

Weddings

(Revised May, 2015)

We are pleased that you are considering Peakland United Methodist Church for your wedding. The wedding service you are planning has special significance, because it is conducted in a church. The Service of Christian Marriage at Peakland United Methodist Church is a celebration of worship. As a holy and sacred occasion, it is guided by the traditions, symbols, and rituals of the church. In planning your ceremony, please be mindful of these traditions.

Congratulations!

The policies and guidelines are intended to assist you in your planning. Please know that the minister, director of music, the office/business manager, and the Peakland United Methodist Church wedding coordinator are available to help you at any step along the way so that your wedding may a beautiful, Christ-centered worship experience.

SCHEDULING AND GETTING STARTED

You will need to get the date and time for both the wedding and rehearsal, and reception (if applicable) scheduled on the church calendar before making any other arrangements.

- Consult with the church business manager to determine whether the date you desire is available for your wedding.
- Tentatively schedule dates for your rehearsal, wedding ceremony, and reception.
- A Peakland United Methodist Church wedding coordinator will be assigned to work with you. This coordinator and/or the pastor will have final say regarding any issue not addressed in these guidelines.
- Your date will be *tentatively* reserved on the church calendar following pastoral approval. *After consultation with the PUMC wedding coordinator, signing the PUMC wedding guidelines, and deposit(s) of any applicable fee(s) is(are) made, the date for the wedding will officially be reserved.*
- The services of the church custodian are required for the rehearsal as well as for the day of the wedding and/or reception, if it is held in the Chamberlain Fellowship Center.
- Holy Week is the holiest week in the Christian year commemorating our Lord's suffering, rejection, and death; therefore, all festive and joyous occasions (including weddings) are inappropriate during this time.

OFFICIANT

- The minister appointed as pastor of Peakland United Methodist Church is the officiant for all weddings.
- If you desire another clergy person to assist in your wedding, please discuss this with the officiating minister.
- Peakland clergy must officiate at all ceremonies in which ordained clergy of other denominations participate.
- United Methodist clergy from other churches may officiate without the assistance of Peakland clergy.
- The invitation to any other clergy person is given through the minister of Peakland, at her/his discretion.

COUNSELING

- The couple shall consult with the minister to determine dates, times, and number of sessions deemed appropriate.
- During these sessions, the minister will discuss the order of worship.

LICENSE

The couple's Virginia marriage license must be brought to the minister prior to the wedding rehearsal.

MUSIC

- The director of music and/or organist will meet with the bride to discuss the musical needs for the service.
- Since the wedding ceremony is a service of worship, all music used for the ceremony is to be sacred in nature. Secular music is reserved for the reception. The selection of all music is to be approved by the church music staff.
- A list of appropriate hymns for congregational use during the ceremony is available from the director of music/organist.
- The Sanctuary has an organ and piano available for use. The church also has music stands for use.
- The church organist is to be considered first to play for the service.
- If an outside organist is desired, this request needs to be approved by the church music staff.
- Vocalists and other instrumentalists may be used. These musicians are to follow guidelines of the church.
- The use of recorded music is not allowed in the Sanctuary. The church does not have equipment available for reproducing recorded music and does not allow outside equipment (mixer board, amps, and free-standing speakers) to be used in the Sanctuary for weddings.

DECORATIONS

- The Sanctuary has its own intrinsic beauty; therefore, we highly discourage over-decorating.
- Please refrain from using nails, tacks, screws, or tape on all surfaces and furniture. No wiring is to be attached to any wooden surfaces, including the communion rail.
- Only live floral arrangements and greenery may be used in the chancel. It is suggested that an arrangement may be placed on the shelf beneath the windows in the choir loft. This arrangement may be left for the Sunday morning worship services in celebration of the marriage *if prior notification has been made with the church business manager.*
- No decorations are to be placed on the communion table.
- The communion table covering and the lectern and pulpit paraments may be the color of the liturgical year or may be changed to white. This will be done by the altar committee after consultation with the bride.
- Sanctuary furniture and appointments shall not be moved or altered.
- The church owns two sets of candelabra, one brass and one black hammer-tone, and aisleabra that may be used. If the black set is used, the glass globes must be used to protect from dripping wax. (These use 10" candles, while the aisleabra uses 4" candles.) Should the brass set be used, care must be taken to protect the floor from dripping wax.
- There is a nominal fee for the use of this equipment. The church will also provide the candles for a nominal fee.
- Decorations may be attached to the candelabra using covered wire. Aisle decorations may be attached to the ends of pews only with plastic clips or ribbon.
- Two different styles of unity candle holders and a kneeling bench are available for use at no charge.
- Artificial flower petals are to be used in the aisles and on all floor surfaces. Fresh flower petals, confetti, birdseed, bubbles, glitter, or other such materials are not to be used in the Sanctuary or Narthex.
- The florist is responsible for clean-up of any residual debris left after the decorating process prior to and following the ceremony.
- *The use of outside decorations must be pre-authorized by the PUMC wedding coordinator. If the outside decoration have had prior approval from the PUMC wedding coordinator or the PUMC business manager to be left for Sunday's use, it the responsibility of the florist to remove decorations, their mechanics, and any residual debris by Monday following the wedding.*
- It is the responsibility of the bride or her representative to inform the florist of these guidelines.

PHOTOGRAPHY AND VIDEOGRAPHY

Photographs may be taken:

- prior to the ceremony, in any of the rooms where the bridal party members are assembled,
- when the bride has come to the parlor,
- in the Sanctuary after the ceremony,
- in the Chamberlain Fellowship Center or courtyard at the reception.
- To maintain the reverence that becomes a service in God's house, the taking of photographs *within the Sanctuary* at any time while the congregation is assembled is strictly forbidden. (*PUMC asks that this statement be included in the wedding program*) This includes pictures as the wedding party and the bride enter the Sanctuary. During the ceremony non-flash pictures may be taken from the Narthex.
- Video equipment must be placed in such areas so as to not distract from the sacredness of the ceremony nor block the view of the congregants. It is recommended that all video recording equipment be operated by remote control. Arrangements for all recordings and videos should be made through the church office.
- It is the responsibility of the bride or her representative to inform the photographer(s) and/or the videographer of these guidelines.

ROOMS FOR DRESSING

- For dressing prior to the wedding ceremony, room 202 and the Commons along with the Underground are available for use by the bridal party.
- Food and non-alcoholic beverages for the bridal party are allowed only in the assigned dressing areas. Smoking is not allowed on the church premises.
- It is the responsibility of the bridal party to leave these areas in the condition in which each *is* found.
- Approximately 40 minutes prior to the beginning of the wedding ceremony, the bride and her attendants will be taken to the parlor to await the beginning of the ceremony.

THE RECEPTION

- The Chamberlain Fellowship Center and the courtyard are available for receptions.
- The kitchen is available for use by catering services. Well in advance of the wedding, the caterer is to confer with the church office manager regarding the use of the building and the equipment.
- The caterer is responsible for leaving the facilities used in good order.
- Clean-up arrangements are made through the church office. The custodial staff is available for this service, and the fee is due and payable the day before the reception.
- No alcoholic beverages or smoking are permitted in the church or on the church premises.
- The use of confetti, rice, etc. is not permitted on church property. If birdseed is used, it is the responsibility of the bride's/groom's family to clean it up immediately following the conclusion of the wedding/reception.

FEES

- The church business manager will discuss all fees with the bride or her representative.

MISCELLANEOUS

- Peakland UMC is not responsible for the loss of or damage to property by a group, nor for injury to its members or guests. A group/individual is responsible for the cost of repairing or replacing church property that is damaged while using the church facility.
- A nursery and Peakland United Methodist Church nursery attendant are available upon request for the rehearsal, the wedding, and the reception, if it is held on the church premises. There is a fee for this service which can be paid at the time the other fees are due and payable.

Bride's Initials/Her Representative's Initials

Wedding Coordinator's Initials

WEDDING - APPENDIX A

**Peakland United Methodist Church
Contributions and Facility Fees**

FOR MEMBERS:

| | |
|------------------------------------|--------|
| Sanctuary* | 750.00 |
| Fellowship Hall and Use of Kitchen | 100.00 |
| Custodian for Sanctuary | 50.00 |
| Custodian for Fellowship Hall | 50.00 |
| Minister (Recommended Minimum) | 300.00 |
| Organist** | 150.00 |

FOR NON-MEMBERS:

| | |
|--------------------------------------|--------|
| Sanctuary* | 750.00 |
| Fellowship Center and Use of Kitchen | 100.00 |
| Custodian for Sanctuary | 50.00 |
| Custodian for Fellowship Hall | 50.00 |
| Minister | 300.00 |
| Organist** | 150.00 |

FOR ALL OCCASIONS OFF-PREMISES (OUT-OF-TOWN):

| | |
|----------|-----------------------------------------|
| Minister | 300.00 plus travel expenses and lodging |
|----------|-----------------------------------------|

*The Sanctuary fee is waived if annual contributions to Peakland UMC are \$750 or more.

**The organist fee covers consultation with organist, wedding, and rehearsal. If extra rehearsal for soloist or instrumentalists is required, there will be an extra fee.

Please note: Marriage license and all fees should be received by the church office the week prior to the wedding ceremony.

WEDDING – APPENDIX B

**PEAKLAND UNITED METHODIST CHURCH
WEDDING INFORMATION**

(Please complete and return to the Office/Business Manager.)

Bride (Print Full Name) _____

Address _____

Home Phone _____ **Work Phone** _____

Groom (Print Full Name) _____

Address _____

Home Phone _____ **Work Phone** _____

Minister _____

Wedding Date _____ **Time** _____

Rehearsal Date _____ **Time** _____

Reception at Church **Yes** **No**

If Yes, Caterer _____

Kneeling Bench **Yes** **No**

Candleabra **Yes** **No**

Eternity (Unity Candle) **Yes** **No**

Aisleabra **Yes** **No**

Organist _____

Soloist _____

Instrumentalist(s) _____

Florist _____

Photographer _____

Wedding Coordinator _____

Custodian _____

WEDDING PARTICIPANTS

(Print full names and titles (Mr., Ms., Mrs., Dr., etc.) for each wedding participant)

Bride's Escort _____

Best Man _____

Maid (Matron) of Honor _____

Flower Girl _____

Ring Bearer _____

Acolyte _____

Bride's Parents _____

Groom's Parents _____

Ushers _____

Bridesmaids _____

List below any relatives or special friends that you wish to have seated on the first two rows and which side (bride or groom's side):

ADDITIONAL COMMENTS: