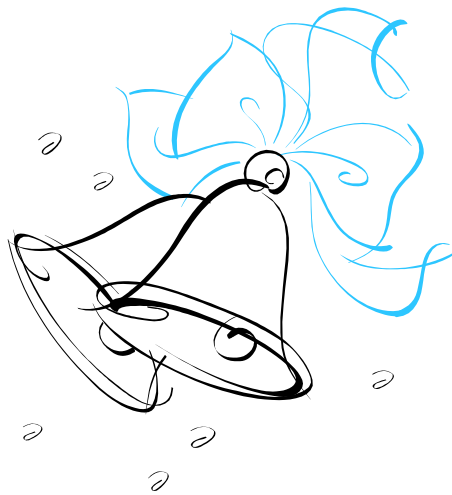


*Greenville FUMC Wedding  
Policy and Guideline Booklet  
(Non-Member)*

*First United Methodist Church*



## *Congratulations!*

We at First United Methodist Church are so excited to be a part of your very special wedding experience. In choosing to have your wedding in a church, you are choosing to make your wedding vows and covenant with each other before God as well as your family and friends. We believe this to be a very important act of Christian worship, and we are delighted to be a part of that experience with you. Our goal is for your wedding day to be as special as possible for you and for God, and we want it to be just the beginning of your new life together.

In the following pages you will find policies and procedures to ensure that your wedding ceremony accomplishes these goals and maintains our church's facility for the ongoing life of the congregation and our ministries to the greater community. Please read these pages carefully and ask any questions you may have before signing and returning to the church office, along with your reservation form and deposit so we can secure your desired wedding date. We ask that you be responsible for ensuring that all members of your wedding party understand and know the policies found within this document and that you communicate clearly the expectations that we the church, and you have of them for your rehearsal and ceremony.

We are truly excited for you, and we hope that this wedding experience will bring you true joy and happiness, not just for one day, but for the rest of your life. If there are ways we can help you do this, please let us know.

Blessings,

The Staff of First United Methodist Church

## ***Procedures for Scheduling a Wedding***

1. Contact the church office, 616-754-8532, to determine the availability of the date you desire on the church calendar and our pastor's availability. If the pastor and date are available, a copy of our church Wedding Policy and Guideline Booklet and Wedding Agreement Form will be mailed to you. The signed Wedding Agreement Form, indicating review and agreement to the Wedding Policy and Guideline Booklet including the fee schedule, must be completed and returned to the office, along with any deposits, to confirm reservation of your date. Upon receipt, the Wedding Coordinator will contact you.
2. All weddings at First United Methodist Church will be officiated and/or approved by our pastor. Other ordained ministers may be invited to participate or perform the wedding, provided that our Pastor extends such an invitation and approves the visiting clergy. When outside clergy are being used, additional charges will apply. Please see the fee schedule for more details.
3. Member and Associated Member weddings have scheduling priority over non-member events.

To be regarded as a "member wedding," the bride or groom or one of their parents or guardians must be members in good standing of First United Methodist Church. "Members in good standing" will have at least monthly attendance in the twelve months prior to the scheduling and/or participate in stewardship by giving regularly.

To be regarded as an "Associated Member" either:

- a. the bride and groom or one of their parents are non-active members who do not attend regularly and/or participate in stewardship through regular giving, or;
- b. a grandchild or other closely related family member to a member, active or inactive, of FUMC.

Member and Associated Member weddings may be scheduled one year or more in advance.

Non-member weddings, those where the bride and groom have no direct affiliation with a member or associated member of FUMC, cannot be scheduled until eight months in advance of the date to allow for member/associated member scheduling.

4. Weddings and rehearsals may not be scheduled during the following:
- Sundays
  - New Year's Eve and Day
  - The week preceding Easter Day
  - Memorial Day Weekend
  - The weekend in June of the United Methodist Annual Conference.
  - July 4th Holiday and/or weekend
  - Weekend of Danish Festival (3rd Weekend in August)
  - Labor Day Weekend
  - Thanksgiving Day and Weekend
  - Advent Season (late November/December) weddings are only available to FUMC members.
  - When there are scheduled worship services.

### ***POLICIES AND GENERAL GUIDELINES***

**Please review and read these policies and guidelines carefully as violation of ANY of the policies and guidelines will result in forfeiture of your deposit.**

#### **Wedding Coordinator**

A Wedding Coordinator will be assigned as church liaison to each wedding scheduled for First United Methodist Church. These persons have been trained and instructed to interpret our policies and to assist the couple and their families in understanding the role of the church in the wedding. THIS PERSON IS NOT A WEDDING DIRECTOR but a representative of the church, present to help all parties to understand and follow the policies and procedures toward the goal of a beautiful and meaningful experience for all concerned. This person should be involved in consultation during planning of the various aspects of the wedding and will be present at both the rehearsal and the ceremony.

#### **Guest Pastors**

First United Methodist Church's policy will only allow other pastors to officiate the wedding ceremony upon approval and at the invitation of our Pastor. If

you are seeking a guest pastor to assist with your ceremony, please speak with our Wedding Coordinator who will confer with our Pastor. Additional fees will apply– please see fee schedule.

### **Facility Use:**

The building will be opened 3 hours before the wedding and locked 2 hours after the wedding ceremony begins. Additional time may be granted at the discretion of your Wedding Coordinator and will incur an additional fee of \$50/hour.

### **Wedding Rehearsal:**

The rehearsal is an integral part of the preparation for your wedding and should proceed in an orderly manner. The rehearsal should start no later than 6:30pm the evening before the wedding day.

Please consider the following information:

- The entire wedding party should attend the rehearsal and all members should be prompt in their arrival to ensure the rehearsal can be completed in a timely manner. The rehearsal will begin promptly at the designated time and usually lasts less than one hour and no more than 90 minutes. Rehearsals taking longer than 90 minutes may incur an additional fee of \$50/hour.
- The rehearsal is not intended to be a time for soloists or special music to be rehearsed. These rehearsals should be scheduled with our organist or sound technicians ahead of time.
- The marriage license should be given to the officiating pastor at this time.
- **At no time is food or drink permitted in the Sanctuary.**

### **Marriage License:**

Please present your Marriage License to the officiating pastor at the wedding rehearsal.

### **Payments:**

A deposit is required and payable at the time the wedding is scheduled to reserve your date (see fee schedule). Checks should be made payable to *First United Methodist Church*

Payment of all remaining fees, including a separate security deposit check, are due in full one month prior to the wedding date. A separate check will be also

be paid directly to the Wedding Coordinator at this time.

If payment is not received by one month prior to the wedding, the wedding may be removed from the church calendar. The Wedding Coordinator will contact you to remind you of this date.

The security deposit will be refunded no later than 30 days after the date of the wedding, provided there are no damages and all policies/guidelines have been followed. If the wedding is cancelled at least 45 days prior to the scheduled date, your deposit will be refunded.

### **Wedding Programs**

You may choose to use a printed order of service (program) for your wedding. You will, however, need to take care of printing arrangements. The Church Office is not able to provide this service. Our pastor will work with you in designing the order of service.

### **Dressing Facilities**

- The bride and her attendants may dress in the bride's room (Youth Room). This room has direct access to a restroom and has a 3 way mirror. Please note: this room IS NOT air conditioned but due to its location in the basement, is usually cooler. If air conditioning is required, the bride and her attendants may choose to get ready in the Conference Room. A restroom is located immediately outside of this room.
- The groom and his attendants will be assigned to the Choir/Scout Room located downstairs. This room is air conditioned and a restroom is located inside the room.
- Areas, including restrooms, used for dressing and preparation are to be picked up and left in good order. Any items moved shall be put placed back in their original location. Wedding parties shall only use the rooms assigned and shall not enter or place items within other rooms.
- Please note that we cannot be responsible for receiving or caring for wedding attire delivered to the church in advance or left after the wedding.

### **Personal Valuables**

The church is not liable for items that are lost, stolen or damaged. It is suggested that friends or family members be assigned the responsibility of overseeing valuables such as dresses, purses, and gifts during the wedding. Please remove all items from the Bride's room and Groom's room before the wedding begins for security purposes.

### **Food & Drink:**

If food or drink is brought into the facility, it must be something that will not stain. Also, NO food or drink is to be allowed outside of the dressing rooms and is absolutely not allowed in the Sanctuary, Chapel or Columbarium area.

### **Smoking & Alcohol:**

FUMC is a tobacco and alcohol free property. **Absolutely no tobacco products, alcoholic beverages, illegal substances or firearms are to be brought onto or used on FUMC property– this includes inside/outside the building and on the grounds.** It is the responsibility of the wedding couple to notify all members of their wedding party and guests of this policy. Failure to abide by this policy will result in the retention of your security deposit.

### **Send-Off:**

Bells or bubbles may be distributed by the exit doors to be used outside of the church. Birdseed, rice, confetti or petals are not to be used. Balloons may not be released.

## **Music**

Because a wedding is a worship service, all music before, during and after the service is expected to be appropriate for use in worship. If necessary, you may discuss your selections with our pastor to determine if they are appropriate and able to be used. Music of secular origin many times is inappropriate. The bride should contact the church organist to review and select music for the service.

If the bridal couple chooses to play a CD, it must be in our church office at least seven (7) days prior to the service. Church sound technicians cannot be responsible for the quality of the music or its compatibility with church equipment.

### **Church Organist:**

Due to the complexities of our organ, only the church organist will be allowed to play for all weddings. If a guest organist is desired, an exception may be made only after consultation with, and upon approval of, the church organist. The church office or Wedding Coordinator will forward our organist's contact information to you approximately 3 months prior to the wedding date so that music selection and rehearsals can be arranged directly with them.

### **Soloists**

Soloists must contact the wedding organist at least two weeks before the wedding to schedule rehearsal times. Such rehearsals may not be scheduled during the wedding rehearsal.

### **Sound**

The church sound system is needed for all but very small weddings. Any operation of the church sound system (any use of microphones, CD player and tapes) shall be performed by one of our church sound technicians. The church office will arrange for a sound technician for the wedding.

### **Other Musicians**

Use of any other musicians or instruments should be approved by the officiating pastor.

## **Decorations, Candles, and Flowers**

Our Sanctuary is intentionally designed to glorify God, so elaborate decorations are unnecessary. Still, we acknowledge the couple's privilege to select floral and other decorations for the ceremony. These plans must follow the guidelines below. If you have any questions regarding decorations, candles and flowers, please discuss these with the Wedding Coordinator prior to finalizing your decorations.

- Since the symbols, furniture, and fixtures in the chancel area and Sanctuary are already in their proper places, they cannot be moved without prior approval of the pastor or Wedding Coordinator. Should approval be given to move furniture or fixtures, **the bridal party is responsible for moving and returning the Sanctuary to its original state under the direction of the Wedding Coordinator.**



- The altar table may be pushed back towards the organ but NOT be removed or obscured by decorations. A minimum amount of flowers may be placed on the altar itself. No arrangements may be placed so as to obstruct the view of the altar or the cross.
- Sanctuary banners may not be covered or removed without approval of Wedding Coordinator.
- Pew bows or floral arrangements may not be attached in any way damaging to the finish of church furniture. **No pins, glue, nails, staples, florist's clay, tape, or tacks are permitted.** Ribbon, wrapped wire or plastic floral clips (made not to mar wood surfaces) may be used.
- If candles are used, only "drip less" candles, with plastic floor coverings beneath them, are allowed.
- Aisle runners are strongly discouraged as they pose a stumbling hazard.
- Natural flower petals are not to be thrown during the processional or placed on the floor as they can be crushed and stain carpeting.
- No arrangements, candles, or decorations may be placed on organ, piano, or keyboard.
- No arrangements or decorations containing water may be placed on polished wood surfaces without plant saucers or other appropriate protection.
- All decorations are the responsibility of the bridal party and are not to be placed in the Sanctuary until a day before the wedding. All flowers and decorations must be removed within 2 hours after the wedding unless prior arrangements have been made in advance with the Wedding Coordinator. We, at FUMC, are not responsible for any decorations left.
- For safety, no aisles or pew rows may be blocked by decorations.
- Any rooms used (choir/scout room for groom's party and youth room for bridal party) must be returned to original condition.

- No rice, seed, flower petals (natural or artificial), confetti or other material may be thrown or scattered in or outside of the church building.
- Any items rented for your wedding are your responsibility and should be removed from the church building within 2 hours after the wedding ceremony. Exceptions must be approved by Wedding Coordinator. Any items belonging to members of the wedding party that are lost or misplaced are not the responsibility of FUMC. Every precaution should be taken by the wedding party to secure all valuables.
- Please note: there may be times when special liturgical decorations are present in the Sanctuary. These are not to be removed.

### **Candelabras/Candles:**

Two different styles of candelabras are available for your use. Each uses oil filled candles, which are provided by FUMC. Please discuss with the Wedding Coordinator which set of candelabras, if any, that you would like to use so that they can be prepared prior to your wedding.

If you wish to use a unity candle and tapers, you will need to provide those items. Drip less candles must be used or proper protection placed under candles to avoid any wax spills/drips, especially on the altar.

No wax candles are to be used in the Sanctuary (except for the unity candle).

## **PHOTOGRAPHY & VIDEOGRAPHY GUIDELINES**

**Please give a copy of these guidelines to your photographer and videographer**

### **Photography**

First United Methodist Church permits photography only under conditions that maintain reverence and dignity appropriate to a service of worship. You must give a copy of these requirements to your photographer.

1. A single, designated photographer (usually professional) may take only two flash photographs in the Sanctuary during the service:
  - a. The bride's entrance (before entering the center aisle).
  - b. The bride and groom's exit (shot at the back of the church).

No other flash photographs are permitted during the service.

2. Non-flash photographs may be taken by the single, designated photographer (preferably from the back of the Sanctuary) during the ceremony. Care must be taken to maintain a reverent atmosphere. (ex. no excessive movement and/or noise.)
3. Family members and wedding guests may not take pictures (flash or otherwise) during the ceremony. The bride and groom are responsible for seeing that this requirement is made clear to those attending the wedding.
4. Photographers should not place equipment or stand on the pews or other church furniture.
6. Photographers are limited to **60** minutes after the conclusion of the ceremony and greeting line for photographs. If more than 60 minutes are required, a \$50/per hour fee will be incurred.

### **Videography**

First United Methodist Church allows videotaping only under conditions that maintain the reverence and dignity appropriate to a worship service. You must give a copy of these guidelines to your videographer.

1. The ceremony may be videotaped by the person of your choice.
2. First United Methodist Church will not provide video operators or cameras. The arrangements must be made separately.
3. Videotaping should not distract attention from the worship service.
4. A maximum of two video cameras may be used during the service. (This includes professional and non-professional equipment.)
5. A stationary camera with or without an operator may be placed in the choir area. Your videographer should discuss the placement with the pastor.
6. Only existing light may be used.

## CHAPEL WEDDINGS

The Church Chapel is available for use for small weddings. This area seats approximately 40 people. *(Please note: The Chapel is NOT air conditioned and has an older heating system which means it can be either cool or warm depending on the weather.)* A small piano is located in the Chapel. If a church pianist is required, a fee of \$150 will be charged.

All policies within this booklet are still be applicable to Chapel weddings.

Fees for Chapel weddings are listed below.

### **NON-MEMBERS**

#### **(Chapel Wedding)**

Pastor: \$250

Building Use: \$500

Wedding Coordinator Fee: \$100\* (separate check payable to Wedding Coordinator)

Security Deposit Fee: \$500\* (separate check- must be paid **no later** than 30 days prior to date)

Outside Clergy Fee: \$125 (in place of Pastor Fee)

***Total: \$850 plus \$500 refundable\* security deposit.***

***Deposit required to hold date: 1/2 of Total Fees***

## *Fee Schedule*

**A deposit is required to reserve your date with the balance of fees, and separate security deposit, due no later than one month prior to the wedding date. Payments not received by one month before the scheduled date may result in the wedding being removed from the church calendar and no refund of security deposit will be granted.**

### **NON-MEMBERS**

#### **(Sanctuary Wedding)**

Pastor: \$250

Organist Fee: \$175 (optional)

Sound Technician: \$75

Building Use: \$1000

Wedding Coordinator Fee: \$100\* (separate check paid directly to Wedding Coordinator)

Security Deposit Fee: \$500\* (separate check- must be paid **no later** than 30 days prior to date)

Outside Clergy Fee: \$125 (in place of Pastor Fee)

***Total: \$1600 plus \$500 refundable\* security deposit***

***Deposit required to hold date: 1/2 of Total Fees***