctuary, with a few restrictions that preserve the furnishings and features of our historic building. Flowers, ribbons, and other decorations may not be installed with thumbtacks, tape, putty or any other means that might mar finishes. (Rubber bands, string, thread, and approved plastic florists clips are allowed.)

All candles must be selected in consultation with the wedding coordinator. Candles must be dripless and must have a plastic sheet under the candleholder. If a unity candle is desired on the altar, you should provide the center candle as well as two tapers. Ten pew candle-holders are available from the church with electronic candles for a nominal charge.

Candles with flame are prohibited in the church windowsills due to the shallow depth of the sills and danger of guests knocking them over. However, electronic candles are permissible in the windowsills.



The length of the Sanctuary aisle from chancel steps to the main entry door is 70 feet. From the steps of the chancel to the altar is an additional 17 feet. The only time an aisle runner is required is when real flower petals are to be dropped. On request, a kneeling bench is available at no charge.

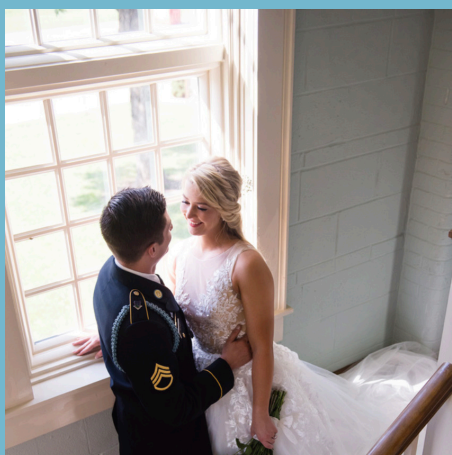
During the month of December, Christmas decorations in the sanctuary cannot be removed.

UNION CHAPEL'S WEDDING COORDINATOR

We require you to use our church wedding coordinator on the day of your wedding. The coordinator will meet with you in advance of the wedding to secure your plans, attend your rehearsal, unlock the church two hours before your wedding, receive deliveries, and be onhand to assist in any way needed. The coordinator will stay for one hour after the wedding. Additional time must be prearranged, and any hour or portion thereof will incur a charge of \$25.00.

YOUR WEDDING MUSIC

In order for the church organ to be played at your wedding, we require you to use an approved organist, as our organ is a very complicated instrument. Our wedding coordinator can help you find an organist and other musicians. You are free to use recorded music (provided in MP3 format) or make your own arrangements for instrumentalists and singers.



THE REHEARSAL

The wedding rehearsal is usually held the night before the actual service. When selecting a time, it's best to allow for members of the wedding party to finish work, change clothes, travel to the church, etc. A rehearsal will take about 45-60 minutes. Everyone involved in the wedding party, including special guests, groomsmen, attendants, ushers, parents, grandparents, soloists, readers, and musicians, should attend the rehearsal to help ensure a smooth wedding ceremony. For the sake of efficiency, the Union Chapel pastor will be in charge of rehearsal proceedings. Any rehearsal running beyond 1.5 hours will be charged an additional \$50/hour.

Although we appreciate the invitation, it is not necessary to invite the pastor, coordinator, or church staff to your rehearsal dinner and/or reception.

RECORDING YOUR CEREMONY

Still photography and videography are allowed during the service. A photographer is free to use the sanctuary for photos as long as he/she arrives up to one hour before the time of service. In order to maintain the sanctity of the ceremony, we ask guests to refrain from taking cellphone and flash pictures during the service.

The photographer may use flash for photos of the wedding party as they enter the sanctuary and one last photo when everyone is in place at the front of the church. The photographer should not use flash during the service, itself. The photographer may resume using flash during the recessional.

Discreet video recording is permissible during the ceremony.

The photographer and videographer may contact the Union Chapel Wedding Coordinator for suggested staging locations.



CONDUCT

Though we in no way wish to impede your expressions of joy on this most special day, it has unfortunately been our experience that guidelines to guest conduct must be specific. You are responsible for the conduct of your guests and will be charged for damages that occur.

Please respect our sanctuary by not bringing in food or drinks — and it is especially important that children not be left unattended nor allowed to roam the building. (Though your rehearsal and wedding are taking place in the Sanctuary, other meetings and events may be happening on the lower level.)

Alcohol or other recreational drugs, fireworks, weapons, and guns (except in the case of sworn law enforcement officers) are strictly prohibited on the church property.

No sparklers can be used without the expressed permission of the Union Chapel Wedding Coordinator. If sparklers are to be used, sand buckets and extinguishers must be provided by the wedding party. All materials, including refuse, must be removed from the property on the same day by the wedding party.

THE MARRIAGE LICENSE

It is your responsibility to present a valid marriage license issued to you by the state of Indiana. Bring both the official copy and the duplicate copy of the license to the rehearsal. The bride and groom are to fill out their individual sections of the license and leave the licenses with the pastor, who will complete the rest of the information and have the licenses ready to sign after the service. **Please do not sign your license before the wedding.**

CARE TO BE TAKEN

Valuables should not be left unattended in the church or in cars. Union Chapel does not provide security personnel and is not liable in the case of theft. We request that no cars be left parked on the church grounds overnight.



DEPOSITS

A \$200 damage deposit is required from non-members* at the time of booking. This deposit is fully refundable within 30 days following the service. The following could result in forfeiture of your deposit:

- if you have your wedding elsewhere and do not inform Union Chapel of the change in writing, six months in advance of the scheduled date
- if your guests have ignored the prohibitions on alcohol, drugs, fireworks, and fire arms
- if your guests have handled the church's audio/visual equipment without expressed permission
- if your fees are not paid in full by the night of the rehearsal
- if church facilities or furnishings are damaged
- if cleanup after your wedding requires excessive effort (wax spills, large trash removal, mopping, carpet shampooing, etc.)
- if the church is still storing your decorations/supplies after one week.

FEE SCHEDULE

Payment of all fees are arranged through Union Chapel's Wedding Coordinator and must be paid on or before the night of the wedding rehearsal.

UNION CHAPEL ACTIVE MEMBER* FEES:

- Parlor for dressing, staging, storage \$0
- Sanctuary and use of tech equipment: \$0
- Candelabra and installation, if desired: \$0
- Pastoral services: \$250
- Musician: per quote
- Tech Operator: \$100
- Wedding Coordinator: \$100
- Cleaning Services: \$0

UNION CHAPEL NON-MEMBER FEES: \$1,150 - \$2,500 (+)

- Parlor for dressing, staging, storage: \$100
- Sanctuary and use of tech equipment: \$300
- Pastoral services: \$350
- Musician: per quote
- Candelabra and installation, if desired: \$50
- Tech Operator: \$150 (additional fees may apply)
- Wedding Coordinator: \$150 (additional fees may apply)
- Cleaning Services: \$100 (additional fees may apply)
- All expenses, including damages to property, charged back at cost.
- Additional staff hours beyond those allotted for rehearsal and ceremony: \$25/hour per staff member

The wedding coordinator will provide you with an invoice in advance of the wedding and directions regarding the types of payment accepted.

AUDIO/VISUALS

Only Union Chapel staff are permitted to operate the church's sound and video equipment. Guests and wandering children found readjusting the soundboard or playing with microphones will result in a forfeiture of your deposit.

If a video is to be used during the service, please submit it to the church office at least 24 hours prior to the service for review. All presentations should be in MP3 or Power Point format and should not exceed five minutes in length. The use of pre-recorded music is discouraged. All materials must be approved by the pastor.

MEMBERSHIP*

For the purposes of this policy, active members are defined as official members of Union Chapel United Methodist Church who regularly attend church services and contribute to the church in financial and personal support. These privileges are also extended to the following:

- homebound members
- faithful friends of the church who attend regularly for at least 6 months but who have not yet joined the church as an official member and
- those who have served as former pastors of the Union Chapel United Methodist Church





For more information,
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