

Due West
United Methodist Church
Wedding Policy

3956 Due West Road
Marietta, GA 30064
770-427-3835
www.duewest.org

A Personal Letter Especially for You,

These are happy, exciting and busy days as you prepare for your wedding, and I rejoice with you.

Please read and study the Policies and Guidelines that have been given to you. They will help you understand how a wedding can be conducted free from mistakes and misunderstanding. It will be your responsibility to inform all the other participants in your wedding of these policies, and see that they are honored.

A well-trained Wedding Coordinator will be assigned to your wedding. You will want to list her name below and keep it handy. She will be contacting you in the near future or you may wish to call her if you have questions prior to that. Please remember that she will be directing both the rehearsal and the wedding. If you choose to use a wedding consultant, she will be allowed only to advise you and assist you in dressing.

Thank you for allowing us to be a small part of this significant event in your life.

In His Service,

Kathy Hall
Wedding Chairman

My coordinator is

Due West United Methodist Church Wedding Policies and Guidelines

We are pleased that you have chosen our church for your wedding. It is our wish to do everything possible to make this the joyful, Christian experience for which it is intended.

A church wedding is a service of worship. When two people enter into the holy bond of marriage, they pledge to each other their faith and trust. In addition, you enter a covenant with God. The selection of music, flowers, greenery, candles and optional verses or poems should elicit a combined sense of reverence, dignity and joy in all participants. The planning process itself should be entered into with a Christian sensitivity for the integrity of the church and the feelings of all concerned.

Church Staff and members assisting you hope that all your relationships here will be warm and friendly. Even if you are not a member of the church, we consider you part of our church family during the time you are here.

These guidelines and policies were designed to aid you in understanding the role of those involved and to help make the occasion a memorable and happy one.

It is the responsibility of the bride and groom to become familiar with these guidelines and to ensure the wedding party, florist, caterer, photographer and musicians observe them. These policies and guidelines will not be waived on the wedding day, because the bride and groom did not consider them in their plans.

SCHEDULING:

A reservation for the Sanctuary and the Fellowship Hall, if used, must be placed on the church calendar. This placement will be made through the church office. Wedding for non-members will not be placed on the books more than 10 months in advance. When the date has been confirmed, a deposit is required within 10 days.

COUNSELING WITH THE PASTOR:

Pre-marital counseling with the Pastor is a requirement for marriage. It is the responsibility of the bride and groom to schedule a meeting with the Pastor at least two months prior to the wedding.

The Pastor of Due West United Methodist Church officiates or assists all wedding services. If you prefer a Pastor not on the Due West staff to participate in the ceremony, please address this with the Pastor at the time of scheduling the wedding.

LICENSE:

The marriage license is to be in the hands of the Pastor before the wedding service. Please bring it to the church one-week prior to the wedding.

WEDDING COORDINATOR:

A trained Wedding Coordinator from the church will be assigned to each wedding. The coordinator will be the contact person for any question concerning the wedding, rehearsal and / or reception at Due West UMC. The bride is notified in writing when this assignment is made and given the name and phone number of her coordinator to facilitate communication with her.

Your Wedding Coordinator will meet with you prior to the rehearsal to discuss your wishes for the wedding. She will direct the rehearsal and the wedding in accordance with the plans that you have made. The coordinator will be at the church for all activities relating to the wedding. Any changes need to be communicated to the Wedding Coordinator and the Pastor.

MUSIC:

Our church pianist will play for weddings. The bride will need to consult the pianist at least two months prior to the wedding to make arrangements for your music. Vocalist must arrange with the pianist for rehearsals. This is not to be done during the wedding rehearsal.

A wedding is a sacred service and music must be conducive to the worship of God. The selections should emphasize not only the love shared by the couple, but the love God has for them. To insure that the music meets the criteria, discuss your selections with the Director of Music Ministries.

FLORIST:

The church will be available to decorate three hours prior to the ceremony. Decorations will also need to be removed from the Sanctuary one hour after the ceremony began.

No nails, tacks, staples or tape may be used to attach decorations to any part of the church.

Mechanical candles are to be used along with plastic under the holders to cover the carpet. Candles in covered holders or oil candles are recommended in hot and cold weather due to the vents that blow. No candles can be carried, mounted to the pews or used in the windows.

During seasonal periods (Christmas, Easter, etc.) church decorations shall have precedence over other decorations and may not be moved.

Choir chairs, benches and other items that are a part of the church may not be removed for weddings.

Only live arrangements and flowers may be used behind the altar rails. Silk flowers may be used in bouquets, corsages and pew bows. If the bride has included a flower girl in the wedding party, it is recommended she use silk flower petals to drop.

If the bride plans to video tape the wedding, she will need fern balls to hide the video camera in the front of the church.

PHOTOGRAPHY:

The importance of the wedding to families and friends makes the preservation of the event in photo and / or recording an essential part of the wedding. Because the wedding is a worship service, no flash pictures may be taken during the ceremony.

The facility is available to the wedding party two hours prior to the wedding. This is ample opportunity for pictures.

Photography in the Sanctuary must be completed 45 minutes prior to the ceremony so that the candles can be lighted and guests seated. The ushers should be available at this time also. Photography may continue with the bride and bridesmaids in other areas of the church.

The photographer may not enter the Sanctuary to take pictures after the pre-nuptial music begins 30 minutes prior to the ceremony.

No photography is permitted by wedding guests during the ceremony. This disturbs the worship mood and distracts the guests from their focus on the bride and groom by turning their attention instead to the photographer. Guests will be asked to put their cameras away.

Following the ceremony, the wedding party may return to the sanctuary to finish their photographs.

VIDEOGRAPHY:

The wedding ceremony is a worship service. The bridal couple as they unite in marriage in the presence of God is the central focus of the service. Nothing should distract the attention of guests from the bride and groom whose love for each other is being celebrated in the worship service.

Cameras at the front of the church must be completely hidden and unobservable. This may be done by using a fern ball. All cameras must be turned on 30 minutes prior to the ceremony and left unattended.

Video cameras at the back of the church may be attended, but may not be moved around during the ceremony.

No additional lighting may be used for the video cameras.

RECEPTIONS / CATERING:

When wedding receptions are performed in our church, you and your professional caterer may use the kitchen and reception areas.

Receptions should be held at a maximum of three hours from the time the wedding starts. The kitchen and all equipment must be cleaned within a reasonable amount of time. Tables and walls must be replaced before leaving. The bride will need to provide people to help with this process.

No alcoholic beverages may be served on church grounds. Smoking is prohibited.

The church provides tables, 19 5' round tables and 4 6' rectangle tables and chairs, but not table linens, glassware, punch bowls, paper products, etc.

We require that guests be admitted to the Fellowship Hall and be invited to begin eating Hors d'oeuvres immediately following the ceremony. It is considerate to your guests to offer this hospitality to them and we desire that any event at our church reflect the hospitality extended by this church. Pictures following the ceremony take 30 – 45 minutes. Here at the church, there is nothing for your guests to do but stand around while they wait. Serving guests maintains an enjoyable and relaxed atmosphere at your reception. Your guests will love it and will wait for your arrival to watch you cut your cake.

If you have a disc jockey, we request that you ask him to evaluate the lyrics of the songs in his program and use only songs that are in keeping with the setting of the reception. We will not pre-approve these songs but trust your judgment, and that of your disc jockey, in using only songs that will not offend your guests (including older relatives and friends) or reflect a point of view that is not consistent with the sacred worth of all people.

SOUND SYSTEM:

The sound equipment in the Sanctuary is a highly technical system and requires trained personnel to operate. If you require the use of this equipment, please work with your coordinator to schedule this no later than one month prior to the wedding.

OTHER:

Please clear all areas of all personal belongings as soon as the wedding and/or reception are over. The church is not liable for dresses, silver, handbags, or personal items lost, stolen, or damaged during the wedding and/or reception.

Birdseed or rice may not be thrown outside the church. Other suggestions are release of non-Mylar balloons (keeping in mind that releases have been found in some cases to be harmful to our environment) or blowing bubbles. (no glitter please)

No nursery can be provided at the church.

Bride's Checklist

Before the Wedding:

- _____ Schedule wedding by calling the church office
- _____ Pay deposit within 10 days of the confirmed date
- _____ Schedule counseling with the Pastor
- _____ Meet with the Wedding Chairman to fill out papers and go over policies
- _____ Read and become familiar with church policies
- _____ Distribute wedding policies to photographer, florist, videographer, caterer
- _____ Obtain kneeler and candelabras from the florist
- _____ Balance of fees to the church one month prior to wedding
- _____ Marriage license to Pastor one week prior to wedding
- _____ If reception is to be held at the church, obtain volunteers to set up and take down tables and walls

Day of Rehearsal:

- _____ Have all wedding party arrive 15 minutes before rehearsal

Day of the Wedding:

- _____ Arrive 2 hours before the wedding with hair and make-up complete
- _____ Check Sanctuary to make sure items are placed where you want them

Wedding Order of Service

Prelude

Seating of the Mothers
Groom's Mother
Bride's Mother

Solo (optional)

Processional

Greeting

Declaration of Intention

Giving of the Bride

Prayer

Message

Exchange of Vows

Blessing and Exchange of Rings

Declaration of Marriage
(Lighting of Unity Candle – optional)
(solo optional)

Pronouncement of Marriage

Pastoral Prayer and Lord's Prayer (optional solo)

Dismissal and Blessing

Presentation of Bride and Groom

Recessional

Wedding Fees

Fees for wedding PERSONNEL and CHURCH FACILITIES are charged as listed.

A REFUNDABLE FEE of \$250 along with a COMPLETED WEDDING FORM is required in order to schedule and secure your wedding date. The balance of your wedding fees is due no later than one month prior to your wedding date.

All fees are payable to DUE WEST UNITED METHODIST CHURCH. The church finance office disperses personnel fees to the designated individuals.

Fees include:

Minister, Pianist, Wedding Coordinator, Custodian, Sound Technician, and use of the facility.

Members:

Wedding only.....	\$750
Wedding and Reception	\$1100
Wedding/Reception/Rehearsal Dinner	\$1500

Non-Members:

Wedding only.....	\$1200
Wedding and Reception	\$1500
Wedding/Reception/Rehearsal Dinner	\$2000

Member Walk-in Wedding:

No rehearsal, no sound, no musicians, no coordinator and less than 30 guests. Pastor's fee \$100 plus a donation to the church.

Non-Member Walk-in Wedding:

No rehearsal, no sound, no musicians, no coordinator and less than 30 guests. Pastor's fee \$150 plus a donation to the church.

Wedding Form

Date of Marriage _____ Time _____

Date of Rehearsal _____ Time _____

Officiating Pastor _____

Rehearsal Dinner at DWUMC? _____ Reception at DWUMC ? _____

Reception Location _____

Name of Bride _____

Church Membership _____

Home Address _____

Home Phone _____ Office Phone _____

Parents _____

Address _____ Phone _____

Name of Groom _____

Church Membership _____

Home Address _____

Home Phone _____ Office Phone _____

Parents _____

Address _____ Phone _____

New Address of Couple _____

Pianist _____ Custodian _____

Sound Technician _____ Other _____

Florist _____ Photographer _____

Videographer _____ Caterer _____

Do you wish to leave flowers for Worship Service on Sunday? _____

FOR CHURCH USE ONLY:

Fees:

Deposit _____ Sound System _____ Use of Building _____

Minister _____ Custodian _____ Deposit _____ Total _____

Pianist _____ Wedding Director _____ Balance Due _____