

# CHRIST UNITED METHODIST CHURCH

Connecting people to Jesus so that lives, families, and community can be restored.

## **Policy and Guidelines For Weddings in the Sanctuary**

### ***Congratulations!***

One of the loveliest occasions in the life of two people is their wedding. It comes to them as a culmination of their hopes and dreams and at the same time, as the beginning of a new experience... "Instituted of God and signifying the mystical union which exists between Christ and His Church."

It is our desire to join you in making your wedding as beautiful as you have dreamed and an experience which will always live in your memory. To this end, we are happy to share the church facilities in accordance with the policies and regulations as approved by the Church Council and the Wedding Committee of Christ United Methodist Church.

### **Contact Information**

#### **Christ United Methodist Church**

Phone: 601-956-6974

#### **Wedding Coordinator (church)**

Brandon Kennedy, Director

weddings@christunitedjxn.org

601-940-4030 (cell)

## **CHRIST UNITED WEDDINGS**

All weddings must meet the standards of the United Methodist Conference to be performed at Christ United Methodist.

### **THE DATE AND TIME**

To check for available dates for weddings please complete the wedding interest form on our website. You will be notified if your request is able to be met by the wedding coordinator.

Please know Christ United does not schedule weddings during certain time periods:

- Easter Weekend
- Some weekends in December but those dates will be determined yearly when the church calendar is set

The following dates may have conflicts you should be aware of:

- The decorations for Lent(various colors), Pentecostal Sunday(red)and Advent(various colors) are usually present in the sanctuary on the preceding Saturday.
- Sometimes needed personnel (custodians, clergy, wedding coordinator, etc.) may not be available during the holiday weekends of Memorial Day, July 4<sup>th</sup>, Labor Day and New Year's Day as well as the weekend prior to and the weekend following Christmas.
- The weekend prior to Thanksgiving may include harvest fruits on the altar.
- The weekend following Thanksgiving may conflict with church activities.
- Other Sundays not listed are potential.
- If your wedding is on a Saturday, the flowers may be left for the Sunday morning worship services. Recognition of the wedding flowers will be printed in the Sunday program (we must know two weeks in advance) if you plan to leave them. If the wedding is during the season of Lent (or it there's an unusual conflict in the sanctuary), the wedding flowers in the sanctuary will be moved to the Great Hall for Sunday worship but still recognized in the worship program.

- **FLOWERS & DECORATIONS**

- \*Holiday or liturgical decorations already in the sanctuary and Great Hall must remain.
- The two flower stands are frequently used for large arrangements and may be moved to different locations on the chancel area. The cross and candles need to stay on the altar but can be moved to a different position. The Bible can stay or can be moved to the Sacristy. The pulpit and/or lectern can be moved to the back area of the chancel if not needed. However, NO rearrangement of any other chancel furnishings is permitted. Because Sunday morning worship is the primary focus of CUMC, no item will be removed from the chancel that is part of

our regular Sunday morning worship service. This includes the orchestra chairs and music stand, percussion instruments, drum set, grand piano, organ, altar, theatrical lighting, and front-fill monitors. Two small vases of flowers may be used on the alter table on either side of the cross. Your wedding director will be happy to answer any questions you may have regarding the decorations.

- You must complete the floral agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.
- Your florist will have access to the church at 9:30 on the morning of your wedding. The florist needs to contact the wedding coordinator (see page 1) to make arrangements for access if they need to arrive earlier. The florist may also use the left side of the sacristy for floral preparations but is responsible for leaving the area clean of any debris. If your wedding is a day other than Saturday, please contact the wedding to schedule the optimal time for floral delivery.
- NO rice or confetti may be used anywhere on the church property – inside or outside.
- Any petals dropped during the ceremony must be artificial.

**Once the date is approved, Christ United will provide a link to pay your wedding deposit to reserve your date. The date is NOT finalized until your deposit has been received. Once your date has been officially reserved, your wedding will be added to the main church calendar. Once the deposit has been received you will be contacted by the wedding coordinator.**

Weddings must start by 7:00pm or earlier.

### **NON-MEMBERS**

Christ United does allow non-members to use our facility for their wedding. In addition to the policies for all weddings in the church facility, there are additional regulations for non-members. No more than one non-member wedding will be scheduled per month and no non-member weddings will take place Easter weekend or the weekend before or after or during the month of December. Additional fees are also required from non-members to book the wedding date and use the facilities which are outlined in the fees section of this guideline.

## **WEDDING COORDINATOR**

Our wedding coordinator (listed on page 1) shall direct, in full, your rehearsal and wedding service. No other consultant may be used but she will work with your personal wedding coordinator as needed. She is the representative from the church and will be of invaluable assistance to you in the planning of your wedding service at the church. All questions should be directed to her during the planning process of the wedding service. The Christ United wedding coordinator is your source for guidance and decisions regarding the wedding service and other activities on the church property.

## **THE MINISTER(S)**

The officiating minister must be ordained. Any non-Christ United ministers must be pre-approved by our pastor or executive pastor who may also require assistance with the ceremony from a Christ United pastor. If you would like a pastor from Christ United to officiate your wedding, please indicate this on the wedding interest form. [p

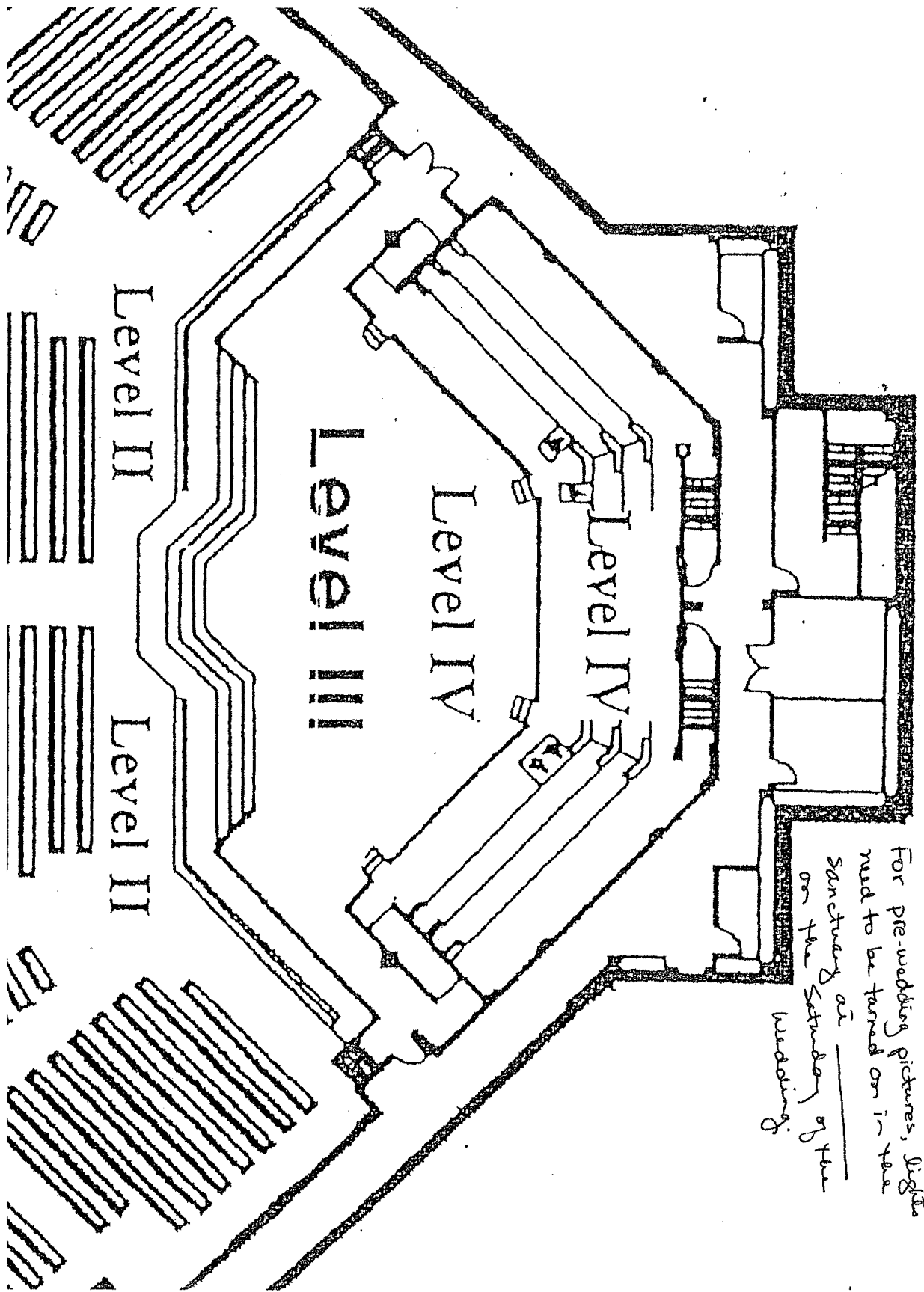
## **REHEARSALS**

Rehearsals will be directed exclusively by the wedding coordinator in cooperation with the officiating minister. Rehearsals typically last from 45 minutes to one hour. PLEASE ask your attendants to arrive 15-30 minutes ahead of time.

The entire wedding party should be at rehearsal - Bride and Groom, their attendants, parents of the bride and groom and any flower girl/ring bearers. The bride, in conjunction with the CUMC wedding coordinator, may choose a time for the rehearsal on the evening prior to the wedding at the church.

## **PRE-MARITAL COUNSELING**

All couples using a Christ United pastor are required to have pre-marital counseling between the initial and final meetings with the officiating minister (if member of CUMC staff). It is STRONGLY recommended that counseling begin six or more months prior to your wedding date. Please contact the officiating pastor (see page 1) to discuss appointment scheduling



## **STILL PHOTOGRAPHY**

- The wedding photography guidelines are on the next page. You must complete the photographer agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.

In addition to the sanctuary and dressing rooms, photographers also use the prayer room, steps in the Great Hall, and outside which are all available prior to and after the wedding ceremony.

Please understand that the wedding service is a sacred service and it is our desire that your wedding be as beautiful as planned. Lights flashing and cameras clicking take away from the ceremony and away from the bridal couple. It is recommended that you include text in your wedding program requesting that guests refrain from taking pictures during the ceremony.

## **VIDEOGRAPHY AND RECORDINGS**

- Videotaping and recordings are permitted as outlined in the videography guidelines on the following pages and as approved by the Wedding Coordinator. CUMC does not provide video and audio recordings. You must complete the videographer agreement when the wedding coordinator emails it to you and submit these forms **no later** than 2 weeks prior to your ceremony.

## **THE WEDDING PROGRAM**

Prior to printing your program, please send an electronic draft to the wedding coordinator for our CUMC pastors to review (at least one month prior to the wedding) to ensure it will flow with the usual order of the United Methodist wedding liturgy. Suggestions and the order of the liturgy are as follows:

### **A SERVICE OF CHRISTIAN MARRIAGE** *(Rev. 7/1/2014)*

This service of Christian marriage is found in UMH 864-69. It is provided for couples who wish to solemnize their marriage in a service of Christian worship, parallel in its structure to the Sunday service, which includes the proclamation of the Word with prayer and praise. Christian marriage is proclaimed as a sacred covenant reflecting the Baptismal Covenant. Everything about the service is designed to witness that this is a Christian marriage.

Both words and actions consistently reflect the belief that the husband and wife are equal partners in Christian marriage and that they are entering into the marriage of their own volition.

Those present are understood to be an active congregation rather than simply passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. It is highly appropriate that the congregation sing hymns and other acts of worship. See the wedding hymns in UMH 642-47, those listed under Weddings in UMH 953-54, and others listed in the service below.

Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear. Specifically: (1) The marriage rite is included in a Service of Word and Table. (2) Not only the husband and wife but also the entire congregation is to be invited to receive communion. It is our tradition to invite all Christians to the Lord's table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.

The decision to perform the ceremony is the right and responsibility of the pastor, in accordance with the laws of the state and The United Methodist Church. All plans should be approved by the pastor. The pastor's "due counsel with the parties involved" prior to marriage, mandated by The Book of Discipline, should include, in addition to premarital counseling, discussing and planning the service with them and informing them of policies or guidelines established by the congregation on such matters as decorations, photography, and audio or video recording. Any leadership roles taken by other clergy should be at the invitation of the pastor of the church where the service is held. The organist or person in charge of the music should be consulted and work with the couple in all decisions on music selection.

Ethnic and cultural traditions are encouraged and may be incorporated into the service at the discretion of the pastor.

Any children of the man or the woman, other family, and friends may take a variety of roles in the service, depending on their ages and abilities. They may, for example, be members of the wedding party, participate in the Response of the Families and People, read scripture lessons, sing or play instrumental music, or make a witness in their own words.

In the case of couples who are not church members or are not prepared to make the Christian commitment expressed in our services, adaptations may be made at the discretion of the pastor.

## ENTRANCE

The congregation may participate by using A Service of Christian Marriage in UMH 864.

## **MUSIC**

While selecting music for the wedding, keep in mind the following:

1. The Sanctuary is a place of worship;
2. The wedding itself is a service of worship.

Therefore, musical selections are to be such that they foster an atmosphere of worship and joy. Music that does not meet these criteria is not appropriate and should be considered for the reception instead.

Our music minister, Steven Hyland or organist, George Strickland, serve as consultants and can assist with the music selection for a wedding & Christian worship. If George Strickland is not playing for your wedding, he can recommend, if needed, another organist who is familiar with the organ at CUMC. If an outside organist/accompanist is desired, our music minister must approve. Music, organist, and any other musicians selected will be approved when the wedding program is approved by the CUMC pastors so please be aware of this when selecting music.



## **PRE-CEREMONY DRESSING & PICTURES**

Room 212 is a large space reserved for the bridal party to dress and socialize prior to the wedding. It is located upstairs near the elevator and restroom facilities. The Youth Game Room (or Room 84 if unavailable) is reserved for the groom & groomsmen.

Snacks and refreshments for the wedding party may be set up only in these rooms. The wedding party is responsible for supplying all food, paper cups, plates, and ice. To prevent any accidental spills on clothing, we strongly encourage providing clear liquids only.

## **PARKING**

Parking for the wedding party is recommended on the south side of the church (portico) since it is closer to the dressing areas. If anyone plans to leave their car overnight, please park in the back parking lot in order to leave closer parking on Sunday for our church guests. Christ United is not responsible for the safety of cars left overnight.

### **Alcohol and Smoking Policy**

**ABSOLUTELY NO** alcoholic beverages or smoking are permitted in the church or on any of the church property! Bride and Groom should make sure the entire wedding party is made aware of this policy.

## **FEE SUMMARY for members and non-members**

**NOTE:** All payment should be made electronically using the links provided by the wedding coordinator. Full payment can be made at any time but **MUST** be made 30 days prior to the wedding.

**Rooms Reserved:** Sanctuary, Great Hall, Prayer Room, Parlor, and dressing rooms (Room 212 – bridesmaids and Youth Game Room – groomsman)

**Member Basic Fee:** \$675.00 plus \$200.00 refundable deposit

This includes the wedding director, security, the sound engineer and custodians. Security and custodians are allotted for the rehearsal and 4 hours prior to the wedding time on the wedding day. The refundable deposit is required at the time of booking. This will be returned within a month following the wedding provided there are no damages or extra labor charges.

Christ United Pastors do not charge an officiating fee (effective 1-1-2016) for member weddings. The pastors do not expect an honorarium. If a family member wants to give one, it's their decision. Traditionally, the groom is responsible for this expense.

**Non-Member Basic Fee:** \$1,075.00 plus \$200.00 refundable deposit

For non-members, this includes the basic \$675 plus \$400 additional expense for reservation and building usage. This includes the wedding director, security, the sound engineer, and custodians. Security and custodians are allotted for the rehearsal and 4 hours prior to the wedding time on the wedding day. The refundable deposit is required at the time of booking. This will be returned within a month following the wedding provided there are no damages or extra labor charges.

### **Plus the following cost for additional services (members and non-members):**

\$300.00	Organist Fee (CUMC) Charge may vary with organists not affiliated with CUMC.
\$20.00/hour*	Custodian (not required for usual wedding time frame)
\$25.00/hour*	Sound engineer (not required for usual wedding time frame) Cost also applies to additional services during rehearsal.
\$25/hour*	Security (not required for usual wedding time frame) Security remains until last person leaves the church property.
\$132.00 minimum*	Traffic Control on Old Canton Road if needed (\$22/hour/person for a minimum of 2 persons for 3 hours.)

\* The basic wedding fee covers 4 hours of service (excluding traffic control) which is the

usual time frame for the majority of weddings. Usually it is known in advance if additional costs will be applied and can be estimated. If the refundable deposit is not enough to cover these costs, then a bill will be sent following the event for the actual additional cost.

**Plus the following additional cost for non-members:**

\$300 Officiating

\$200 Assisting

Non-member wedding charge if a pastor from Christ United officiates or assists at the wedding. All pastors who are not affiliated with Christ United must be pre-approved to officiate or assist with a wedding at Christ United. A pastor from Christ United must officiate or assist when needed as determined by the Christ United Lead Pastor.

**Rehearsal Dinner or Wedding Reception:** There are no rehearsal dinners or wedding receptions to be held at Christ United.

Rev. 4/6/2021