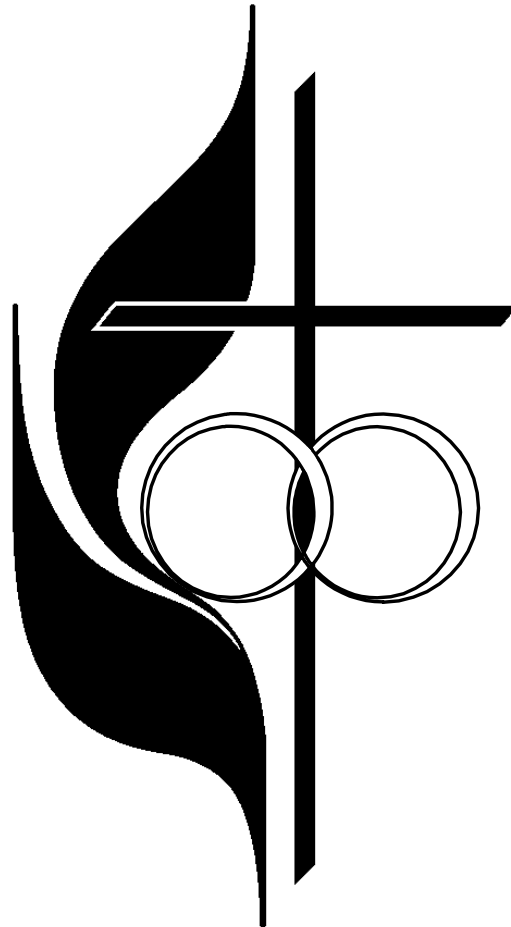


The Wedding Policy

(Updated 7/1/2012)



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Welcome to the Bride and Groom

We are pleased that you are considering Englewood United Methodist Church as the place to celebrate your marriage. A marriage is a meeting of the human and the divine. The wedding ceremony is a celebration of love. It solemnizes earthly covenants, while at the same time, expresses ultimate commitments to such spiritual virtues as love, fidelity, and sensitivity. Your wedding is the one occasion when the union of two people and the divine, of the sacred and the secular, of the religious and the romantic, occurs in a public ceremony of making promises commonly called “vows”.

The ceremony itself will involve rituals that are both spiritual and social. Both are important and will have their own place in your life together. Because the vows you make on your wedding day are holy vows, made both in the presence of God and of your friends and families, careful preparations should be made in anticipation of that day. A minister of the church will guide you in the spiritual aspects of the ceremony, and a wedding service coordinator from the church will assist you in the social aspects of your wedding.

This wedding policy of the church will answer many of your questions about preparations you will need to make for a meaningful marriage ceremony. The following rules and guidelines have been established in order to coordinate and preserve the sanctity of the facilities and the wedding ceremony. Please read through this booklet and share our policy with both families, your musicians, florist, and photographers.

The ministers and staff of Englewood United Methodist Church rejoice with you in your decision to be joined as one and look forward to your special day. We pray God’s blessings upon you as you begin your new life together.



Scheduling A Wedding

A wedding is a special service of worship within the community of faith. Christian marriage is a lifelong covenant between a man and a woman.

Wedding services are scheduled on a first come basis and may be scheduled as soon as one year in advance. Scheduling of the church facilities is the responsibility of the office administrator in consultation with the senior minister. The date and time of the wedding service must be cleared by the Englewood United Methodist Church senior minister. After approval has been obtained, a wedding booklet containing the EUMC wedding policies and a wedding information sheet will be given to the bride. The information sheet should be filled out immediately and returned to the office administrator. **ONLY AFTER THIS INFORMATION HAS BEEN RECEIVED, ALONG WITH THE FEES, WILL THE WEDDING OFFICIALLY BE PLACED ON THE CHURCH CALENDAR.** If the church Fellowship Hall and/or additional rooms are desired for after rehearsal and/or for a reception following the wedding, this needs to be scheduled at the same time the wedding is placed on the calendar.

A member of the Englewood United Methodist Church Wedding Service Coordinators is required to be in attendance for all weddings and rehearsals.

NO WEDDING SHALL BE SCHEDULED DURING HOLY WEEK, PALM SUNDAY, EASTER SUNDAY, CHRISTMAS EVE, CHRISTMAS DAY, NEW YEARS EVE, NEW YEARS DAY, JULY 4th, OR THANKSGIVING.

A **\$100.00 deposit for the use of facility** and **\$175 for the Sanctuary Maintenance Fee** must be received in the church office before your wedding date is placed on the calendar.



EUMC Wedding Service Coordinator

THIS PERSON IS REQUIRED, in addition to the WEDDING DIRECTOR. The wedding director CANNOT serve in both capacities at the same time.

The chair of the EUMC Wedding Service Coordinators will be given a copy of the church facility use request form as soon as the approval for use has been granted. She will then, assign one member from the EUMC Wedding Service Coordinators to the bride. The bride should refer her questions concerning policies, fees, space, church property, and equipment she plans to use to her EUMC Wedding Service Coordinator. The EUMC Wedding Service Coordinator will be the contact person until after the wedding, once the proper forms have been signed.

The assigned EUMC Wedding Service Coordinator will contact the bride and arrange a time to meet at the church to consult with the bride/mother of the bride concerning the wedding and the use of the church.

The EUMC Wedding Service Coordinator will be present at the rehearsal and on the day of the wedding. She will arrive 2 hours before the wedding and be present until after the pictures have been taken. If the reception is held at the church, she will remain until the reception is over. She will check the church and report to the Chair of the Board of Trustees as to the condition of the church after the event is over. If any problem has occurred as a result of the wedding the bride/mother/father will receive a report from the Chair of the Board of Trustees and a solution will be discussed.

THE EUMC WEDDING SERVICE COORDINATOR HAS THE FINAL DECISIONS IN ALL MATTERS REGARDING THE PREMISES WHILE YOU ARE IN THE CHURCH BUILDING.



Wedding Director

Each bride may choose her wedding director.

Your wedding director will meet with you to plan how your rehearsal and wedding will proceed.

Your wedding director will be present at the rehearsal and wedding. The wedding director should give all instructions to the wedding party at the rehearsal. The wedding director should be at the church at least 2 hours prior to the wedding. At this time, she will have time to answer any questions that has come up since the rehearsal and check on flowers for ushers and attendants. Ushers should be ready 1½ hours prior to the wedding to usher guest in.

The wedding director will be given the Wedding Policies for Englewood United Methodist Church.

The wedding director must meet with the EUMC Wedding Service Coordinator to go over the Wedding Policies for EUMC.

Nursery

If you are in need of a nursery on the day of your wedding, the Wedding Coordinator will contact our head Nursery Worker who will coordinate two workers for the day. As a Methodist Church, we have a Safe Sanctuary Policy in place that we must follow. The Wedding Coordinator can discuss payment with you and the nursery workers.

State of Emergency Policy

In case of a "State of Emergency" due to severe weather conditions, including hurricanes, severe thunderstorms, flooding/flash flooding, snow, ice storms, heat waves/drought, tornadoes, and earthquakes, EUMC adopts the same emergency policies as the City of Rocky Mount for as long as the situation is in progress.

All planned events scheduled for the use of the church will be cancelled immediately. This is necessary not only for the safety of the people involved, but also to church property.

The Chairman of the EUMC Trustees and the Senior Minister will be responsible to make sure that these policies are followed.

If you have questions, please contact the Office Administrator or the Chair of the EUMC Trustees.



The Wedding Ceremony

All arrangements pertaining to the wedding ceremony are to be made in consultation with the senior minister of Englewood United Methodist Church.

Guest Minister - Permission to include another minister in the service must be obtained from the senior minister of EUMC, who will then extend an invitation to the guest minister. The guest minister will participate in the portion of the service the senior minister decides is appropriate.

Wedding Program

This is a sample program for you to look over and decide what you would like to be included in the wedding program. You may wish to use all or part of the outlined program.

Order of Worship

The Prelude

The Chiming of the Hour

The Seating of the Grandmothers and Mothers

The Solo

The Processional

The Greeting

*The Hymn

The Declaration of Intention

The Response of Family and Friends

The Presentation of the Bride

The Scripture Lesson(s)

*The Solo/Hymn

The Exchanging of Vows

The Blessing and Exchanging of Rings

The Declaration of the Marriage

The Lighting of the Unity Candle

The Prayer and Blessing of the Marriage

The Solo - òThe Lord's Prayerö

The Benediction

The Recessional

* Please stand, if able.

Note: Printing of the wedding programs is the responsibility of the bride. Please allow the minister to approve your final program.



Marriage Counseling

You should be in touch with the ministerial staff to arrange for pre-marital counseling.

Music

Since weddings at EUMC are considered a service of worship, the same high standards are applied in selecting wedding music as are applied in all other worship services. Music selected for the wedding service should convey the sense of God's presence. It should express the joyousness of the occasion and should stand as an offering to GOD.

ALL MUSIC USED IN THE CEREMONY SHOULD BE APPROVED BY THE MINISTER AFTER CONSULTATION WITH THE BRIDAL COUPLE.

Music sung as solos or used as processional or recessional should reflect the sacredness of the worshipful atmosphere.

Questions regarding the music can be directed to the Minister of Music or the organist.

A fee for the organist is required. The fee includes a consultation with the Bride, the rehearsal, and the wedding. It may be paid at the rehearsal or on the wedding day. This fee should be paid to the organist.

IF THE BRIDE CHOOSES TO USE AN OUTSIDE ORGANIST, SHE/HE SHOULD HAVE A CONSULTATION WITH THE ENGLEWOOD UNITED METHODIST CHURCH WEDDING SERVICE COORDINATOR OR THE CHURCH ORGANIST. AT THAT TIME, SHE/HE WILL BE GIVEN THE MUSIC POLICIES OF ENGLEWOOD UNITED METHODIST CHURCH.



Flowers and Decorations

All decorating in the sanctuary should take place on the day of the wedding. No flowers are to be placed on altar rail, lectern, pulpit or organ/piano.

Candelabra and candles may be rented from a florist or other sources. Englewood UMC also has a set of candelabras and the unity candle available for use. There is no charge to church members and a \$50 charge for non-members for the use of the candelabras. Configurations acceptable for use are branch or spiral candelabras. Other styles must be approved by the EUMC Wedding Service Coordinator.

White metal candle tubes with spring fed replacement candles must be used in the candelabras to prevent dripping.

Decorations for weddings in the sanctuary of the EUMC shall be limited to candles in the altar candleholders and two additional candelabras, two vases of flowers on the altar flower stands or one large arrangement on the altar table, and markers placed on the pews to be tied with ribbon. Any exceptions to the rules for decorations should be approved in advance by the Englewood United Methodist Church Wedding Service Coordinator in consultation with the minister.

A Unity Candelabra with a dripless candle may be used as a part of your wedding ceremony. These candles must be provided by the bride. The florist should put a protective cover under the Unity Candelabra.

No other use of candles will be permitted.

Greenery on the altar in lieu of flowers is acceptable and a beautiful option. These plants may be placed in approximately the same acceptable locations as designated for the candelabras. Small sprays of greenery may be attached to the unity candelabra. The florist or other responsible party must remove these plants and other greenery immediately after the wedding.

The Wall Sconces may be lighted. However, the lighting must be done by a church member who has been trained to do this. A fee of \$50.00 is charged for the oil, preparing the candles for lighting, and cleaning.



Photography

Guests and/or photographers are not allowed to take flash pictures during the ceremony. Photographers may take pictures during the service; using only existing light or timed exposure. Only still photos or videos may be made during the wedding ceremony.

All pre-wedding pictures in the sanctuary must be finished 45 minutes before the wedding.

Post-wedding pictures should be completed as soon as possible. Suggested time - 30 minutes.

Photographers who attend rehearsals should be unobtrusive.

Please notify family members who are to be in group pictures. It is recommended these be taken first. If at any time the EUMC Wedding Service Coordinator views the posing of any of the wedding party as inappropriate, she has the right and the responsibility to stop the photographer from taking such a picture.

The bride should give the photographer a list of pictures to be taken in the sanctuary after the wedding: ex. Start with the largest group pictures and end with only the Bride and Groom.

After each group picture has been taken, those who will not be in another picture can be dismissed.

Interference by the photographer with the seating of guests or family members or the directions of the wedding director is not permitted.

Brides are asked to relay to their photographer the rules and regulations of the church. The best entrance for photo equipment is through the main entrance. If the photographer has further questions, he/she may contact the EUMC Wedding Service Coordinator assigned to the wedding.

The Videography Policy

Videographers must have their equipment in place and operational 1 hour before the wedding is scheduled to begin. Video equipment should not be visible to the congregation and personnel must be unobtrusive in sanctuary prior to the wedding. Only still videos will be allowed during the wedding ceremony.

Videographers who attend rehearsals should be unobtrusive.

Interference by the videographer with the seating of guests or family members or the directions of the wedding director is not permitted.

Brides are asked to relay to their videographer the rules and regulations of the church. If the videographer has any further questions, he/she may contact the Office Administrator or the EUMC Wedding Service Coordinator (443-2926).



The Rehearsal

The rehearsal usually takes place the day before the wedding. However, if it must be held at any other time the office administrator should be notified and other arrangements will be made.

Having the wedding party arrive on time is an important consideration of others.

It is expected that members of the wedding party recognize that the church is the House of God, and will conduct themselves at all times befitting the atmosphere of the place of worship.

Members of the wedding party must not arrive at the wedding rehearsal under the influence of alcohol/illegal drugs. **THE POSSESSION OR USE OF ALCOHOL/ILLEGAL DRUGS IS NOT PERMITTED ON CHURCH PROPERTY.**

THE ENGLEWOOD UNITED METHODIST CHURCH IS A NON-SMOKING ENVIRONMENT.

If the EUMC Wedding Service Coordinator feels this is not being followed, she has the authority to delay the rehearsal and have the person or persons removed from the church.

The Bride should bring the following items to the rehearsal:

- ◇ Guest Register and Pens
- ◇ Wedding Programs
- ◇ Unity Candles (if used)
- ◇ Seating Chart for Special Guest/Family

These items can be given to the EUMC Wedding Services Coordinator, who will be responsible for getting these items to the right person or persons.

The P. A. System Policy

The P. A. System at Englewood United Methodist Church is a very complex piece of equipment. Only a church member trained in the use of the P. A. System may operate it.

A fee of \$25 is charged for the use of this system. This fee is included in the Sanctuary Maintenance amount.



Your Wedding Day

The Parlor may be used by the Bride and attendants to dress.

The carpet should be covered with a sheet to prevent staining. If a sheet is not used and staining occurs you, will be responsible for having carpet cleaned.

Do not use the Library for overflow unless special permission has been given by Carolyn Clay, Librarian.

NO FOOD OR DRINK IS ALLOWED IN THE PARLOR OR LIBRARY. However, Room #5 near the parlor can be reserved for drinks and snacks. Arrangement can be made with the EUMC Wedding Service Coordinator.



The Reception

The Reception should be scheduled through the church office at the same time the wedding is scheduled.

The Fellowship Hall/Kitchen can be reserved the day before the wedding for decorating. Please schedule this through the office administrator at the time the wedding is scheduled. **BIRDSEED, RICE, CONFETTI, OR FLOWER PETALS ARE NOT PERMITTED INSIDE THE CHURCH.** However, silk flowers may be used if the flower girl is dropping petals. **BIRDSEED MAY BE TOSSED AT THE BRIDAL COUPLE OUTSIDE THE CHURCH AS THEY LEAVE.**

NO ALCOHOLIC BEVERAGE MAY BE SERVED AT THE RECEPTION IF IT IS HELD IN THE CHURCH FELLOWSHIP HALL.

The Bride may choose her caterer. The name of the caterer and the time she will be arriving at the kitchen must be given to the EUMC Wedding Service Coordinator so arrangements may be made for entrance to the church kitchen. **CATERER SHALL FURNISH ALL UTENSILS, CRYSTAL, SILVER, LINENS, ETC., UNLESS ARRANGEMENTS ARE MADE WITH THE EUMC WEDDING SERVICE COORDINATOR.**

It is the responsibility of the caterer to clean the kitchen, including the floor, and remove anything (food, etc.) that belongs to her before leaving.

The EUMC Wedding Service Coordinator will check and report to the Bride if any damage was incurred. The Coordinator will report damages to the Church Board of Trustees, who in turn will estimate the cost of the damage.

Wedding Fees/Honorariums

Weddings require special services on the part of the church staff. It is necessary to indicate the financial responsibilities involved. The following fee schedule details these costs.

There is no charge to EUMC Members for any room use when used in conjunction with a wedding other than the \$175 Sanctuary Maintenance Fee (*Cleaning Service for Sanctuary = \$100; Wedding Service Coordinator = \$50; and P. A. System = \$25*) **and** \$100 deposit.

If the Fellowship Hall is being used, you have the option of cleaning the Fellowship Hall yourself or our Cleaning Service is available for a fee of \$100.

The fees mentioned in the fee schedule should be paid by one check made payable to the church.

An honorarium for the officiating minister(s) (given by the groom) and wedding director(s) (given by the bride) is customary and should be given directly to those individuals. A good time to handle this is at the rehearsal. (See fee schedule for suggested amounts.)

A fee for the organist is required. The basic fee covers a consultation with the bride, the rehearsal, and the wedding. Fees for organist, soloist(s) and instrumentalist(s) are to be paid directly to the individual(s). (See fee schedule for suggested amounts.)



Wedding Fees/Honorariums (Continued)

Fee Schedule

	<i>Church Member</i>	<i>Non Church Member</i>
Required		
Deposit for use of any facility	\$100	\$100
Sanctuary	N/A	\$450
Sanctuary Maintenance Fee	\$175	\$175
<i>Cleaning Service</i>	= \$100	
<i>Wedding Service Coordinator</i>	= \$ 50	
<i>P. A. System</i>	= \$ 25	
Fellowship Hall/Kitchen	N/A	\$300
Cleaning Service (Fellowship Hall)	\$100	\$100
Classrooms	N/A	\$ 40 (each)
Wall Sconces	\$ 50	\$ 50
Candelabras	N/A	\$ 50

Additional Costs:

	<u><i>Suggested Amt.</i></u>
Honorarium for Officiating Minister(s)	\$150-200
Honorarium for Wedding Director(s)	\$150
Organist	\$150
Other Musicians	\$150

Note: The bride or bridegroom, the parents of either and/or grandparents must be members of EUMC in order to be eligible for Church Member Only fees.





Questions / Notes



Wedding Policies Committee

Evelyn Glover, Chairperson

Carolyn Clay

Llewellyn Edmondson

Frances Johnson

Debbie Robertson

Kelley Tyndall

Note: These ladies also serve as the Wedding Service Coordinator

