

VALLEY CENTER
FIRST UNITED METHODIST CHURCH
WEDDING & RECEPTION POLICY

(Revised May, 2005)

First United Methodist Church
560 North Park
Valley Center, KS 67147
316.755.1112

WEDDING POLICY

Marriage is

an honorable estate, instituted of God and signifying unto us the mystical union which exists between Christ and his church; which holy estate Christ adorned and beautified with his presence in Cana of Galilee. It is therefore not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy estate these two persons come now to be joined.

The Book of Worship
The United Methodist Church

We welcome this opportunity to share in one of the most important events of your lives...your wedding.

We look upon the marriage ceremony as a celebration. Your love for each other will be celebrated in faith before the altar of the church. We are sensitive to the presence of God, and we seek God's blessing upon the coming together of the two of you. It is only because of this deep religious significance of your marriage that you should come to a church for this event. In all kindness, we suggest that if you have come for other reasons you should reconsider the place and nature of your wedding. We ask your cooperation in making this celebration an experience of worship.

The wedding reception (for church member weddings only) provides an opportunity for the bride and groom to meet the invited guests and be greeted by them. It recognizes in a very visible way the community in which every home is established.

The church provides excellent facilities for the wedding reception. Fellowship Hall will accommodate up to 200 people and Wesley Celebration Center has approximately 400 chairs and 30 tables.

Neither tobacco nor the use of alcohol/drugs are permitted in the church facility or on the church grounds. Please share this information with your wedding party.

SCHEDULING YOUR WEDDING

The many activities at First United Methodist Church require four (4) months advance scheduling. Therefore, it is important for you to contact the church secretary as early as possible to secure the best date available for your wedding.

The date you select (no Sundays or holidays) with the help of the church secretary, will not be a firm date until the following things have been accomplished:

- _____ Read the "Wedding and Reception Policy" book and understand its contents.
- _____ Contact the pastor and clear the date with him and the church calendar.
- _____ Schedule the date with the wedding coordinator, Cheryl Maris, 316.755.0824, and meet with her to discuss your plans.
- _____ Schedule the date with one of the sound technicians listed below and provide the wedding coordinator with the name of your sound technician.
- _____ Schedule the date with one of the organists listed below and notify the wedding coordinator with the name of your organist.
- _____ Make an appointment with our pastor who will officiate at your wedding (and schedule counseling sessions).
- _____ Pay the deposit as shown on the Fee Schedule to the church secretary.

SOUND TECHNICIANS:

Nancy Scriven	755.0245
Judy Dellinger	755.1359
Steve Holmes	832.0658
Glenn Jost	755.0075
Roger Maris	755.0824
Vince Marshall	755-1473

ORGANISTS:

Kim Dellinger	734.6153
Charla McNown	755.4017
Aggie Melton (back-up only)	755.3324

WHEN ALL OF THESE THINGS HAVE BEEN DONE, THE DATE WILL BE CONFIRMED ON THE CHURCH CALENDAR.

Our pastor and staff are eager to help you in your planning, and it is important that our pastor be contacted before any arrangements are finalized. ***Do not order any invitations, etc. before meeting with our pastor.***

If you are planning a Saturday wedding and a reception, please plan to begin your wedding no later than 4 p.m. If you are planning a Saturday wedding without a reception, please plan to begin your wedding no later than 6 p.m.

THE PASTOR

An appointment with the pastor should be made soon after the wedding date has been tentatively set. The pastor will explain procedures in our church, consult with you about your planning and set further schedules.

In keeping with the *UM Book of Discipline*, the pastor appointed to the First United Methodist Church of Valley Center will be responsible for all marriage ceremonies performed within the church. If a couple requests that a guest clergy be involved in the ceremony, an invitation will be extended at the discretion of and by the appointed pastor.

The pastor will set counseling appointments with the couple. The pastor requires that each couple complete a Prepare/Enrich inventory at a **cost of approximately \$35.00**. The inventory is taken online and the results form the basis for counseling sessions. The amount of counseling time required will be determined by the pastor. Pre-marital consultation with the pastor must be arranged in advance of “rush days” immediately preceding the wedding date. The pastor shall review the Building/Facilities Use Guidelines with the couple and shall obtain their signature as an acknowledgment and acceptance.

THE WEDDING COORDINATOR

An indispensable part of the wedding preparation, ceremony, and church receptions is the service of the Wedding Coordinator. She is a member of our church with special knowledge and training in the proper conduct and services of the wedding and reception.

All arrangements for your wedding and reception will be made through our Wedding Coordinator. The bride and her mother (or bride-selected person) should call Cheryl Maris at 755.0824 and schedule the wedding as well as an appointment for reviewing plans. She will discuss your wedding plans in detail. She will also explain all the services of the church and show you the equipment available at the church. She will be in charge of your wedding and will relieve the bride’s family of all such concern.

The Wedding Coordinator shall assist in all sanctuary weddings.

GUIDELINES FOR USING THE CHURCH FACILITIES

Photographer/Video Taping:

Amateur photographers, family, and friends should be advised that **no** flash pictures are to be taken during the ceremony (that is the time between the procession and the recession). Photographs are permissible with the photographer standing behind the last row of pews as the wedding party enters the sanctuary. Pictures may also be taken at the time of the receiving line and during the cutting of the cake as well as during the reception. Sanctuary pictures taken before the wedding ceremony, must be completed 30 minutes prior to the start of the ceremony. Please consider having all pictures taken before the wedding ceremony.

Special arrangements can be made with the Wedding Coordinator to video tape from the chancel area.

Dressing Rooms/Personal Effects:

Rooms are available for the bride and attendants to dress and also for the groom and attendants to dress. Consult the Wedding Coordinator for the locations.

All flowers, clothing, gifts, and other personal effects belonging to the wedding party must be removed from the premises **immediately** following the wedding/and/or reception by the wedding party. Please designate a member of your wedding party to be responsible for removing these items.

Florists/Decorations:

Decorations or floral arrangements must be placed so they do not deface or harm the church or its furnishings. Protection must be furnished by the florist to avoid water damage or stains by flowers. The flower girls can release a limited amount of rose petals when walking down the main aisle.

One pair of candelabra and twelve hurricane aisle lamps are made available by the church without charge. Candles to be used in the candelabra are furnished by the church. The aisle hurricane aisle lamps require 8" smokeless, dripless candles, purchased by the bridal party. Additional decorations may be provided by the bridal party.

It is the responsibility of the bride's family to arrange with the florist or supplier to pick up all wedding decorations that have been rented within the week following the wedding.

Our church is often decorated for the liturgical season. These decorations will not be removed for weddings, however, small changes can be made with the approval of the pastor and/or Wedding Coordinator. White cloths are used for weddings.

Sanctuary Arrangement

Any major rearrangement of the chancel area must be approved by our pastor. If there are changes involved other than moving the furniture back, please advise the Wedding Coordinator of your plans so that approval can be requested. If arrangements are approved, it will be the responsibility of the bride and groom's families and/or wedding party members to make the desired rearrangement and also to reset the chancel area to its original arrangement before leaving the premises. If the bride and groom want to say their vows from the top step of the chancel area, please appoint a member of your wedding party to assume this responsibility and advise the Wedding Coordinator of your selection. Otherwise, the bride and groom will need to remain on the ground floor for the ceremony. This is a safety issue. If this area is not reset to the original arrangement, additional charges will apply.

We will have a gift table in the church foyer for your wedding gifts. For security reasons, please appoint someone to be responsible for removing gifts from the church to a locked vehicle following the wedding ceremony.

Seed/Wheat Bags/Bubbles/Confetti/Rose Petals:

Throwing seed, wheat, rose petals, or confetti, or blowing bubbles is not allowed inside the building or entry ways. Please see that these are handed out outside the church building.

Steam Iron:

The church has a steam iron and water for your use in pressing dresses if needed. If you wish to use it, please let the Wedding Coordinator know.

REMINDER:

SMOKING IS PROHIBITED IN THE CHURCH FACILITY AND ON ALL CHURCH PROPERTY. THIS INCLUDES THE RESTROOMS AND ALL PARTS OF THE BUILDING. ALL MEMBERS OF THE WEDDING PARTY SHOULD BE SO ADVISED. ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN OR ON THE CHURCH PROPERTY, INCLUDING THE PARKING LOT.

MUSIC

Vocal music selections must be approved by our pastor.

Our organist will help you select music that is appropriate for a wedding celebration that is a sacred service of worship. In most cases our organist will serve at weddings in our church. If you wish an outside organist to play for your wedding, he/she must be approved by our church Music Director.

It is the responsibility of the bride to provide the organist with the proper music no later than four (4) weeks prior to the wedding date. The music may be for piano or organ, but should be in the right key for the vocal soloist. It is the responsibility of the soloist to arrange practice rehearsal time two (2) weeks in advance of the wedding date. The soloist should know his/her music prior to practicing with the organist.

If you are using taped music accompaniment, you will need to get the tapes to the sound technician prior to the rehearsal. Call and arrange a time that is convenient.

Fees for vocal soloists should be agreed upon by you and the musician.

CUSTODIAN

Services covered by the building usage fees include:

Dressing room and restroom maintenance prior to and after the wedding.

General preparation of the building for the wedding, e.g., gift and guest book table setups and takedowns, placing of the candelabra and/or kneeling bench, and clean-up before and after the wedding and reception of all rooms used.

Setup of tables and chairs for receptions and clean up after the reception.

The custodian is not expected to do the takedown for the florist. **Building usage fees apply to all weddings and receptions.**

THE REHEARSAL

The rehearsal shall begin promptly at the time scheduled.

The following suggestions will guide you as you prepare for the rehearsal.

1. The Wedding Coordinator will assist you in scheduling the time of the rehearsal.
2. All members of the wedding party shall be present at the rehearsal, including parents, grandparents, and ushers.
3. Please have lists prepared with the following information for the pastor and Wedding Coordinator (this information has probably been obtained by both the Wedding Coordinator and pastor by this time):
 - a. Names of attendants and order in which they are to stand
 - b. Names of the candle lighters, if any
 - c. Names of the ushers who will seat the mothers
 - d. Number of family pews to be reserved
 - e. Number of grandparents to be seated
4. The marriage license shall be delivered to the pastor at the rehearsal.
5. Remember to inform the organist and sound technician of the time of the rehearsal. Any taped music should be provided to the sound technician prior to the rehearsal.
6. Reception supplies should be brought to the kitchen the night of the rehearsal, i.e., napkins, nuts, mints, punch ingredients and recipe, coffee, sugar, creamer, candles, etc.
7. Also, remember that all wedding fees should be paid to the Wedding Coordinator at the rehearsal in individual checks.
8. Wedding attire can be brought at the time of rehearsal. Rooms will be locked and secured.

THE WEDDING RECEPTION

Volunteers of the United Methodist Women are the only group that is allowed to serve a wedding reception.

A time limit of two (2) hours is requested for the reception, which will include the dance, if scheduled.

Items furnished for the reception include: tablecloths, punch bowls, service crystal, silver service, and candleholders. UMW members will assist with the reception. The fee is for the use of the above, laundry service, tablecloth upkeep, assisting with reception food preparation and refills, and general cleanup.

The bride furnishes the cake, punch, mints, nuts, coffee, creamer, sugar, napkins, flowers, and candles for the reception tables. Please have these supplies in the church kitchen the evening of the rehearsal. Also include a copy of your punch recipe if it is to be mixed by the UMW assistants.

The following suggestions may be of help in your planning:

CAKE – Please let the Wedding Coordinator know when your cake will be delivered so we may have the table ready for its arrival. The cake will not be moved after it has been delivered.

PUNCH – This may be purchased or we will mix your ingredients for you. Be certain to furnish a recipe and all ingredients the night of the rehearsal. If a frozen slush punch is used, it should be set out early enough to allow partial thawing. If carbonated beverages are used, they should be chilled beforehand. One gallon of punch will serve 40-45 guests. Please let the Wedding Coordinator know if you want our assistance in mixing the punch.

NUTS – These may be purchased in bulk or canned. One pound of mixed nuts will serve approximately forty (40) guests.

MINTS – Allow 2 mints per person. Mints may be purchased from a candy store or the cake baker. Many brides prefer to make their own.

FLOWERS – If you want flowers on the reception table, make arrangements for placement with your florist and advise the Wedding Coordinator. A flower floating in the punch bowl is nice. The bride's bouquet may also be placed on the table for the reception. Flowers may be used on the cake and around the base of the cake.

CANDLES – If you are using our candelabra on the table, please bring 2 or 4 candles.

MISCELLANEOUS – A ribbon on the handle of the cake knife photographs nicely.

SEED, WHEAT, CONFETTI, ROSE PETALS, OR BUBBLES – These should be distributed by someone designated by the bride **outside the church building** when the bride and groom are ready to leave. Seed, wheat, confetti, rose petals, or bubbles should not be thrown or blown in the building.

SERVERS – There should be at least three people to serve at the reception table; one to cut the cake, one to serve the cake, and one to serve the punch. If a groom's cake is served, you will need an additional two (2) persons. If coffee is served, an additional person will be needed. It is your responsibility to provide the appropriate number of servers.

Amendments and/or revisions of the Wedding Policies may be made at the request of the UMW Executive Committee. A Wedding Policies Committee for Revision may be appointed by the UMW Executive Committee. Wedding Policies amendments and/or revisions shall be approved by two-thirds (2/3) of the members present at an UMW Executive Committee Meeting.

MEMBER FEE SCHEDULE

Sanctuary/Chapel	No charge
Pastor, includes counseling sessions	\$100.00 minimum
Organist	\$75.00
Sound Technician	\$40.00
Wedding Coordinator (wedding only)	\$75.00
Additional if reception included	\$75.00
Additional if catered reception	\$75.00
Church Usage Fees (wedding only)	\$75.00
Additional if reception included – WCC <i>or</i>	\$75.00
Additional if reception included – Fellowship Hall	\$30.00
Additional for rehearsal dinner setup	\$50.00
UMW Fees (for receptions) - WCC	\$125.00
UMW Fees (for receptions) – Fellowship Hall	\$ 75.00
Wesley Celebration Center Reception and/or dance (utilities and supplies)	\$50.00
Fellowship Hall Reception and/or dance (utilities & supplies)	\$25.00

A deposit of \$250.00 is required to confirm your wedding date on the church calendar. In case of cancellation, the deposit will be returned.

The total fees must be given to the Wedding Coordinator at the rehearsal. The Wedding Coordinator will prepare an itemized list showing the total fees to be paid to each individual/organization. Separate checks are requested. Your deposit will be refunded as applicable following the wedding.

*Member fees apply only when the bride, groom, or one of their parents is a member of this church.

March, 2005

NON-MEMBER FEE SCHEDULE

Sanctuary	\$400.00
Chapel	\$100.00
Pastor (guest pastor fees are to be paid by wedding party as arranged)	\$200.00 minimum
Organist	\$125.00
Sound Technician	\$75.00
Wedding Coordinator (wedding only)	\$125.00
Church Usage Fees	\$125.00

A deposit of \$500.00 is required to confirm your wedding date on the church calendar. In case of cancellation, the deposit, less \$200.00, will be refunded.

The total fees must be given to the Wedding Coordinator at the rehearsal. The Wedding Coordinator will prepare an itemized list showing the total fees to be paid to each individual/organization. Separate checks are requested. Your deposit will be refunded as applicable following the wedding.

July, 2009