

## **GUIDELINES AND POLICIES FOR WEDDINGS SEDFIELD UNITED METHODIST CHURCH**

Congratulations to you both. A wedding is one of the happiest and holiest occasions in your life. As you join your lives to establish a Christian home, our church rejoices with you and offers counsel and support. The worship service of Christian marriage is regarded by United Methodists as a sacred occasion when two people declare a desire to be united by the Church in a new covenant relationship before God, their families and their friends. The following policies have been established to help make your wedding a joyous and safe occasion in keeping with the spirit of Christian marriage and Christian worship.

### **SCHEDULING**

All dates for rehearsals, weddings, and wedding receptions must be cleared through the church office and added to the church calendar. This can be done via the minister or the church wedding coordinator. *When you select your wedding date keep in mind that during certain times of the year special decorations are in the sanctuary. These times include Advent, Lent and Thanksgiving. We generally do not schedule weddings during these times. If you and the minister do select one of these seasons for your wedding, take note that these special decorations may not be altered or moved for your event.*

### **FACILITIES**

The sanctuary seats approximately 200 people with the addition of 16 chairs added along the back wall. The Fellowship Hall can be used for receptions with a capacity of 100. The Parlor is available for the Bride's Room. The Groom's Room is in the Music Room.

### **MINISTER**

It is the policy for the minister of Sedgfield United Methodist Church to be in charge of and present for all weddings. If you wish for a pastor from outside SUMC to assist in the service, the SUMC pastor must be consulted and must consent first. Then, the Sedgfield UMC pastor will extend any invitation to the other minister.

### **WEDDING COORDINATOR**

The Wedding Coordinator is a representative of the Worship Committee and works with the Minister to insure that the wedding proceeds according to plan and that church policies are upheld. Among other duties, the Wedding Coordinator is responsible for opening and closing the church and will be present the entire time the church is being used. This includes anyone being let into the church such as cleaning crews, florists, photographers, musicians, wedding party, etc. The Wedding Coordinator is your contact for questions about the use of the facilities for your wedding at Sedgfield Church and can answer many general questions you have about the service.

## **MUSIC**

We consider the wedding ceremony to be a sacred religious service. Therefore, only music of an appropriate character is suitable for such services. Careful consideration should be given to your choice of music.

## **PHOTOGRAPHY AND RECORDINGS**

Flash photography is not permitted in the Sanctuary during the progress of the sacred service. Photographers should blend into the background and not be too obvious in the sanctuary. The service may be videotaped from the balcony using existing lighting.

## **ALCOHOL AND SMOKING**

The use of alcohol or illicit drugs is expressly forbidden on church property. This includes the grounds and parking areas. Smoking and Vaping are not permitted anywhere inside the church facilities.

## **DECORATIONS**

- Significant church symbols such as the altar and cross cannot be moved or covered with decorations. Flower arrangements should not exceed the height of the altar cross.
- Nails, tacks, staples, pins, tape or anything which will mark the wood work or walls cannot be used. Painter's tape is acceptable.
- The furniture and floor must be fully protected from moisture and candle wax. Only dripless candles with plastic under them are permitted.
- All decorations and equipment must be removed immediately following the ceremony. The church must be left in the same condition in which it was found.
- Glitter and confetti are banned.
- In case of damage, you will be held responsible for charges to repair the damage.
- If you wish to leave the flowers for use on Sunday, please make prior arrangements through the Wedding Coordinator.

## **PERSONAL PROPERTY**

We recommend you take precautions bringing personal items to the church. The Church will not be responsible for personal items brought to the church, nor shall the Church be liable for such items if lost, stolen, or damaged.

## **FINANCES**

Active participants of Sedgefield United Methodist Church are not charged for use of the facilities, but need to be aware of additional costs incurred by the church such as lighting

and temperature control. *Donations are accepted* to offset these costs. The following fee schedule is subject to change.

PAYMENT IN FULL IS EXPECTED IN ADVANCE OF USE.

### SEDGEFIELD UMC WEDDING FEES

	Active Church Participant	Non-Active Church Member or Non-Member
Wedding & Reception	n/a	\$700
Custodian W & R	\$150	\$150
Wedding Only	n/a	\$500
Custodian WO	\$100	\$100
Organist/Pianist	varies	varies
Vocalist	varies	varies
Minister	\$250	\$250
Wedding Coordinator	\$125 +\$25 for add'l events (Reception, Rehearsal Dinner, etc.)	\$125 +\$25 for add'l events (Reception, Rehearsal Dinner, etc.)
Sound System and Sound Engineer	\$150	\$150