



Wedding Manual

PROVIDENCE UNITED METHODIST CHURCH

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WEDDING STAFF

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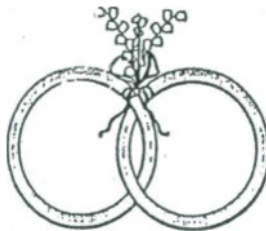
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PURPOSE

The purpose of this manual is to establish guidelines for sanctuary and chapel weddings and to inform the wedding couple of the accepted policies of Providence United Methodist Church (PUMC). Every Christian wedding is a celebration of worship. It is the responsibility of the minister and the church to guide the planning of weddings so that worship is at the heart of this joyous celebration. Our prayer is that this manual provides the guidance and structure needed to reach this goal.

MINISTER

The minister of PUMC shall be the first contact regarding your church wedding and consulted in setting dates and times for the wedding and the wedding rehearsal. The minister shall officiate or co-officiate at weddings for members of the church. For non-members, the minister shall officiate, co-officiate or approve other clergy to officiate. Pre-marital counseling sessions will be set up at the convenience of the minister and the couple. The marriage license will be given to the minister by the rehearsal.

RESERVING THE CHURCH

Our sanctuary (440 person capacity) and chapel (60 person capacity) are available for weddings. When a wedding is scheduled, the sanctuary or chapel is reserved for you for four (4) hours. Other church functions may take place at other times that same day. No weddings may be scheduled during Holy Week. Sunday weddings may be scheduled for the sanctuary at or after 4 PM.

After the minister is contacted and the date is confirmed, a "Wedding Information Form" must be completed and returned

to the church office. **It is your responsibility to secure a wedding consultant and contact the Director of Music Ministries at this time.**

The reservation is completed for non-members when the deposit has been received by the church. The \$250 deposit for the sanctuary or the \$100 deposit for the chapel is non-refundable within sixty (60) days of the wedding date.

DIRECTOR OF MUSIC MINISTRIES

The Director of Music Ministries serves as a consultant and oversees, guides and assists in the selection of music appropriate to Christian worship. If an outside organist/accompanist is requested, the Director of Music Ministries must be consulted for approval. The fee includes a one-hour consultation, one-hour wedding rehearsal and the wedding. Rehearsals with soloists and/or instrumentalists will incur additional fees. Soloists must provide original copies of the music in the key that the soloist needs. Soloists and musicians should come to the rehearsal with the music learned. The Sanctuary has an organ and grand piano. The chapel has a piano.

WEDDING COORDINATOR

After the wedding date has been reserved at PUMC, the wedding coordinator needs to be contacted as soon as possible. A fee is charged for the services of the wedding coordinator. This fee includes a one-hour consultation, a one-hour wedding rehearsal and the wedding. The coordinator will meet with the couple and/or parents to help plan the rehearsal and wedding and to familiarize them with the church facilities and policies. Dressing rooms are available for the bride, groom and wedding party, and the wedding coordinator will show you these rooms at your con-

sultation. However, no wedding clothing can be brought to the church prior to the wedding day.

At the discretion of the wedding coordinator and the minister, a friend or relative of the couple may be allowed to assist the PUMC wedding coordinator. The PUMC wedding coordinator and the guest mistress of ceremonies must meet prior to the rehearsal. In all cases, the PUMC wedding coordinator's fee will still apply.

WEDDING BULLETIN

Purchase, production and distribution of a bulletin for the wedding is the responsibility of the couple. The order of worship must be approved by the officiating pastor prior to printing. The following statement must be included in the bulletin: **“In order to preserve the sanctity of the ceremony, the family requests that guests refrain from taking pictures.”**

FLOWERS AND DECORATIONS

No decorations are to be placed on the altar other than the cross, candles, paraments, Bible, and flowers. The cross is never removed from the altar. One or two flower arrangements may be placed on the altar provided they are not more than 25-27 inches high. Flowers for a chapel wedding can be no taller than 15-18 inches. No artificial flowers may be placed on the altar in either the sanctuary or chapel. As in all church decorating, everything should be arranged so as to direct attention to the altar. Flower arrangements may be used in the narthex or on the small tables in the sanctuary. Leaving flowers for the Sunday worship service needs to be arranged in advance with the wedding coordinator.

All candles are provided by the church for a fee. They may be used in the chancel area only. The church owns two pairs of candelabra which are available for your use. One pair is white wrought iron and the other pair is brass. The white wrought iron pair may be decorated with greens, flowers or bows. No decorations of any kind may be put on the brass candelabra. Tracking cannot be used for safety reasons. Flower girls may throw only silk flower petals. Pew markers may be fastened with ribbon or plastic floral clip-ons. No tape, tacks, nails or glue of any kind may be used on the wood.

All decorations (both inside and outside) must be removed immediately after the ceremony. The couple must also arrange to have all rented items picked up.

PHOTOGRAPHER

Many couples are arranging to have formal group portraits taken before the wedding. These photographs are to be completed at least forty-five (45) minutes before the wedding. Other informal pictures to be taken in or of the sanctuary (other than those specified below) must be completed before the prelude begins. NO pictures are to be taken during the wedding ceremony either by the photographers or guests. There are exceptions to this rule.

The official photographer may:

- Take a picture of the bride before she goes down the aisle.
- Take a limited number of pictures without flash from the balcony.
- Take a picture from the narthex of the bride and groom and wedding party as they exit from the sanctuary.

Please give your photographer a list of pictures to be taken after the ceremony as this will expedite your arrival at the reception in a timely manner. At no time may any furniture in the church be moved for pictures. Please advise your photographer(s) and guests of these regulations.

AUDIO-VISUAL

PUMC has an audio system and a video projection system that require a technician. With the use of the video projection system is the additional option of taping the wedding. Anything requiring the use of video projection must be approved by the pastor.

PUMC recommends the use of our audio sound system and offers the use of the video projection. The fee for the sound system technician is \$50.00 and an additional fee of \$50.00 for video. Either fee includes the technician being at the rehearsal and wedding for one (1) hour each.

VIDEOGRAPHER

Video equipment may be used in consultation with and approval of the wedding coordinator and the minister. Any person or persons recording via audio or video for the purpose of selling or family use accept all responsibility for the copyright laws of all written, spoken or musical performance of any kind during the wedding service. Providence United Methodist Church and all parties involved in performing the wedding ceremony are not responsible or liable for granting permission to do so.

CHURCH POLICIES

1. No smoking is allowed inside the building.
2. Alcoholic beverages will not be consumed at any time on church property. The wedding party is requested to abstain from alcoholic beverages prior to the rehearsal and wedding.
3. Food and soft drinks may be consumed only in the designated dressing rooms.
4. The throwing of bird seed, rice or any other material is prohibited both inside the building and outside on the grounds.
5. There will be no moving of the piano in the sanctuary or any of the furniture in the chapel or parlor.
6. Seasonal decorations will not be removed for any weddings.
7. If damage occurs, the wedding party assumes all responsibility for the replacement of church property.
8. PUMC cannot be held liable for items lost, stolen, or damaged.

FEE SCHEDULE

	<u>Members</u>	<u>Non-Members</u>
Minister		
• Premarital Counseling	\$150.00	\$150.00
• Sanctuary Wedding & Rehearsal	Honorarium	250.00
• Chapel Wedding	Honorarium	250.00
Director of Music Ministries		
• Sanctuary Wedding	250.00	275.00
• Chapel Wedding	200.00	225.00
If no rehearsal	150.00	175.00
• Additional Music Rehearsal (per 1/2 hour)	50.00	50.00

	<u>Members</u>	<u>Non-Members</u>
Wedding Coordinator		
• Sanctuary Wedding	100.00	125.00
• Wedding with instrumentalists and/or Non-Providence Organist	125.00	150.00
• Wedding with non-Providence Minister	125.00	150.00
• Chapel Wedding	75.00	100.00
If no rehearsal	50.00	75.00

Audio-Visual

• Audio	50.00	50.00
• Video	50.00	50.00

Includes one (1) hour at rehearsal and one (1) hour at wedding.

Custodian

Sanctuary Wedding	75.00	75.00
Chapel Wedding	50.00	50.00

Candle Fee (Altar candles only)	10.00	10.00
Candelabra Fee (includes Altar candles)	25.00	25.00

Use of Church—Sanctuary	No Charge	750.00
Reservation Fee	No Charge	250.00

Reservation fee (\$250) is due at time of application and non-refundable within sixty (60) days prior to wedding date.

Use of Church—Chapel	No Charge	300.00
Reservation Fee	No Charge	100.00

Reservation fee (\$100) is due at time of application and non-refundable within sixty (60) days prior to wedding date.

The bride or groom shall be a member of Providence United Methodist Church at the time of initial contact or the non-member fees will apply. **All fees must be paid before the rehearsal can begin.** Individual checks should be written except for the candle fee and the use of the church fee and deposit. Those should be payable to Providence United Methodist Church (PUMC).

Revised: August 2017

NOTES