

FREDERICKSBURG UNITED METHODIST CHURCH
308 Hanover Street
Fredericksburg, Virginia 22401
373-9021

WEDDING POLICY

We of the Fredericksburg United Methodist Church are happy that you are planning to have your wedding in our Church. We pray God's blessing upon you in your new life. Questions are often asked regarding the use of the sanctuary for weddings. These procedures have been established for your convenience. The Service of Marriage is a religious service and must be accorded the reverence and dignity in keeping with the Discipline of the United Methodist Church. No smoking or alcoholic beverages are allowed on the church property. We hope the following information and guidelines will help you in planning your wedding.

1. INITIAL CONTACT

- ❑ The Sanctuary should be reserved as early as possible before the date of the wedding. Please visit the Church office to complete an information form and arrange to consult with the Church Clergy, the Church Organist, and the Wedding Consultant. All arrangements pertaining to the service will be made in consultation with the Pastor(s). Meetings with the Pastor and Organist are required. Telephone communication with the Wedding Consultant is suggested.
- ❑ The Pastor(s) of our Church are in charge of all weddings. Qualified Clergy other than the Pastors of this church may assist or preside at weddings with the approval of our Pastor(s).
- ❑ The Pastor(s) require limited pre-marital counseling with the bride and groom.

2. RESERVATIONS

- ❑ Members are strongly encouraged to complete and submit their wedding application forms as early as possible. Applications are to be submitted through the church office, but will not be considered until signed and all of the requested information is provided.
- ❑ Completed applications will be considered on a first come - first served basis. The church will assign reservations for church facilities. No more than one wedding and one reception will be scheduled for the same day. The service and reception must be finished no later than 4:00 p.m.

3. REHEARSAL

A rehearsal is necessary for all weddings. It is usually held on the preceding evening or at a time most convenient for the wedding party, Pastor(s), the Organist, and the Wedding Consultant. The rehearsal must begin promptly at the appointed time and should be confined to one hour. Experience has shown that confusion at the ceremony can be greatly reduced by taking advantage of the opportunities afforded by a rehearsal. **It is required that all outside pastors participating in the ceremony be present at the rehearsal.**

4. PHOTOGRAPHY

- ❑ It is the responsibility of the bride and groom to make sure the photographer and all others who are planning to use cameras know that there are certain rules to be observed.
- ❑ Please provide your official photographer or videographer with the attached "Guidelines for Photographers".
- ❑ **Only one flash photograph is permitted during the wedding ceremony. This is of the bride and her escort as they enter the sanctuary. Otherwise, NO FLASH PHOTOGRAPHY is permitted in the church sanctuary during the remainder of the ceremony. Time exposures may be taken from the balcony during the service, but must be done quietly. Note: The ceremony begins and ends with the wedding music.**
- ❑ Time exposures may be taken from the balcony during the service, but must be done quietly and must be done without a flash.
- ❑ The above rules also apply to video taping, which may be done from one position in the choir loft or the balcony.
- ❑ Post-nuptial photos should be **limited to 30 minutes** as the church must be cleaned and prepared for Saturday evening services. Should more time be required, the bride or groom should coordinate this with the Wedding Coordinator.
- ❑ It is requested that the photographer be reminded that this is a religious service. Unnecessary walking and audible conversations are distracting during the ceremony.

5. MUSIC

- ❑ All wedding music and use of the organ is to be coordinated with the Church Organist. It is the Organist's responsibility to ensure the appropriateness of the music to be used in the prelude and service.
- ❑ Please arrange to confer with the Organist two months in advance.
- ❑ Any other musicians who are to participate must contact the Organist for approval of music to be used and arrange a rehearsal, when necessary.
- ❑ Any music used in the church's facilities is ultimately under the direction of the Organist.

6. FLOWERS AND DECORATIONS

- ❑ The Church Sanctuary provides a dignified and beautiful setting for such a sacred service. A minimum of decorations is needed and these should be carefully planned. All decoration plans should be coordinated with the Wedding Consultant. **Under NO circumstances are the Chancel furniture, Altar, cross or candles to be moved.** . Note: Should the florist provide candelabras, unity candle or other candleholders, only drip less candles may be used and carpet protection must be in place.
- ❑ If a florist is used, it is the responsibility of the bride and groom to provide them with a copy of the attached "Guidelines for Florists".
- ❑ A charge is made for the use of the Church's two 7-branch candelabras, Unity Candelabra, window globes and candles. Use white gloves to handle all brass candleholders and candelabras.
- ❑ NO candles are to be used at the end of the pews.
- ❑ Arrangement for delivery of flowers should be arranged with the Wedding Consultant in advance. All decorations are to direct attention to the Holy Table or Altar.
- ❑ NO tacks, nails, staples, or glue may be used in and around the church.
- ❑ If desired, we recommend silk rose petals for the flower girl and cloth aisle runners.
- ❑ The flowers must be in containers provided by the florist. All potted plants, arrangements and candelabra to used within the sanctuary and church buildings must have wax, water and soil protection under them.
- ❑ No flowers are to be placed on the Altar.

7. CUSTODIAN

The services provided by the custodian involve extra cleaning. The custodian will be compensated for this extra service. The Sanctuary, dressing rooms and social hall need extra attention following wedding festivities in preparation for Saturday evening, Sunday services and Sunday School. The custodian's compensation is covered under Section 10 of these guidelines.

8. RECEPTIONS

- a) The wedding reception may be held in the Fellowship Hall or the Courtyard. The bride and groom shall reserve the reception location through the Church Office at the same time that the Sanctuary is reserved.
- It is the bride and groom's responsibility to arrange for catering. Please provide your caterer with the Rules for Kitchen Use available from the Church Office.
 - Receptions should be limited to 4 hours.

9. MISCELLANEOUS POLICIES

- An approved Wedding Consultant is extremely helpful and is **required** in planning your wedding. Please contact our Wedding Coordinator, Catherine Cheek at (540) 891-6661 to have a consultant chosen for you.
- A vested acolyte (altar boy/girl) is available. The acolyte enters during the prelude to light front and altar candles. The Wedding Coordinator can assist you in choosing an acolyte.
- Facilities available to the Wedding Party on the day of the wedding include the Parlor and the Browning Room (Room 112) and the Sanctuary.
- It is the responsibility of the couple to remove all items that have been placed in the church facilities immediately following the service.
- If birdseed or bubbles are used, they must be used exclusively outdoors and away from the entrances. **Rice is not permitted for use at the church.**
- NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED ON THE CHURCH PROPERTY.**

10. FEES - All fees are to be paid two weeks prior to the wedding.

FEES Payable to FUMC

Non Refundable Processing Fee	not required
Use of Sanctuary	no charge
Candelabra & Unity Candle Rental	\$ 45.00
Reception in Social Hall	no charge

FEES Payable to Individuals (please make separate checks to each person):

Custodian (Joe Dean – local check, cashier’s check or cash, please))

Sanctuary Only	\$ 65.00
Sanctuary & Fellowship Hall	\$130.00
Pastor	\$200.00
Organist (Bill McCoy)	\$150.00
Wedding Consultant (see Page 5)	\$65.00

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when it is carefully planned in conjunction with these guidelines. Please let us know if there is anything more we can do to assist you in having a wedding that will be a dignified, impressive, and memorable celebration. God Bless!!!!