

First Methodist Church Washington

WEDDING POLICY

Attachment - Wedding Information Sheet
-Wedding Director Responsibilities

Purpose: To provide the policy and procedures of First Methodist Church Washington (FMCW) relative to weddings. All weddings shall comply with *The Book of Doctrines and Disciplines of the Global Methodist Church*. The objective goal is to provide a sacred, dignified, and meaningful religious service of worship for marriage.

Process:

The bride-to-be will make a Church Reservation by completing a Wedding Information Sheet and making a counseling appointment with the Senior Pastor. It is important that all required Wedding Information be completed.

The Pastor will meet with the couple as part of the preparation for Christian marriage. All prospective brides and grooms will schedule a counselling session at a time mutually agreed upon with the pastor prior to the wedding rehearsal.

The wedding rehearsal will be coordinated by a FMCW Wedding Director chosen by the bride. One of the ministers of First Methodist Church Washington will oversee the rehearsal and perform the ceremony. Another minister may conduct and/or assist in the ceremony if approved by the FMCW Senior Pastor.

Fees will be billed two weeks in advance. Marriage license, unity candles, etc. are to be brought to the church office two days prior to the rehearsal.

FMCW requires a Wedding Director to coordinate church set up, bridal party support and ensure the church is returned to normal. The wedding directors must be a member of the First Methodist Church Washington. The Office Administrator will provide a list of wedding directors from which the bride may make a selection. The selection of the Wedding Director will, ideally, be made at the time the Wedding Information Sheet is completed. A separate wedding planner may be brought in by the bride; however a FMCW Wedding Director shall be present at rehearsal and ceremony.

Policy and Practices:

1. Rehearsals: The minister is in charge and should be aware of the bride's wishes. The Wedding Director, having discussed this with the bride, will ascertain the minister is aware of bride's wishes prior to rehearsal. A rehearsal which is properly planned should last about one (1) hour. Rehearsals should also be

discussed with all wedding participants. All wedding participants shall be present at the rehearsal.

2. Flowers are to be used only on the ALTAR! They should be the correct height (25 inches from the base of the liner). Flowers cannot be higher than the cross. FMCW paraments may be used; white or seasonal paraments may be selected. NO OTHER DECORATIONS are to be used except bows and greenery on the reserved pews. Flowers for a Saturday wedding may be left for Sunday worship (if arrangements are made prior to the wedding by calling the Flower Calendar Coordinator). Call the church office. Outside decorations may be considered but the bride will need to consult with the wedding director.
3. NO FLASH CAMERAS ARE TO BE USED DURING THE CEREMONY. Video recorders may be used in the sanctuary at the direction of the minister in charge. If the recorder is used in the chancel area, it must be unattended in a stationary position and run continuously. If the recorder is used in the rear of the sanctuary, it may be attended. Photographs or video recordings of the Bride and escort coming down the aisle may be arranged if desired.
4. The women may use the choir room and the men may use the library as dressing rooms. Alternatively, the parlor and Rubel conference room may be used as dressing rooms. The rooms are to be placed in good order prior to leaving. ALL items brought in should be removed, trash put in trash cans, and the rooms returned to their original status. The wedding director is to check this before the wedding party leaves the buildings.
5. Additions to the present order of the Service of Matrimony at First Methodist Church Washington will be accepted or rejected at the discretion of the Minister in charge. This will include the presentation of roses to the mothers and the use of the Unity Candle, etc. The only other candles to be used will be those on the altar. If the Unity Candles are used, the bride must furnish THREE DRIPLESS 12-INCH CANDLES. These must be brought to the church office two days prior to the rehearsal.
6. The bride and groom need to consider that the music to be used is reverent and appropriate. Therefore, the music selected will be approved by the minister. If a visiting organist is to be used, he/she must be approved by the minister. All fees for the organist or other musicians are to be negotiated by the bride with the musician prior to the wedding ceremony.
7. If the bride wishes, a service of Communion may be included in the ceremony to include all guests in attendance.
8. The reception may be held at the church. Plans should be made well in advance by checking with the church office for the availability of the Fellowship Hall or Wesley Hall. A Facility Use Agreement shall be completed for the reception

9. NO ALCOHOLIC BEVERAGES WILL BE SERVED AT WEDDING FUNCTIONS HELD AT FMCW. ABSOLUTELY NO SMOKING INSIDE THE CHURCH OR FELLOWSHIP HALL OR WESLEY HALL.
10. NO RICE is to be thrown on church property. Bird seed and/or bubbles may be used outside of the church buildings. Real flower petals may be used for the bride's entry but must be picked up at the completion of the ceremony. Use of sparklers is prohibited.
11. ALL sound and video equipment owned by FMCW is to be operated only by approved technicians. A visiting band or musician will need to have their own video/sound equipment. Sound and video equipment brought into the church should be tested prior to the ceremony.

Fees:

A Reservation fee of \$50 is due at the time of reservation. This fee is not refundable.

The fee for the service of the pastor for a non-member wedding is \$200; for a member, an honorarium of \$200 is suggested.

Fees charged by instrumentalist or vocalist for services rendered are to be arranged with them and paid in advance of the ceremony.

FMCW Services and Facility Use fee schedule:

Fees due will be billed; payment is due two weeks prior to the scheduled rehearsal. Checks to be payable to First Methodist Church Washington and may be mailed to the church office (304 West 2nd Street, Washington, NC 27889) or presented to Office Administrator.

Service	FMCW Member	Non – Member	Note
Organist/Pianist	\$200	\$200	1
Sound Technician	\$125	\$125	1
Wedding Director	\$200	\$200	1
Asst. Wedding Dir.	\$150	\$150	1
Facility			
Sanctuary	No Charge	\$500	1,2
Cowell Chapel	No Charge	\$250	1,2
Fellowship Hall	\$25 per hour	\$100 per hour	1,2
FH with Kitchen	\$50 per hour	\$150 per hour	1,2
Wesley Hall	\$25 per hour	\$100 per hour	1,2
WH with Kitchen	\$50 PER HOUR	\$200 per hour	1,2
Custodian			
Chapel	\$75	\$75	1
Sanctuary	\$150	\$150	1
Reception	\$200	\$200	1

Note:

1. \$100 deposit is required at time of reservation. Refundable if wedding is cancelled.
2. Replacement or repair costs for church property shall be assessed separately.

First Methodist Church Washington
WEDDING INFORMATION SHEET

For the Minister (*Note: a wedding will not be scheduled until this sheet is completed and accepted by the minister*)

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Wedding Facility Place: Sanctuary _____ Chapel _____ Other _____

Rehearsal Dinner? _____ Where? Fellowship Hall _____ Wesley Hall _____ Other _____

Wedding Reception? _____ Where? Fellowship Hall _____ Wesley Hall _____ Parlor _____ Other _____

Officiating Minister _____ Phone: () _____ - _____

Address _____ Zip: _____

Assistant Minister _____ Phone: () _____ - _____

BRIDE: Full Name _____ Phone: () _____ - _____

Address: _____ Zip: _____

Date of Birth: ___/___/___ Is this first marriage? _____ If divorced when? _____ Children? _____

Church Affiliation (and where) _____

Work Affiliation? _____ Position _____

Parents: _____ Phone; () _____ - _____

Address: _____ Zip: _____

GROOM: Full Name _____ Phone: () _____ - _____

Address: _____ Zip: _____

Date of Birth: ___/___/___ Is this first marriage? _____ If divorced when? _____ Children? _____

Church Affiliation (and where) _____

Work Affiliation? _____ Position _____

Parents: _____ Phone; () _____ - _____

Address: _____ Zip: _____

Full Names of two (2) persons to sign your Marriage License?

1. _____
2. _____

ADDITIONAL WEDDING INFORMATION

Wedding Director: _____ Phone () _____ - _____

Asst. Wedding Director: _____ Phone () _____ - _____

Wedding Planner (if hired): _____ Phone () _____ - _____

Organist / Pianist: _____ Phone () _____ - _____

Florist: _____ Phone () _____ - _____

Photographer: _____ Phone () _____ - _____

Videographer: _____ Phone () _____ - _____

Acolytes: _____

Ring Bearer; _____ Flower Girl: _____

Maid () of Honor: _____

Matron () of Honor: _____

Bridesmaids: How many? _____

Groomsmen: How many? _____

Who will dress at church? Bridesmaids? _____ Groomsmen? _____

Are there Grandmothers to be seated? _____ How many? ___ Bride's ___ Groom's ___

Usher to seat Grandmother Brides _____ Grooms _____

Who will give minister rings? Best Man? ___ Ring Bearer? ___ Other ___ (before service)

Do you plan to use Unity Candle? ___ (You must provide candle) Kneeling bench? _____

Shall the Minister say "I present to you Mr. & Mrs." at conclusion of service? _____

Will you present your mothers with flowers as you depart the ceremony? _____

Do you plan to have bulletins for guest? _____ (FMCW does not provide this service)

Who will hand out bulletins? _____

What time do you want the church open for rehearsal? _____ Wedding _____

Acceptance: We agree to abide by the policies of FMCW as stated in the WEDDING PROCEDURE.

(Signed) Bride _____ Groom _____ Date _____

First Methodist Church Washington
WEDDING DIRECTOR RESPONSIBILITIES

The duties and responsibilities of the FMCW Wedding Director include but are not limited to the following.

1. Coordinate with the Alter Guild personnel to make church ready:
 - i. To change paraments on the altar, pulpit, and lectern.
 - ii. To position the kneeler on the chancel (if used).
 - iii. To prepare the elements for the Sacrament of Holy Communion (if necessary).
 - iv. To position a podium in the narthex and hall entrance for the guest registration book(s).
 - v. To ascertain appropriate lighting in the sanctuary, nave, and chancel.
 - vi. To ensure the heating/cooling is turned on/off in areas to be occupied during the wedding.
2. To coordinate with the sound team as needed.
3. To ensure the bride and wedding attendants are familiar with the location of dressing and rest room facilities.
4. To assist the Wedding Planner in her duties if needed.
5. To ensure flash cameras (cell phones) are not in use during the ceremony.
6. To ensure all candles are extinguished after the ceremony.
7. To ensure all areas of the church used for the wedding are returned to their normal order after the wedding. Advise custodian of any cleaning needs.
8. To ensure that all outside doors are locked after all wedding participants and guest have departed.
9. To complete a material deficiency report in the event there is any physical damage to the church facilities.