

# Grace United Methodist Church Wedding Policy

*Attached is the wedding policy of Grace United Methodist Church. It is written as a guide to help you in planning your wedding.*

*Our desire is that you should have a religious service and that it will be meaningful to all involved. We seek to maintain the deepest religious traditions of our faith. Through this service, two people created by God as unique individuals become one in purpose and love, and here they take responsibility to love, honor, and cherish each other until death. It is a high and holy experience. It is a moment of worship.*

*These policies have been recommended and decided upon based on experience and after careful deliberation. It is the hope of Grace United Methodist Church that you will understand the full significance of the wedding ceremony, and that it will be a memorable event for you.*

*May God continue to add His richest blessings to you as you begin to share completely with each other and with Him.*

## GRACE UNITED METHODIST CHURCH WEDDING POLICY

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### RESPECT FOR THE CHURCH:

It is expected that all members of the wedding party will conduct themselves with reverence and respect for the Church and its furnishings. We ask that members of the wedding party respect the Church building by refraining from smoking or using alcoholic beverages. No rice, confetti, or other debris shall be thrown in the Church building or on the Church grounds. Bird seed may be used outside the Church building if desired. The wedding couple is liable for any damages to the Church.

### PASTORAL CONSULTATION:

All couples who desire to schedule a wedding shall consult with the pastor of Grace Church *before* the wedding is reserved on the church calendar. This consultation does not just determine their readiness for marriage, but is a means of preparing them for a Christian marriage rather than just a lovely ceremony. Even if a guest pastor is to participate in the ceremony, Grace's pastor will counsel with the couple. Although every effort will be made to incorporate special requests by the couple, the wedding is a service of Christian worship and final decisions as to the content of the ceremony will be made by the pastor of Grace UMC.

### RESERVATIONS:

Dates for both the wedding and rehearsal should be cleared in advance on the church calendar. It is recommended that weddings or rehearsals not be scheduled on Sunday. Weddings scheduled for Saturday evenings can be held no later than 6 p.m. Weddings held at 7 p.m. will be allowed if a reception is not at the church.

### RECEPTION:

If the reception is to be coordinated by a caterer, the arrangements must be discussed with the Church secretary. The caterer will be responsible for furnishing all necessary items for the reception. If you will be coordinating your own reception, the church will furnish items such as punch bowl, coffee service, or tea service if needed. If any of these items are used, you are responsible for cleanup. Any breakage will also be your responsibility. If you wish to use these items, arrangements must be made with the Church office at least one week prior to the reception. Church events have priority in refrigerator storage. Caterers can't be guaranteed refrigerator space.

### DECORATIONS:

We recommend simple decorations which will emphasize the natural beauty of our sanctuary. Every precaution should be taken to prevent damage to flooring and furnishings. Furniture, such as the altar table, pulpit, and pews may not be moved due to damage to flooring and furniture. If candelabra are used, protective coverings must be placed on the floor. There is to be no tacking or stapling of decorations. You are responsible for any damage that is incurred through the decorating of the Church. Candelabra and an arch are available for rent from Grace UMC.

#### MUSIC:

All music used in the ceremony should reflect the Christian ideals of faithfulness and commitment as are appropriate for a worship service. Secular romantic selections may be used prior to the wedding or at the reception. All music must be approved by the pastor. If you wish to use our Church pianist, we will contact her. See the Fee Schedule for further information. You are not restricted to using our Church pianist. If you choose to use someone else, they are welcome to practice on our instruments during regular office hours. They must check in with the Church office upon their arrival at the Church.

#### PHOTOGRAPHS AND VIDEOTAPES:

Flash photographs are not permitted during the ceremony, but pictures may be taken as the bride enters or during the recessional. Photographs without a flash may be taken from the rear of the sanctuary during the ceremony. Pictures may be posed before or after the ceremony. A video camera being operated by an individual may be used at the back of the sanctuary, or one may be placed on a tripod in the choir loft and turned on at the beginning of the ceremony. It is the responsibility of the wedding party to ensure that policies concerning photography are followed. Please respect the ceremony and be discreet. Consult with the pastor if other photography is desired.

#### PARKING:

Parking shall be limited to paved surfaces and the ball field. No parking is allowed on front lawn, as damage to the sprinkler system could result. If more than 175 guests are expected, parking lot attendants must be assigned to direct traffic. The wedding couple is liable for any damage to landscaping or sprinkler system.

#### OTHER SERVICES:

If the church sound system is used, one of our technicians must be hired. Nursery workers may be available upon request, with a maximum of 5 children per worker.

#### FEE PAYMENT:

The honorarium for the pastor is \$200 (which covers all the counseling, rehearsal, and ceremony). A separate \$30 fee is required for the counseling booklet and scoring made payable to "Life Innovations."

A \$200 deposit is required to reserve the Church. All fees for the reservation and Church facility should be made payable to "Grace United Methodist Church". Fees for other services should be made payable to the individuals performing the service, but should be submitted to office.

***All fees must be paid in full at least one week prior to the ceremony.***

## FEE SCHEDULE

A \$200 deposit is required to reserve the Church. This deposit will be refunded after facilities are returned to original condition. Church facility fees are:

	Church Member Families	Non-Member Families
Sanctuary	\$250	\$350
CLC Rehearsal Dinner	\$200	\$300
Fellowship Hall Reception	\$200	\$300
Christian Life Center Reception	\$300	\$400

The above fees will be waived if the offerings given by the couple or their parents to Grace Church in the past twelve months exceed these amounts.

## CUSTODIAN'S FEE

In addition to the above fees, the following \*amounts will be paid (regardless of previous offerings) for the additional work of the Church custodian:

- Rehearsal without Dinner \$100
- Rehearsal with Dinner \$150
- Sanctuary \$100
- Reception Fellowship Hall \$100
- Reception Christian Life Center \$150

\*If the custodian is asked to open the Church at any time other than the scheduled events, an additional custodial fee of \$25 for the first hour and \$10 for each hour thereafter will be charged. A charge of \$15 per hour will be assessed if set-up/clean-up for each above event exceeds 2 hours.

## OTHER SERVICES:

- Pianist \$100
- Sound System \$50
- Candelabra/Arch \$15

## GRACE UMC WEDDING INFORMATION

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_  
 Bride: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Groom: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Pastor: \_\_\_\_\_ Florist: \_\_\_\_\_

	Yes	No	Time	Members	Non-Members
<b>Rehearsal:</b>					
CLC - Rehearsal Dinner				\$200.00	\$300.00
Custodian - Rehearsal, without Dinner				100.00	100.00
Custodian - Rehearsal, with Dinner				150.00	150.00
<b>Wedding:</b>					
Sanctuary				250.00	350.00
Custodian				100.00	100.00
<b>Reception:</b>					
Fellowship Hall w/custodian				300.00	400.00
Living Room w/custodian				150.00	150.00
Christian Life Center w/custodian				450.00	550.00
<b>Other Services:</b>					
Pastor				200.00	200.00
Pianist				100.00	100.00
Sound Technician				50/hr	50/hr
Candelabra/Arch				15.00	15.00
Nursery Workers: Number _____				15/hr	15/hr
<b>Total Fees Due</b>					<b>\$</b>

Other: \_\_\_\_\_

Payment Information	Date	Check #	Amt. Paid	Balance
Total fees due			\$	\$
			\$	

We, the undersigned, will be responsible for any damage to building, grounds or church property by members of the wedding party or our guests. No smoking is allowed indoors, nor is any alcohol to be consumed on the premises. We have read and understand the Wedding Policies of Grace UMC and agree to follow them.

\_\_\_\_\_  
 Bride  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Groom  
 Date: \_\_\_\_\_