

## Weddings at FUMC

### WEDDINGS AT FIRST UNITED METHODIST CHURCH

The Christian marriage ceremony is a worship experience in which God blesses the union of husband and wife. We are honored you have chosen First United Methodist Church for your wedding and we look forward to assisting you in this important event in your lives. Every element of a wedding at First United Methodist Church is respectful of the sacred concept and because of this we have established guidelines to help plan your wedding here.

### A PASTOR'S PERSPECTIVE ON MARRIAGE

A wedding is a happy and holy moment, not just for the couple, but for the family, friends, and church. As two Christian people join their lives to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of the wedding beautiful and meaningful. This does not require elaborate or expensive plans. Rather, a wedding's true beauty lies in the spirit and attitude of those who take part: their sincerity and deep devotion. During the excitement of planning, many questions arise about what's fitting and proper. These guidelines are intended to answer your initial questions. The church's clergy and staff will offer any help possible. May God continue to bless your commitment, your planning, and your future together.

### TO BEGIN

The first step in planning your wedding at First United Methodist Church is to contact the church office. The staff will help you select your date and complete facility requests. Your date is contingent upon the church calendar and the calendars of our Pastor and Director of Music.

First United Methodist Church of Salisbury  
217 South Church St  
Salisbury, NC 28144  
Phone (704) 636-3121

First United Methodist Church has two wedding venues from which to choose – the Sanctuary which seats 850 and the Chapel which seats 75. First United Methodist Church requires that a current Pastor of the church officiate weddings held in the Church or Chapel. If desired, a Pastor from another Church or former Pastor may be invited at the discretion of the Senior Pastor. We look forward to helping create a beautiful, sacred event with you. You will find additional information below or through our Wedding Coordinator.

### RESERVING YOUR WEDDING

Couples wishing to be married at First United Methodist Church will contact the church office to set a time and date. A meeting with the assigned Wedding Director is required to discuss procedures and policies for weddings at First United Methodist Church. Though a reservation may be made up to one year in advance, confirmation is contingent upon the couple agreeing to follow these guidelines and payment of the \$200 non-refundable facilities fee. Weddings are held in coordination with the Church's

calendar. As a general rule, weddings are not scheduled on Sundays or major holidays due to regularly scheduled church events.

It is important to reserve church facilities if they are needed for a wedding to be held off the church property. For example, if church facilities are need to support a wedding in the park or another nearby venue.

A “walk-in” wedding is one that is supervised solely by an ordained minister of First United Methodist Church and does not require a rehearsal or a wedding director. Please schedule this directly with the minister. It does not require payment of the facilities fees.

#### YOUR WEDDING DIRECTOR

Once the date and time of your wedding is confirmed, you will be paired with a church Wedding Director – most often, our Wedding Coordinator. The Church Wedding Director is responsible for conducting both the rehearsal and the wedding. This includes the traditions of seating, processional and retiring processions and placement of the wedding party in the chancel. On the wedding day, each Director has an Assistant to help coordinate the activities of the wedding party. Outside bridal consultants are welcome to help the bride and her attendants prior to the ceremony. First United Methodist Church reserves the right to have final say in matters regarding the ceremony and facilities.

#### OFFICIATING MINISTER

The couple should contact the Senior Pastor of First United Methodist Church to arrange for premarital counseling. First United Methodist Church requires all weddings be officiated by a minister on our staff. As a Service of Worship, weddings should be consistent with the traditions of First United Methodist Church. Our staff and ministers welcome the opportunity to plan and coordinate your wedding ceremony.

#### PREMARITAL COUNSELING

First United Methodist Church requires that a couple have two or more premarital counseling sessions before their marriage. As part of your counseling session, couples will receive a copy of the United Methodist Order of Service. You will discuss the service and any other requests you may have. Any changes to the service must be approved by the officiating minister.

#### YOUR MARRIAGE LICENSE

It is the responsibility of the couple to obtain a marriage license prior to the wedding. The marriage license should be given to the officiating minister or Wedding Director no later than the rehearsal date. A wedding cannot occur without the license. Information regarding the license can be obtained by calling: Rowan County Register of Deeds (704) 216-8236.

#### THE ORDER OF SERVICE

It is the responsibility of the couple to provide a printed order of service for guests. The church can provide a list of local printing agencies for this purpose or the church has some printing capabilities. The order of service must be approved by the officiating minister. Approval is recommended two weeks before your ceremony.

#### THE REHEARSAL

The Wedding Director will conduct the rehearsal with the officiating minister in attendance. The Order of Worship, traditions of seating, placement of the attendants, instructions to the ushers and/or

groomsmen and bridesmaids will be covered at the rehearsal. The members of the wedding party should remember they are in a holy place dedicated to the worship of God, and should act and dress accordingly. Since there may be other church related events scheduled on the same evening, please know how important it is that the wedding party arrive on time to receive complete information and instruction. We suggest the wedding party arrive at least 15 minutes prior to the scheduled time.

#### MUSIC

All music should reflect the sacred nature of this worship service. The Director of Music is available by appointment for a consultation to offer guidance in appropriate musical selections and musicians. Once the proposed order of worship is complete, please contact the Director of Music at (704.636.3121) to finalize it. Please do this well ahead of time to allow any issues to be resolved concerning instruments or solos. Use of soloists and/or other musicians must be approved by the Church Music Director. Fees and payment for musicians should be arranged with the musician(s). Texts of vocal solos are limited to Scripture and sacred poetry. Pre-recorded music and accompaniment tracks may only be used with the approval of the Director of Music.

#### FLOWERS, CANDLES AND PARAMENTS

First United Methodist Church is a Church of dignified beauty and thus does not necessitate additional decorations. Only fresh flowers and greenery are to be used. The church recommends one large floral display on the retable using the standard brass urns typically used for services of worship. The baptismal font and Paschal candle are to remain in place. For the safety of our guests, the Church prohibits the use of an aisle cloth, runner, or flower petals. The Altar Guild will ensure paraments are white for all weddings. Pew torches are available, if desired. Decorations shall not be attached to any furniture or walls by pins, tacks, or any form of adhesive tape. It is the responsibility of the wedding party to remove decorations and flowers from the building following the ceremony. If desired, altar flowers may be placed in the narthex for the following morning's services or remain on the altar if available. Please consult your Wedding Director and the Administrative Assistant in coordinating this extension of your wedding celebration.

#### FURNITURE

A general rule is that appointed furniture may not be moved. Please consult with your wedding director for any specific requests.

#### PHOTOGRAPHY

Because a wedding is a worship service, First United Methodist Church does not permit photography during the ceremony. This policy is enforced and includes professional photographers, family, friends and guests. Please be sure they are informed so they may respect the sacredness of the Church and service. During the recessional, the photographer may take pictures of the wedding party from the back of the church at the double doors and gallery. Flash is permissible during the retiring procession only. We do not permit movement or positioning of the photographer during the service. All professional photography may begin one- and one-half hours before the ceremony. Any pictures taken prior to the ceremony should be completed 30 minutes before the ceremony begins to allow time for any final preparations. Any pictures taken after the ceremony should be completed within 30 minutes of the ceremony ending. The officiating minister is delighted to participate in pictures taken immediately after the ceremony. The photographer must agree to the official policy on photography.

## VIDEOGRAPHY

Videographers must assume a fixed position in the rear gallery. Videographers may not move during the ceremony and must remain as unobtrusive as possible. No cameras, microphones, recording devices or special lighting are allowed in the chancel area of the Sanctuary or Chapel. The videographer must agree to the official policy on videography. They agree to not inhibit the job of the Wedding Director, Minister, Organist or Wedding Assistants, particularly in regards to the timing and sacredness of the ceremony.

The church now has video recording and live streaming capabilities should they be desired. This can be arranged through the church office. Church staff will be responsible to provide this if desired. An honorarium should be made to the person providing this service.

## BUILDING POLICIES

Alcoholic beverages and smoking are not permitted on church premises. At the discretion of the Minister and/or Wedding Director, a rehearsal or wedding ceremony may not proceed if any member of the wedding party has consumed alcoholic beverages. Only water may be served in the Elizabeth Stanback Room. Please no food or drink in the Sanctuary or Chapel. No rice, bird seed, confetti, artificial or natural rose petals or potpourri may be used on church premises. The Church is an open building and while every effort is made to maintain security, First United Methodist Church cannot be held responsible for valuables left in the building. Purses and valuables should not be left unattended.

## ADDITIONAL WEDDING POLICIES

Experience has shown that having a bride's book or a receiving line at the Church delays the wedding or wedding photography. Please plan both of these for your reception. The church is normally reserved for two hours prior to the ceremony and thirty minutes after. Please observe the church's request that your wedding party arrive at the church no earlier than two hours before the wedding. Designated waiting areas will be available two hours before the wedding. The bridal party should have hair and make-up done before arriving, but may leave final preparations for the Elizabeth Stanback Room. The groom and groomsmen should arrive dressed and ready. The Wedding Director is responsible for assisting all members of the wedding party and the families in taking their places at the proper time. We recommend that flower girls, ring bearers and attendants be at least five years of age. Due to space limitations, having more than eight attendants is discouraged. Pets may not serve as attendants or participate in the ceremony. Following the service, the Officiating Minister will dismiss the congregation as one worshipping body. A nursery with certified safe-sanctuary staff is available for an additional fee. Please inform your Wedding Director if this service is needed.

## WEDDING FEES

Wedding fees at First United Methodist Church include a reservation fee to hold the date on the church calendar. The reservation fee is the \$200 for the facility and is nonrefundable. Checks should be made payable to First United Methodist Church and given to the Business Administrator. Remaining fees, including those for contracted musicians, are due prior to your wedding date.

## FEES

	Fee
Pastor	Honorarium
Video Tech if desired	Honorarium
Musicians	Fees as determined
Altar Guild Supplies	\$50
Facilities Fee	\$200
Custodial Fee	\$150
Nursery Staff	TBD
Total	\$400 plus honorariums

## CHECKLIST

- After receiving guidelines and policies, contact the church office to tentatively book date and make preliminary arrangements. The reservation fee is due in the business office at this time.
- Contact Senior Pastor
- Contact Director of Music
- Contact Videographer and ensure they will follow church policy
- Contact Photographer and ensure they will follow church policy
- Return information form to the Administrative Assistant (available on website).
- Submit required fees as applicable to the Business Administrator
- Ensure the wedding party knows the time, place, and dress code for both rehearsal and wedding day.