

A Guide For Weddings ***At Wesley Monumental United Methodist Church***

(Adopted August 2007, Revised January 2012)

We are pleased that you wish to be married at Wesley Monumental United Methodist Church. The wedding can be one of the most meaningful events in a couple's life. This booklet should answer many of your questions and serve as a guide and checklist to help you address the details that make a wedding go smoothly. Please complete the wedding contract and return it to the church office. This must be done before your date can be confirmed on our church calendar. We hope that your wedding on this sacred site will be deeply spiritual and memorable.



WEDDING INFORMATION, RULES, REGULATIONS, AND GUIDELINES

Reserving the Facility

After you have chosen the date and time for your wedding, contact the church office to see if the date is available. If the date is available (and you are within the time-frame for booking) the date will be presented at the weekly staff meeting for approval. If there is no conflict, we will approve your date and time and contact you. Dates and times are reserved on a first come first served basis. A church member may request a wedding date one (1) year in advance, while a non-member may request nine (9) months in advance. Once the date is approved you have 30 days (from the date of your confirmation letter) to mail a \$250 Deposit (non-members only) **and** the completed wedding contract.

The remaining fees must be in the church office no later than **30 days before the wedding rehearsal**. Payments for the sanctuary and optional fees are to be made payable to: Wesley Monumental UMC. The remaining fees are to be made payable to the participating individuals – you will be advised to whom the checks are to be made payable.

Cancellation Policy: weddings must be cancelled at least sixty (60) days before the wedding date; otherwise the deposit is forfeited to the church.

Please note that the \$250 deposit is separate from the other fees and only applies to non-members.

The facilities of Wesley Monumental United Methodist Church available for your use include:

- The Sanctuary with seating for 730.
- A parlor type room for the bride and her bridesmaids.
- A classroom for the groom and his groomsmen.
- The Fellowship Hall, which will accommodate 150 to 200 seated guests depending on set-up for a reception.
- A Kitchen in the Fellowship Hall which may be used by the caterer for distribution of the food.

Mandatory Fees:

Sanctuary for Wedding and Rehearsal	Non-member	\$1000
Building Custodian (Wedding & Rehearsal)		\$200
Building Custodian (Reception)		\$100
Wedding Director (Wedding and Rehearsal)		\$250
Wedding Director (Reception)		\$50
Organist (additional charges may apply for musicians, etc.)		\$300
Minister		\$300

Optional Member/Non-Member Fees:

Candelabra & Candles (2 candelabra with 7 candles- 2 set limit)	\$50.00 per set
Unity Candle and Candles	\$25.00
Pew Torches & new set of 12 candles	\$200
Fellowship Hall/Kitchen with Church Wedding	\$300

(Please note that only Wesley Monumental candles and candelabras may be used unless pre-approved by the Church Wedding Director that is assigned. This applies to Non-members and Members)

The Wedding Ceremony

The wedding ceremony will be as prescribed by the United Methodist Book of Worship: A Ceremony of Christian Marriage. Because the wedding ceremony is a service of worship, the contents of the ceremony, as well as the attire and behavior of the wedding party and guests, should reflect an attitude of reverence befitting the occasion.

Communion

The inclusion of the Lord's Supper is only permissible if one of the pastors at Wesley Monumental UMC is involved in the service. Because many guests at a wedding either have no sacramental background or have a different understanding of the Lord's Supper, we discourage the serving of Communion during the wedding ceremony. An alternative would be to serve Communion to participants at the rehearsal. Should a couple decide to serve Communion during the wedding, then it must be served "...not only the husband and wife, but the whole congregation are invited to receive Communion." (Rubrics, United Methodist Hymnal, page 864). If Communion is served in either setting, the method used shall be intinction, where the bread is torn from the loaf and given to the communicant, who then dips the bread lightly into the cup. A Communion Steward will be required to prepare the table and the Communion elements. Wine is not permitted for Communion; only grape juice can be used.

Choosing a Date

Wesley Monumental does not schedule **any** weddings during the following:

Holy Week (the week before Easter)
Christmas Eve or Christmas Day
The Last Weekend before Christmas

Wesley Monumental does not schedule any **non-member** weddings during the following:

Memorial Day Weekend	Thanksgiving Weekend
Labor Day Weekend	New Year's Eve and New Year's Day
July 4 th Weekend	Any Saturday that precedes a Communion Sunday

(Sunday wedding are discouraged and are not permitted for non-members. Upon consultation with pastoral staff, arrangements might be made to accommodate a Sunday wedding for a church member)

Choosing a Time

The time chosen for your wedding will depend upon your reception. In order to have our facility ready for Sunday morning worship, weddings with receptions at the church may be held until 5:00 p.m. on Saturday. Weddings without a reception at the church may be scheduled until 6:00 p.m. Church members may schedule Saturday weddings as late as 7:00 p.m.

Selection of Minister

Pastors of Wesley Monumental United Methodist Church or another United Methodist minister must officiate at or assist in the wedding ceremony.

Counseling

All persons marrying at Wesley Monumental United Methodist Church will be required to engage in premarital counseling. Appointments for premarital counseling must be scheduled by the bride and groom well in advance of the wedding with the pastor who will be officiating at the ceremony. Our Senior Pastor, Associate Pastor, and Minister of Education are available for counseling during their regular office hours, 8:30am – 5:30pm Monday through Thursday. Friday and Saturday counseling sessions have a fee of \$75.00 per session. **No counseling is done on Sundays.**

Church Wedding Director

One of our Church Wedding Directors will serve as the Director for both the wedding and the rehearsal. The Wedding Director is assigned by the Administrative Assistant and you will be provided with her contact information. A bridal consultant is welcome to help the bride and her attendants in the room designated for the bride's use. However, once the bridal party leaves that room the Church Wedding Director will coordinate the activities of the wedding party.

Church Organist and Church Music

The music in a wedding service should reflect the highest standards for any act of worship in the house of God. The texts of vocal solos should be biblical or from hymns. The use of secular texts ("popular" music, ballads, love songs, etc.) is not permitted in the wedding service. *Prerecorded music is not permitted.* All arrangements for music must be made through Wesley Monumental's Director of Music Ministries. The bride and groom are responsible for making an appointment for the purpose of planning suitable music. Wesley Monumental's organist will play for **all** weddings. The services of the organist, however, are not confirmed until the couple has personally contacted the organist and discussed the arrangements. If, the organist is not able to play for a wedding, a listing with names of organists who have clearance to play Wesley Monumental's organ will be provided to the bride and groom. If a vocalist or

instrumentalist is to be used in the service, that person should contact the organist and arrange a rehearsal time. In all cases, the final decision regarding the music for a wedding will remain with the Director of Music Ministries.

Every effort will be made to provide music which pleases you and which conforms to Wesley Monumental's standards for worship.

Rehearsal

The rehearsal is scheduled for the day prior to the wedding, lasts a maximum of one (1) hour and may be held from 5:30-6:30 p.m. or from 6:00-7:00 p.m. It is important to start your rehearsal on time, since the pastor, organist, wedding director, custodian and others are all involved. It is up to you, the bride and groom, to insist that members of the wedding party be on time for your rehearsal. We strongly recommend the wedding party arrive 15 minutes before the scheduled time. If a rehearsal exceeds the allotted length (1 hour), there will be an additional charge of \$25 per hour for each staff member, billed after the wedding.

Photography

Flash photographs are prohibited during the ceremony. If you plan to have a printed program, please include this statement:

“To respect the wedding party and their guests, taking photographs is not permitted during the service. Set all communication devices to silent mode. Thank you.”

Pictures without flash may be taken from the rear balcony or the rear of the church. No movement may be made up and down the aisles or balcony during the service. If photographs with the minister are desired, they should be taken immediately following the ceremony. Standing on the pews (even with shoes off) is prohibited.

Professional videotape recordings may be used to record the service. You may use up to two (2) video cameras; one (1) at the back balcony operated by an individual, and one (1) on the side balcony, which **MUST** be remotely operated and unobtrusive.

If the photographer or videographer does not abide by Wesley Monumental's usage guidelines an invitation will not be extended to them for future weddings. Violation of this policy could result in forfeiture of the bride's deposit.

Decorations and Cleanup

NOTE: The church will be open three (3) hours prior to the wedding for decorating.

- **Sanctuary** - Simple decorations are suggested. Only fresh flowers are to be used. No artificial greenery or flowers may be used with the exception of silk rose petals, which **must** be used in place of live rose petals to prevent staining of the carpet and the bride's dress. The candles on the altar must be used and not replaced by another type of candle. It is your florist's responsibility to clean the altar area once the

arrangement has been placed, prior to the service. No nails, tacks or gummed tape may be used on church furnishings or walls. You must decide at least one (1) month in advance of your wedding whether or not you wish to leave your flowers. If you are not leaving your flowers, you may not use the church's urns. Please note that if a wedding precedes a Communion Sunday (the first Sunday of the month) and you wish to leave your flowers, there must be two (2) arrangements.

• **Reception Area** - Five (5) hours are allotted for a wedding, reception, and clean-up held on Saturday. If this time is exceeded a fee of \$50 each per hour for the custodian and wedding director will be incurred.

Receptions

The Fellowship Hall may be used for receptions. Please note that alcoholic beverages are not permitted on ANY church property. It is up to the wedding party to contract for catering, music and so on. You must arrange a meeting with the Wedding Director to discuss reception details. Caterers are expected to:

- Furnish all portable equipment, supplies, food, dishes, crystal, silverware, table cloths, napkins, cutlery, serving pieces, paper goods, foil, plastic wrap, etc.
- Setup, serve, and clean up. Wash dishes, sweep floor, and take all trash to the dumpsters.

Decorations may be placed in the Fellowship Hall during office hours or three (3) hours prior to the ceremony. Cleanup must take place immediately following the end of the reception.

We require our Wedding Director to be present during the reception to be certain that our rules are followed and to have a church liaison on hand. However, the Wedding Director is not responsible for directing the entering of the bridal party, coordinating with the D.J., etc.

Parking

Wesley Monumental owns two (2) parking lots – one (1) on the corner of Drayton and Gordon, and the other on the corner of Drayton and Wayne Street. (Please note that the interior parking spots on the Gordon Street lot may only be used after 5:00 P.M. on weekdays and anytime on weekends). Please feel free to direct your guests to use these parking lots. Also, be sure to let your guests know that the parking meters on the surrounding streets do not need to be “fed” on weekends.

General Church Policies

- The furniture, paraments, candles, flags, etc. in the sanctuary may not be disturbed or removed.
- Members of the wedding party must refrain from the use of alcoholic beverages, illegal drugs, or tobacco on all church property. Use of alcoholic beverages, illegal drugs, or tobacco on church property will result in the loss

of the bride and groom's entire wedding deposit. ****If anyone comes to the rehearsal or wedding inebriated, they will be asked to leave and the bride and groom will forfeit their entire wedding deposit.***

- Smoking is not permitted in any church building. If anyone wants to smoke, please have them move away from the entry areas to do so. There is a square across from the church that is suitable for smoking.
- The damage or misuse of church property (i.e. dressing rooms, Bathroom etc.) will result in the bride and groom forfeiting their entire wedding deposit.
- Ushers should refrain from loud conversation while in the narthex before and during the time guests are arriving since the Sanctuary doors are open and seated guests should not be disturbed. This applies also to the bride and her attendants when they arrive in the narthex. Flower girls and ring bearers must be at least five (5) years old.
- Rice or confetti may not be used. Birdseed may be used outside, but may not be brought into the church building.
- The church cannot be held responsible for any personal property left in any area of the church facility.
- The two main aisles in the sanctuary cannot be blocked for safety reasons. Guests in wheelchairs may sit on the outermost aisles or in front of the right section of pews.
- The wedding party, guests and all support personnel hired and/or utilized by the wedding party to assist with the service shall indemnify and hold harmless Wesley Monumental United Methodist Church, its members, trustees, and employees against any and all claims, liabilities, damages, or actions arising from Wedding Party's possession or use of the property.

WEDDING CONTRACT
WESLEY MONUMENTAL UNITED METHODIST CHURCH
429 ABERCORN ST., SAVANNAH, GA 31401, (912) 232-0191

INFORMATION ABOUT BRIDE

BRIDE'S FULL NAME _____ AGE _____

ADDRESS _____

PHONES: (H) _____ (W) _____ CELL _____

EMAIL _____

PLACE OF EMPLOYMENT _____

CHURCH MEMBERSHIP _____

INFORMATION ABOUT GROOM

GROOM'S FULL NAME _____ AGE _____

ADDRESS _____

PHONES: (H) _____ (W) _____ CELL _____

EMAIL _____

PLACE OF EMPLOYMENT _____

CHURCH MEMBERSHIP _____

NEW ADDRESS AND PHONE NUMBER AFTER MARRIAGE:

INFORMATION ABOUT CEREMONY

WEDDING DATE AND TIME:

Date _____ **Time:** _____

REHEARSAL DATE: _____

REHEARSAL TIME: 5:30 – 6:30 p.m. **OR** 6:00 – 7:00 p.m. (*circle one*)

NAME OF MINISTER REQUESTED: _____

NOTES:

****PLEASE READ THE FOLLOWING GENERAL CHURCH POLICIES****

Article 1: *General Church Policies*

- The furniture, paraments, candles, flags, etc. in the sanctuary may not be disturbed or removed.
- Members of the wedding party must refrain from the use of alcoholic beverages, illegal drugs, or tobacco on all church property. Use of alcoholic beverages, illegal drugs, or tobacco on church property will result in the loss of the bride and groom's entire wedding deposit. **If anyone comes to the rehearsal or wedding inebriated, they will be asked to leave and the bride and groom will forfeit their entire wedding deposit.*
- Smoking is not permitted in any church building. If anyone wants to smoke, please have them move away from the entry areas to do so. There is a square across from the church that is suitable for smoking.
- The damage or misuse of church property (i.e. dressing rooms, bathroom etc.) will result in the bride and groom forfeiting their entire wedding deposit.
- Ushers should refrain from loud conversation while in the narthex before and during the time guests are arriving since the Sanctuary doors are open and seated guests should not be disturbed. This applies also to the bride and her attendants when they arrive in the narthex.
- Flower girls and ring bearers must be at least five (5) years old.
- Rice or confetti may not be used. Birdseed may be used outside, but may not be brought into the church building.
- The church cannot be held responsible for any personal property left in any area of the church facility.
- If your videographer/photographer does not abide by the rules, you may lose your \$250 deposit. **(for non-members only)**
- All fees must be received by the church office no later than 30 days prior to the wedding rehearsal.
- The wedding party, guests and all support personnel hired and/or utilized by the wedding party to assist with the service shall indemnify and hold harmless Wesley Monumental United Methodist Church, its members, trustees, and employees against any and all claims, liabilities, damages, or actions arising from Wedding Party's possession or use of the property.

I _____ have read, understood and agree to
Please print your full name
abide by the rules and regulations of Wesley Monumental UMC, specifically those
stated in Article 1: General Church Policies.

Signature _____.

Date _____