

POINT HOPE UNITED METHODIST CHURCH

WEDDING REGULATIONS AND GUIDELINES OF THE UNITED METHODIST CHURCH AND CLERGY.

I. YOUR WEDDING – Preliminary Information:

A. We, of the United Methodist Church, are happy that you are having your wedding in the Church. We wish you every happiness in your new life together.

B. Please contact the minister in advance. Do not set the date until you have checked with the minister, as the minister will be aware of special weeks during the Christian year and in the life of the church that will affect church availability.

C. The Church looks upon your wedding as a sacred union. Music, the ceremony itself, and all other aspects should fit into this reverent concept of marriage.

D. The minister of the church will officiate the ceremony or assist in inviting another minister to officiate. The proper order is for the couple to ask the church minister and he/she will personally invite the family minister. This practice allows the host minister to discuss relevant points about the church and church policies.

E. Before the ceremony, pre-marital sessions between the minister, the bride, and the groom are required. These sessions provide the opportunity for the minister and the couple to become acquainted, discuss the meaning of marriage, and finalize the details of the ceremony. The officiating minister will determine the number of sessions needed.

F. The ceremony used is that prescribed by the United Methodist Book of Worship. There are three plans regarding the order of worship, and the minister will review them with the couple and let the couple decide which order suits their interest.

G. Wedding directors/coordinators are welcome to work with the Pastor to help make the worship service meaningful and memorable. You may provide your own director, or use one of the church's directors. This person coordinates details of the ceremony outside of the pastor's responsibility. The couple and pastor will jointly determine if one is needed. The director/consultant must coordinate with the Pastor and receive approval for the placement of the wedding party and the order of the service.

H. Music is one of the most significant elements of the ceremony. You must inform the minister of all music selections during the ceremony, and all music is subject to the minister's approval. You may ask our musicians to play or have guest musicians, but both will need

advance notice to make sure they are available. Set up and take down of any extra musical equipment must be coordinated in advance.

II. CHARGES AND FEES:

A. REHEARSAL, WEDDING AND RECEPTION

1. There will be NO CHARGE FOR THE USE OF CHURCH FACILITIES for rehearsal, wedding or reception when EITHER THE BRIDE OR GROOM OR ONE OF THEIR PARENTS is a member of this Church. However, THE FAMILY IS RESPONSIBLE for cleaning any church facilities used IMMEDIATELY after the wedding and/or reception. If the family requests the services of the CHURCH CUSTODIAN, they will contact the custodian well in advance as to charges. This is the responsibility of the wedding participants, not the Pastor. The fee for a custodian is to be decided by the custodian. THE FAMILY will also be responsible for many other items: i.e., heating, cooling, checking out and returning keys to the church office, locking and unlocking the building, etc., and this can be coordinated with the wedding director.

2. FOR NON-MEMBERS, there is a charge for use of the sanctuary and fellowship hall to recover utility costs:

- a. Church Sanctuary-----\$150.00
(including wedding and rehearsal)
- b. Fellowship Hall-----\$125.00
- c. Refundable Security Deposit-----\$250.00

****PLEASE NOTE:** It is the responsibility of the wedding party to leave the church and fellowship hall as it was found, and ready to be used by the church members. The church custodian can be contacted about assisting with this responsibility.

B. MUSICIANS

For both members and non-members, it is customary to pay any musician for his/her services. Check with this person well in advance as to fees. The average fee is \$100.00 (includes wedding and rehearsal). At the bride's discretion, an appropriate gift (or fee) should be given to any other performers, such as a soloist.

C. MINISTER IN CHARGE

1. For members, a fee is not charged, as this function is part of his/her ministry in the local church.

2. For non-members, a professional fee of \$150.00 is charged.

3. FOR MEMBERS AND NON-MEMBERS, if there is a great deal of travel involved, the minister will charge a travel allowance. If the wedding is out of town and involves lodging, meals, etc., the minister will charge these expenses to the groom.

D. WEDDING DIRECTOR

If the church wedding director is needed, there is a \$50.00 fee for her to direct the rehearsal and wedding ceremony.

*****ALL FEES ARE PAYABLE BEFORE OR AT THE WEDDING REHEARSAL*****

III. DURING THE WEDDING CEREMONY

NO FLASH PHOTOGRAPHS may be taken prior to or during the ceremony IN THE SANCTUARY. PLEASE INFORM YOUR PHOTOGRAPHER AND GUESTS! Videotaping of the service is permissible, if adequate logistics can be worked out. The plan for videotaping must be approved at rehearsal. The wedding photographer should be as discrete as possible about his/her presence during the ceremony.

E. BUILDING RESTRICTIONS

A. NO SMOKING shall be allowed in the church building. NO ALCOHOLIC BEVERAGES ARE TO BE CONSUMED OR SERVED AT ANY TIME IN THE CHURCH BUILDING OR ON THE CHURCH GROUNDS.

B. Maximum capacity of the building is 295 people.

C. Animals are not allowed in the church building, only outside the building.

D. No pins, tape, staples are to be used on walls or furniture of the building. Any furniture moved for the ceremony must be replaced in its original spot after the ceremony. No church furniture is to be used outside. Outside events must use rental equipment. Rental delivery and pick-up is the responsibility of the host.

E. Candles: No drip candles, only driplless. Candles should be covered with glass or contained, such as votives in a glass container.

F. Items such as rice, confetti, grits, birdseed, glitter, flower petals, or fireworks are only to be used outside and the cleanup of these items should be planned in advance to promote safety of pedestrians.

G. Vendors needing access to the building in preparation of an event should contact the church wedding director to coordinate times. Vendors are responsible for all clean-up of their equipment and supplies as they leave the building.

H. If the fellowship hall is being used as part of the event, there is no kitchen facility available and the caterer should be prepared to use a vehicle parked outside, such as a trailer. In the hall, there is only room for set-up space. The church tables and chairs are available as needed, but should be left clean and in order.

THESE REGULATIONS AND GUIDELINES ARE INTENDED TO ASSIST YOU IN MAKING THE SERVICE OF MARRIAGE A MEANINGFUL "CHRISTIAN" EXPERIENCE FOR BOTH YOU AND YOUR GUESTS, AS WELL AS THE CHURCH FAMILY AS A WHOLE. THEY ARE ALSO INTENDED TO PROVIDE SAFETY FOR YOU AND YOUR GUESTS, AND PROTECTION OF OUR BUILDING.

THANK YOU FOR YOUR COOPERATION.

RESOURCES: May we suggest church members that may be of help to you as you plan your event.

THESE REGULATIONS AND GUIDELINES WERE COMPILED WITH THE APPROVAL OF THE ADMINISTRATIVE BOARD OF THE POINT HOPE UNITED METHODIST CHURCH.

TO SIGNIFY YOUR WILLINGNESS TO ABIDE BY THESE RESTRICTIONS AND GUIDELINES PLEASE SIGN THE FOLLOWING AND RETURN TO THE CHURCH OFFICE.

I have read and do agree to the regulations and guidelines of the Point Hope United Methodist Church as I use their building for my event.

I shall not damage, or allow to be damaged, any of the facilities of this church, or any property located inside. In the event of damage, I will be responsible for restoring the property to its original state.

I am responsible for the behavior and safety of people attending this function.

Name: _____

Member or Non-member: _____

Date: _____

Space to be Rented: _____

