

Summerfield Peace United Methodist Church, Inc.

Wedding Policies and Guidelines

THE CHURCH WEDDING

We at Summerfield Peace United Methodist Church, Inc. affirm your decision to exchange your marriage vows in the church. The church is the House of God. As part of our identity as United Methodists, policies and guidelines have been developed to enrich your wedding in ways which reflect the sanctity of the wedding as worship and the heritage of the church's denominational liturgy.

This document is a contract between you and the church. If you choose to have your wedding at Summerfield Peace United Methodist Church, Inc., these policies and guidelines constitute what the church provides for you and what the church assumes from you.

THE WEDDING AS WORSHIP

The entire church wedding is a service of worship. The spirit is to be reflected in the instrumental and vocal music, the decorations, the attire, attitude and behavior of all parties. The spirit calls us to steer clear of current fads, personal fetishes and undue influence from secular society. Because of this, flash photography is not permitted once the wedding party comes down the aisle.

There are two official wedding ceremonies with the United Methodist Church. The traditional ceremony is considered quite beautiful by many denominations, and is the one with which most people are familiar with. Hundreds of years of careful attention have given significance to each word. The contemporary ceremony uses modern language and provides some features not found in the traditional ceremony. Both services, however, reflect the church's understanding philosophy and theology of the marriage covenant. The minister will provide you with a copy of both to read and study. You will choose which ceremony you wish to use. If you would like some departure from the basic ceremony, you may discuss this with the minister. The minister may be open to some moderate changes so long as your suggestions maintain the spirit of our heritage and the meaning of the wedding as worship.

ARRANGEMENTS AND POLICIES

As soon as you have a wedding date in mind...

Make an appointment with the minister to discuss your plans. He/She will make sure the date is open on the church calendar, will determine if he/she is available for the date and will arrange for pre-marital counseling. Counseling sessions take place the three months prior to the wedding.

Check with the church organist/pianist to be sure that he/she is available for the date you have in mind.

After checking with the minister, the organist/pianist and the church calendar, your date will be tentatively confirmed and placed on the calendar.

Final confirmation comes only when the wedding information sheet has been completed and returned to the church office and pre-marital counseling dates have been arranged with the minister. **Dates for non-members cannot be confirmed more than 90 days prior to the wedding.**

Because of the complicated schedule of facilities and increased demands on the church staff, weddings on major holidays, especially Advent, Christmas, Easter and Thansgiving are discouraged.

Two weddings may not be scheduled on the same day except under extremely unusual circumstances and will be schooled only at the discretion of the minister.

Following the confirmation of your dates, you should arrange an appointment with the church organist/pianist to plan your wedding music.

POLICIES

The minister will be the officiant-in-charge of all weddings held in our sanctuary. Other ministers who are special to you are welcome to assist in the ceremony and in keeping with ministerial ethics, will be issued a formal invitation by the minister to participate.

Our church organist/pianist will be expected to play for the wedding. Any departure from this rule will be discussed with the minister. Sacred music adds to the beauty of the ceremony and the use of secular music is discouraged. The minister will have the final word on what music is appropriate for a church wedding.

A trained and experienced wedding director of the bride's choice is required for all but very small weddings. Relatives and others who have attended a number of weddings are not properly trained as directors. Any exception must be discussed with and approved by the minister. The wedding director will function in cooperation with and under the direction of the minister. The wedding director should arrange a pre-rehearsal conference with the officiating minister.

Wedding rehearsals will always be held prior to any rehearsal dinner or wedding eve party.

DECORATIONS

The communion table may not be moved from the chancel. Any alterations to the sanctuary must be approved by the Trustee Committee.

Candle stands are permitted. "Chase Springfield Candles" should be used whenever possible. If wax candles are used, plastic sheeting must be placed underneath the candle stands to protect the carpet from wax drippings.

Pew end decorations may be attached using the clip-ons from the florist, rubber or elastic bands or may be tied with ribbon. **You may never use tape of any kind, naked wire or tacks.**

No decorations may be placed on the pulpit, organ, piano, or communion rails.

Flags may be removed and placed in the back corners of the sanctuary.

When the church has been decorated for Easter, Advent or Christmas, those decorations may not be removed for a wedding.

Permission must be from the minister or Trustee Committee to remove any items in the Narthex.

Flowers to be left for use in the Sunday morning worship must be scheduled though the church office well in advance of the wedding.

It is the responsibility of the family to ensure that all decorations are removed no later than one hour after the ceremony concludes. This is not the responsibility of the church's custodian.

FINANCES

Church Members – Members of Summerfield Peace United Methodist Church, Inc. are encouraged to use the church facility for weddings and receptions. There is no charge for use of the facilities; however, custodial services are not provided. If our custodian is to be used, he must be contacted and paid directly by you. Each member may choose to either clean the facilities on your own, hire a cleaning team, or use our custodian (if applicable). The organist/pianist will be paid directly for time in consultation, rehearsal and the wedding service. A gratuity is usually paid to the minister for time spent in consultation, counseling, rehearsal and the wedding itself.

Non-Members – The following is a list of charges applies to all non-members:

Sanctuary Use	\$250.00
Fellowship Hall	\$150.00
Kitchen	\$ 25.00
Multi-Purpose Room	\$ 50.00
Organist/Pianist	To be set with Musician (if applicable)
Custodian	To be set with Custodian (if applicable)
Minister	\$250.00 (includes consultation, counseling, rehearsal, wedding)
Damage Deposit	\$250.00**

**For accounting purposes, please write separate check for the damage deposit. This deposit will be returned provided there is no damage to the church facilities and all rooms used are left clean and orderly.

Your check for the above fees should be made payable to “Summerfield Peace United Methodist Church, Inc.” and should be received in the church office no later than two weeks prior to the wedding.

Your check for the musician's fees should be made payable to the musician and received in the church office no later than two weeks prior to the wedding.

Your check for the custodian's fees should be made payable to the custodian and received in the church office no later than thirty (30) days prior to the wedding. If you choose not to use the custodian, you may choose to either clean the facilities yourself or hire your own cleaning team. If you choose to clean yourself, all we ask is that you leave the church as you found it, which includes vacuuming, sweeping, and mopping (if necessary and appropriate).

Your check for clergy services should be made payable to the officiating minister. This check should be received in the church office no later than two weeks prior to the wedding.

Fees for the wedding director must be negotiated directly between the bride and the wedding director according to your contract and wedding agreement.

RECEPTIONS AND REHEARSAL DINNERS

All reception and rehearsal dinners held here must be catered. Caterers must make prior arrangements with the church office for access to the facilities and to arrange for assistance in setup for the reception. Such arrangements are to be made during regular office hours, Monday-Friday, 8:30 am – 4:30 pm.

Rehearsal dinners may be held in the Multi-Purpose Room or the Fellowship Hall; however it is not recommended that the rehearsal dinner and reception both be held in the Fellowship Hall. An extra fee will be charged (see fee schedule under Finances) for the use of these rooms and kitchen for the rehearsal dinner.

When kitchen facilities are used, they should be left clean and orderly. All food and trash must be removed. There is a dumpster available at the back for the church for your use.

GENERAL INFORMATION

**** NO ALCOHOLIC BEVERAGES WILL BE PERMITTED OR SERVED ON CHURCH PREMISES.** It will save a lot of embarrassment if the wedding party members and guests are informed in advance.

No smoking is permitted anywhere inside the church facilities.

No food or drink will be permitted in the Sanctuary or Narthex.

All personal items must be removed from the church facilities immediately following the wedding.

Summerfield Peace United Methodist Church, Inc. assumes no responsibility in case of accident or illness. Lessee agrees to hold Summerfield Peace United Methodist Church, Inc. harmless from any liability arising from the use of the premises by the lessee or any of the members, guests, invitees or other persons.

Summerfield Peace United Methodist Church, Inc. is not responsible for items left on the premises following a wedding. Double check bathrooms and dressing areas before leaving. This includes personal items and rental items.

Only a qualified member of Summerfield Peace United Methodist Church, Inc. who is familiar with the system should operate the sound system in the sanctuary.