

# 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. 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 the bride's contact information to the Wedding Director Coordinator. The selection/assignment of the Wedding Director will be made by the Coordinator. The assigned Wedding Director will contact the bride.

A separate wedding planner may be brought in by the bride; however, an 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 prompt and present at the rehearsal however, rehearsal is closed to anyone who is not participating in the wedding ceremony. Guest may wait in the visitor areas outside the sanctuary.

2. Flowers are to be used only on the ALTAR! Please do not use cement containers. 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, greenery, and flowers on the reserved pews only. No tape or wire is allowed. Reserved markers are available for your use. 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. Photography is only allowed from the rear of the Sanctuary during the wedding ceremony. Photographs or video recordings of the bride and escort coming down the aisle may be arranged if desired.
4. Access to the church will be available no earlier than three (3) hours prior to the ceremony. The women may use the parlor and the men may use the Choir room. The rooms are to be placed in good order within one hour following the ceremony. All items brought in should be removed. Please place trash in the trash cans in the Skipp Jones kitchen and return the rooms to their original status. The Wedding Director shall check this prior to the wedding party leaving the building.
5. All food and beverages must be served from the Skip Jones Kitchen. No food or beverages are to be served from the Parlor.
6. 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 two (2), ten inch ivory candles. The church will provide these candles for a fee of \$5.00.
7. 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.

8. If the bride wishes, a service of Communion may be included in the ceremony to include all guests in attendance.
9. 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.
10. NO ALCOHOLIC BEVERAGES WILL BE SERVED AT WEDDING FUNCTIONS HELD AT FMCW. ABSOLUTELY NO SMOKING INSIDE THE CHURCH OR FELLOWSHIP HALL OR WESLEY HALL.
11. NO RICE or ROSE PEDALS are 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.
12. 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. To reserve a Sound Technician please contact the A/V Committee through the church office.

**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 \$400; for a member, an honorarium of \$300 is suggested. This fee is paid directly to the pastor.

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:

NOTE

The wedding director, in coordination with the bride, will complete the FMCW Facility Use form to codify use of the church and associated equipment

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 2<sup>nd</sup> Street, Washington, NC 27889) or presented to Office Administrator.

<b>Service</b>	<b>FMCW Member</b>	<b>Non – Member</b>	<b>Note</b>
Organist/Pianist	\$200	\$200	1

Sound Technician	\$125	\$125	1
Wedding Director	\$300	\$400	1
Asst. Wedding Dir.	\$200	\$300	1
<b>Facility</b>			
Sanctuary	No Charge	\$500	1,2
Cowell Chapel	No Charge	\$250	1,2
Fellowship Hall	\$25 per hour	\$100 per hour	1,2,3
FH with Kitchen	\$50 per hour	\$150 per hour	1,2
Wesley Hall	\$25 per hour	\$100 per hour	1,2,3
WH with Kitchen	\$50 per hour	\$200 per hour	1,2
<b>Custodian</b>			
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.
3. Use of Wesley Hall or the Fellowship Hall for wedding related receptions and/or meals requires Reception Director with fee of \$250 for members; \$350 for non-members.

**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 guests? \_\_\_\_\_ (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.

NOTE

Wedding Director and bride will complete a FMCW Facility Use form to document church areas and equipment's to be used by bridal party.

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.