

WEDDING GUIDELINES

For St. Mark's United Methodist Church

(Revised 6/23/03)

INTRODUCTION

The members of St. Mark's extend their congratulations to all persons who come to pledge their constant love before the altar of Christ. Because a wedding is a service of worship, all preparations should be made with this in mind. For that reason, the Church Council has formulated the following guidelines and policies concerning the use of the church facilities for the wedding, rehearsal, ceremony, and reception.

BEFORE RESERVING ST. MARK'S UNITED METHODIST CHURCH THE FOLLOWING IS REQUIRED:

1. Call the secretary and arrange to receive the wedding guidelines for review.
2. Schedule a meeting with a church minister. Pre-marital counseling will be scheduled as needed. The minister is experienced with the personal, emotional, and practical matters involved in weddings and will be glad to help with matters that concern you.
3. Sign the Covenant and fill in all information on the Church Wedding Application form. These two forms must be turned in with your check.
4. Leave a check in the church office for the total amount due. This shall be refunded if the Wedding is cancelled as much as a week in advance of the scheduled date.
5. YOUR WEDDING DATE WILL BE OFFICIALLY ON THE CHURCH CALENDAR ONLY WHEN THE ABOVE FOUR STEPS ARE COMPLETED.

CONGRATULATIONS AND BEST WISHES

The staff and congregation of St. Mark's appreciate your cooperation with the following guideline and trust that your wedding will be a beautiful and memorial occasion!

SCHEDULING

Weddings for non-members may NOT be held on Sundays, Holy Week, memorial Day, Independence Day, Labor Day, the weeks of Thanksgiving, Advent, Christmas, or New Year, or on the date of a prior scheduled church activity. Reservations by non-members may be made no more than ninety (90) days in advance.

Weddings of church members may be held anytime, **but are strongly discouraged during the aforementioned times.** The church may be reserved by its members and members of other Rutherford County United Methodist Churches as much as a year in advance.

REHEARSAL DINNERS

If you plan to have the rehearsal dinner at St. Mark's, you need to fill-out a request form to reserve the Fellowship Hall and Kitchen for this event. This dinner is not to exceed more than two (2) hours. The kitchen and hall are to be cleared, refuse to be taken to dumpster or away.

REHEARSAL

Rehearsal time should not exceed 90 minutes (1 1/2 hr).

MINISTER

As a professional courtesy, persons desiring someone other than the minister of St. Mark's to perform the wedding ceremony shall confer with the St. Mark's minister BEFORE inviting a guest minister. The minister would like to send a letter of invitation to any guest minister conducting weddings at St. Marks. Please provide the name and address of a guest minister to the church office. **Note:** *An invited guest minister shall not be permitted to change the wedding guidelines.*

It is customary to give an honorarium to the minister conducting your wedding. Ministers of St. Mark's offer their services to members of the church as a part of their pastoral duties, and therefore do not expect honoraria for conducting weddings of church members. However, honorarium for invited guest ministers are the responsibility of the groom. It would be appropriate to discuss any questions about fees or honorariums with the minister prior to the wedding.

WEDDING GUILD HOST/HOUSTESS

A St. Mark's United Methodist Church member shall be present at the rehearsal and wedding to assist your wedding director. Any questions regarding guidelines or facilities will be answered by the Wedding Guild Host/Hostess.

DRESSING AREAS

The Parlor Room 501 may be used for the women's dressing area. The Youth Center is used for the men's dressing area

RECEPTION

The Banquet Room is available for the reception. The use of the room does not include the use of the church supplies.

The Kitchen and Banquet Room are to be left clean with everything in its proper place.

The Wedding party is responsible for set-up and take-down of the tables and chairs. We have some tables and chairs available for your use.

POLICIES

Smoking is strictly prohibited anywhere within the church building. (This includes the bathrooms.)

Alcoholic beverages and/or illicit drugs may not be brought onto the church premises.

Food and soft drinks are not permitted in the worship center at any time.

The use of rice is prohibited. Birdseed is restricted to outside the church building and the residue should be swept away.

Any damage done to the furniture or furnishings will be repaired to the satisfaction of the St. Mark's trustees at the expense of the person who contracted the use of the building.

DECORATIONS

Special seasonal church decorations (Thanksgiving altar arrangement, Chrismon tree, Easter banners, etc.) will remain in place for a wedding. Please make your florist aware of these requirements.

The regular furnishings or equipment of the Worship Center may not be moved from their normal places with the exception of the flags which must be replaced after the ceremony.

Except for a central floral arrangement, no other decorations may be placed on the altar. A unity candle, if used, must be free standing.

The flowers, palms, potted greenery, and candelabra should be placed so as not to hide the altar or pulpit. **DECORATIONS MUST NOT OBSCURE THE CROSS.**

Liners must always be used with the church vases, and protective coverings must be placed under all pots, palms, and vases. They may be of paper, cloth or plastic, but must not be noticeable. In the event that palms, ferns, or other decorations need to be elevated, stands must be provided of such kind and size as may be easily installed and moved without doing damage to church property.

Only dripless candles may be used and shall have receptacles.

Tacks, nails, pins, screws, or similar objects may not be used on walls, floors, furnishing, etc. Tape may not be used on any of the furnishings.

The florist is responsible for removing all litter associated with his/her work and must remove all items used in decorating the worship center as soon as possible after the wedding.

Failure to observe these regulations may result in the florist being barred from participation in future wedding at St. Marks.

PHOTOGRAPHY

In keeping with the sacredness of the wedding ceremony, only ONE picture is permitted at the back of the worship center as the bride enters the aisle at the beginning of the wedding processional. No other flash pictures may be taken in the worship center at any time during the ceremony.

Pictures of the wedding party may be taken in the worship center before the guests arrive or after the guests have left. To facilitate preparation for the wedding, all pre-wedding pictures must be completed at least forty-five (45) minutes prior to the announced time of the wedding. As a courtesy to the guests, it is suggest that post-wedding pictures be complete in a timely manner.

Videos can be made from the video platform in the Worship Center. Other locations shall be discussed with a St. Mark's minister prior to the wedding.

The photographer is responsible for removing all litter associated with his/her work. All tables, chairs, and other furnishings are to be returned to their normal places if moved.

Failure to observe these regulations may result in the photographer being barred from participation in future weddings at St. Marks.

THE BRIDE IS REPONSBILE FOR RELAYING THIS INFORMATION TO THE PHOTOGRAPHER AND TO FAMILY MEMBERS AND FRIENDS.

MUSIC

A wedding is a sacred service, and the music should be conductive to the worship of God. It should be in keeping with the seriousness of purpose yet reflect the reverence of the occasion. A list of the music to be used must be submitted to the church office for approval at least 6 weeks prior to the wedding.

The use of specifically Christian music is strongly encouraged. It ensures the proclamation of Christian faith and hope. Such texts and music express the joy, praise, and thanksgiving that characterize marriage in a Christian context. Secular love songs are better suited to the reception. If there is a question as the appropriateness of the selections, the final

decision will be made in consultation with the St. Mark's minister, the bride and groom, and St. Mark's Minister of Music or Organist.

Guest organist are welcome, but should be approved by the church organist or Minister of Music. Practice time for a visiting organist must be coordinated with the church organist.

The services of the church organist may be available to you; you should contact him/her as soon as possible to know if he/she is available for the time of the wedding. The fee is \$100.00 and is payable at the rehearsal.

SOUND EQUIPMENT

Arrangements for use of the church's sound equipment are to be discussed with the minister at least two (2) weeks prior to the wedding date.

ACCESS TO THE BUILDING

Access to the building will be coordinated with the Wedding Guild Host/Hostess. Persons associated with the wedding do not have permission to use the entire building unless prior arrangements have been made. Every effort will be made to insure that other scheduled activities will not interfere with the wedding. A member from the wedding party shall look for articles left behind. St. Mark's will not be responsible for items left at the church. The Wedding Guild Host/Hostess shall be responsible for making sure the lights are turned off, and that the doors are locked. The custodian will clean later, but may not be at the church during the rehearsal or the wedding. The custodian is not responsible for the set-up of tables in the Banquet Room for your reception. You may use our tables and chairs as you like, but the Banquet Room should be left in the same manner as found.

FEES

Church members are not charged a facility-use fee, but are obligated to share in the cost of the additional expense incurred. This fee is \$350 and includes custodian, wedding guild host/hostess and sound system operator. **If taped music is used, another \$30 is needed for rehearsal.**

For non-members the facility-use fee is \$700 and includes custodian, wedding guild host/hostess and sound system operator. **If taped music is used, another \$30 is needed for rehearsal.** A refund of \$100 will be made provided the guidelines for clean-up are followed and no damage is done to the building, furniture, and or furnishings.

WEDDING APPLICATION

(REVISED 11-1-01)

PERSONAL INFORMATION

TODAY'S DATE: _____

BRIDE'S NAME: _____ HOME PHONE _____

HOME ADDRESS _____ CITY _____ ST _____ ZIP _____

EMPLOYER NAME _____ WORK PHONE _____

CHURCH MEMBERSHIP AT: _____

GROOM'S NAME _____ HOME PHONE _____

HOME ADDRESS _____ CITY _____ ST _____ ZIP _____

EMPLOYER _____ WORK PHONE _____

CHURCH MEMBERSHIP AT _____

PARENT'S NAME:

BRIDE _____ PHONE _____

GROOM _____ PHONE _____

WEDDING INFORMATION:

WEDDING DATE _____ TIME _____ ARRIVAL TIME _____

REHEARSAL DATE _____ TIME _____ ARRIVAL TIME _____

NUMBER IN WEDDING PARTY _____ NUMBER OF GUEST EXPECTED _____

OFFICIATING MINISTER:

NAME: _____ OFFICE PHONE _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

CATERER _____ PHONE _____

PHOTOGRAPHER _____ PHONE _____

FLORIST: _____ PHONE _____

WEDDING DIRECTOR: _____ PHONE _____

MUSICIANS: (organ) _____ PHONE _____

(piano) _____ PHONE _____

(other) _____ PHONE _____

(other) _____ PHONE _____

Do you plan to use taped music? Yes _____ No _____

ROOMS TO BE RESERVED: (Check)

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Chapel _____

Dressing Areas: 1 Room _____ 2 Rooms _____ 3 Rooms _____ 4 Rooms _____

RECEPTION INFORMATION:

WILL YOU HAVE A RECEPTION IN OUR FELLOWSHIP HALL? Yes _____ or No _____

IF YES PLEASE READ:

YOU ARE RESPONSIBLE FOR SET-UP OF THE FELLOWSHIP HALL FOR YOUR RECEPTION AND YOU NEED TO LEAVE THE FELLOWSHIP HALL AS YOU FOUND IT. THIS IS NOT A PART OF THE CUSTODIAN'S DUTIES. WE HAVE THE FOLLOWING TABLES AVAILABLE FOR YOUR CONVENIENCE.

16- 8 ft. rectangle tables

4- 6ft. rectangle tables

REHEARSAL DINNER:

WILL YOU HAVE A REHEARSAL DINNER IN OUR FELLOWSHIP HALL? YES ___ or NO ___

IF YES, YOU MUST FILL OUT A FACILITY REQUEST FORM TO RESERVE OUR FELLOWSHIP HALL FOR THE DINNER. THERE WILL BE AN ADDITIONAL FEE OF \$100.00

DO NOT FILL OUT – CHURCH RECORDS ONLY:

ST MARK'S WEDDING HOSTESS: Judy Shewmake, Karin Hunsaker **Date notified** _____

SOUND OPERATOR: _____ **Date notified** _____

CUSTODIAN: _____ **Date notified** _____

ORGANIST: _____ **Date notified** _____

MINISTER: _____ **Date notified** _____

Security Deposit paid \$ _____ Date _____ Total Paid \$ _____ Date _____

WEDDING COVENANT

(revised 11-01-01)

Your wedding at St. Mark's United Methodist Church will be given a high priority. It involves the ministers, the secretarial staff, and the church custodians. It is our desire to help you make this a never-to-be-forgotten occasion. Weddings in the church are worship services, and everything possible will be done to insure the Christian character of the service.

Inasmuch as the Church has made a commitment to you, you in turn must make a commitment to the Church. In scheduling your wedding, you are indicating your awareness of the wedding guidelines of St. Mark's UMC and your willingness to faithfully follow them.

Members of the wedding party will refrain from the use of any intoxicating beverages or illicit drugs prior to the ceremony. If either the bride or groom is under the influence of alcohol or illicit drugs, the pastor will not perform the ceremony.

Further:

1. All changes in plans (times, dates, places, etc.) must be accepted by the church before they are final.
2. All music to be used at the wedding will be approved by the St. Mark's Minister, or Minister of Music. Visiting organist must contact the Director of Music at least one month prior to the wedding.
3. Inasmuch as a wedding at St. Mark's UMC is a worship service, the conduct and content will ultimately rest with the church. Behavior and attire shall be appropriate for the nature of the ceremony as a worship service.
4. You are responsible for making sure that your florist, caterer, and photographer are aware of the Wedding Guidelines of St. Mark's and that they will abide by them.

I WILL FAITHFULLY BE A PARTNER WITH THE CHURCH IN THIS COVENANT.

SIGNED: _____ Date: _____

Bride

SIGNED: _____ Date: _____

Groom

FEES

Member- \$350.00

(fee includes: custodian, wedding guild host/hostess, sound system operator.)

If taped music is used, another \$30 fee is needed for rehearsal.

Non-Member - \$700.00

(\$100.00 Security Deposit will be returned following wedding if all is in order.)

(Fee includes: Custodian, wedding guild host/hostess, sound system operator.)

If taped music is used, another \$30 fee is needed for rehearsal.