

WEDDING GUIDELINES

FIRST UNITED METHODIST CHURCH 1101 Valleyview Dr., PO Box 400 Pearisburg, Virginia 24134

This document is to be used for planning a wedding at First United Methodist Church. It provides the policies for use of the sanctuary and other parts of the church for a formal wedding event.

1. A reservation form for scheduling a wedding at the church is included with this document. The first page is to be filled out completely and returned to the church office before the event can be scheduled on the church calendar. The second page is to be completed and given to the pastor performing the wedding at least six (6) weeks before the ceremony.
2. Every effort will be made to give priority to members of the church, but they should schedule their wedding and reception at least three months in advance. The weddings of non-member applicants will be tentatively scheduled. If no conflicts occur, dates for non-member weddings will be confirmed three (3) months prior to the wedding.
3. There will be no charge for use of the church facilities if either the bride or groom, or the parents or guardians of either, are members of the church, although a donation to defray the cost of heat, lights, etc. will be greatly appreciated. For non-members an appropriate charge, payable two weeks in advance, will be assessed. A listing of charges is found on page 4 (#22) in this document.
4. The pastor of First United Methodist Church is considered the minister in charge of all services in the church; but upon his invitation, and at the request of the bride and groom, guest ministers may also officiate.
5. The pastor requires prospective brides and grooms to meet with him early in the process of planning their wedding. He offers a premarital counseling session and a time to go over the marriage service and other details of the wedding. The pastor will work with the bride and groom on the wedding ceremony itself; while any changes or innovations may be suggested to the pastor for consideration, the pastor will make the final determination about the ceremony.
6. The wedding party is urged to use the church organist or pianist for wedding music. If another organist is chosen, the church musicians are to be consulted as to the proper use of the organ, the appropriate practice times and to obtain the organ key. **If one of the church musicians is chosen for the wedding, the wedding party is to negotiate with the musician the charge for their services.**
7. The custodian's services are required for all weddings, rehearsal dinners and receptions. As soon as possible, the wedding party must contact the custodian and schedule his services. The fees for such are to be paid, by both members of the church and non-members, with the payment made to the custodian and delivered to the church by the rehearsal date. If clean-up takes more time than initially contracted, then the wedding party will be billed for the remaining balance.
8. Non-Members **MUST** have a church member to coordinate the use of the facility, including, but not limited to, heat, air conditioning, unlocking and locking the building, lighting, kitchen equipment, and other care of the building. See #22 on page 4 of this document for charges.

9. The families of the bride and groom are encouraged, at their own expense, to provide the necessary personnel to staff the nursery for infants and young children during the ceremony. Arrangements must be made in advance to have the nursery room unlocked. Children in attendance are permitted only in areas designated for wedding party usage and must be accompanied by a responsible adult while in these areas and the balcony.
10. Flash photography during the ceremony is disruptive to the participants. Those wishing to take pictures, including the official photographer, can do so immediately after the wedding.
11. While videotaping will be allowed, it should not be disruptive. It is a good idea for the videographer to attend the rehearsal to determine the best shooting locations.
12. Throwing of birdseed or rice in the buildings in the send-off celebration for the bride and groom is prohibited. Birdseed is preferred outside since rice may be harmful to birds.
13. A printed bulletin giving the order of the wedding ceremony, participants and other information is advised. This bulletin should contain statements: 1. discouraging flash photography during the ceremony, and 2. disallowing throwing of birdseed or rice in the building. Purchase and preparation of the bulletin is the responsibility of the wedding party.
14. Since the wedding ceremony is a religious service, only music which lends itself to the dignity and reverence of the sanctuary is recommended.
15. Each wedding shall provide its own director for the ceremony. This person works closely with the pastor at the rehearsal and is in charge of the overall conduct and direction of the wedding ceremony, including all participants. At the rehearsal, the director shall call the wedding party together for introductions, remarks and opening prayer by the pastor.
16. No wedding will be performed without an official marriage license properly issued by the Virginia Circuit Court Clerk. This license may be secured locally Monday through Friday, 9 a.m. to 4:00 p.m., except for legal holidays, at the Giles County Courthouse in Pearisburg, VA. It is good 60 days from date of issue. This license should be delivered to the pastor at the rehearsal.
17. The bride and groom are responsible for all flowers, decorations and implements for the wedding. Overuse of floral arrangements is discouraged. None of the seasonal church flowers or arrangements may be moved once they have been placed for the worship service.
18. No alcoholic beverages are allowed in any of the church buildings.
19. The Church is a smoke-free facility.
20. The Asbury Room will be available at no charge for the bride and her attendants. Personal items should not be left unattended as the church can assume no responsibility for lost or stolen items. Dresses and other clothing **shall not** be hung on anything in the room other than a clothes rack, which will be provided. **No food or drinks are allowed in the Asbury Room.**
21. Care of the Sanctuary:
 - a. Food and drinks should not be brought into the sanctuary.

- b. The thermostats for heating and cooling are already set and there is no need to change them. Heating or cooling can be obtained by setting the timer bypass switch past 2, then back or forward to the time desired. When leaving, the bypass switch should be turned off.
- c. Arrangements to turn on the lights, heat or air conditioner systems should be made prior to the rehearsal and wedding ceremony. Help may be obtained from the building coordinator, custodian, pastor, church organist or pianist, secretary, or building & grounds chairman. Everyone else is asked not to tamper with switches or breakers.
- d. During the service, the outside doors are to be unlocked to provide emergency exits. After the service they should be locked again.
- e. Outside doors should not be blocked open. To do so will allow insects, to enter the building. These can be disruptive for the service and very difficult to eliminate.
- f. Thumb tacks, staples or nails are not to be used on the furniture, pews or woodwork. Only scotch or masking tape are allowed and it is to be removed after use.
- g. Cleaning of the brick floors is to be done with broom and vacuum only. The use of water or detergents will whiten the surface.
- h. Plants to be placed on the floor should have a plastic dish beneath them to keep the floor or carpet from getting wet. No plants or flowers are to be placed on the organ or piano. If placed on the wooden rails, plastic dishes must be placed underneath them.
- i. Plastic or cardboard must be placed beneath candles to protect the floor or furniture and catch wax drippings. Even “drip-less” candles tend to drip.
- j. The amplifying system is not to be modified or altered in any way. Use of other than church microphones will require their own amplification and speaker systems. Arrangements should be made well in advance if you plan to use recorded music or need other sound system assistance. No outdoor amplification is allowed.
- k. No equipment is to be brought in that will block or obstruct any of the aisles or doorways. This is an insurance and fire law safety requirement.
- l. The sanctuary must be cleaned and put in order immediately after the ceremony unless other arrangements are made with the pastor or church office prior to the wedding.

22. FEES FOR USE OF BUILDING AND SERVICES RENDERED

Custodian Fee \$25.00 per hour - paid by members and non-members, with a minimum fee of \$25 paid directly to custodian, Richard Trenar.

Organist and/or Pianist Fees - negotiate directly with party involved

FEES FOR NON-MEMBERS FOLLOW:

Wedding and Rehearsal

Sanctuary	\$125.00	
Asbury Room	-0-	dressing area for bride and attendants
Nursery	-0-	wedding party responsible for staffing child caretaker

Rehearsal Dinner

Fellowship Hall	\$75.00	
Kitchen	\$30.00	use of stove, dishes and/or dishwasher
Kitchen	-0-	used as serving area only

Reception

Fellowship Hall	\$75.00	
Kitchen	\$30.00	use of stove, dishes and/or dishwasher
Kitchen	-0-	used as serving area only

Sound System

Rehearsal & Wedding	\$50.00	use of sound system
Church member to run sound	\$75.00	

The church administrative assistant must be contacted for the name and phone number of a qualified sound system operator. Those requesting this service must contact the chosen operator in advance for their availability. If this person is not available, **ONLY** another qualified church member can run the sound. Contact the church office for options. If no qualified person is available, the sound system **can not** be used.

Building Coordinator

Rehearsal & Wedding	\$75.00
---------------------	---------

This person is required to be present the entire time of the rehearsal and of the wedding to oversee the use of the facilities. They will also be responsible for turning heat/air on and off as well as lights, locking up the church, etc. The church administrative assistant must be contacted for the name and phone number of a qualified building coordinator. Those requesting this service must contact the proposed building coordinator in advance for their availability. If this person is not available, **ONLY** another qualified church member or church employee can open, close and regulate the use of the facilities. Contact the church office for options. If no one else is available the facilities **can not** be used.

23. Church Numbers

Office	540-921-1021	Fax	540-921-1022
Pastor	540-921-3058	Custodian	540-921-2947