

*Martin United  
Methodist Church*



*Wedding Policy and Guidelines*

## **MARTIN UNITED METHODIST CHURCH WEDDING INFORMATION & GUIDELINES**

A wedding is one of the happiest and holiest moments in life. As two persons join their lives to establish a home, the church rejoices with them and is eager to help them make their wedding a meaningful occasion. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty of the experience lies in the spirit and attitudes of those who take part.

At Martin United Methodist Church, we believe that a wedding is not a social function, but a religious service of worship. As such, the music, floral decoration, ceremony, and movement of the wedding must be in keeping with the dignity and sacredness of worship. These guidelines are to insure that your wedding will be well planned and in keeping with accepted standards of sacred worship.

All of the Martin United Methodist Church staff who are involved with weddings are professional and have many years experience assisting couples with their wedding plans. They are here to inform and assist with all plans as they relate to the church. Always feel free to ask questions and seek help from the staff.

### **FACILITIES AVAILABLE**

#### *Sanctuary*

Seats 500 comfortably for weddings

Musical Instruments

3 Manual Schantz Pipe Organs

Kawai Grand Piano

Candelabra, Unity candle stand and small brass unity candle holder

#### *Fellowship Hall – Tom Vastine Education Building*

Accommodates 150 (seated)

Kitchen facilities are available for catering use

*Dressing Areas* for Brides/Attendants & Groom/Groomsmen available.

## **SCHEDULING THE WEDDING**

The following scheduling guideline will be used for all weddings at Martin:

- Call or visit Martin UMC and speak with the Church Administrative Assistant. She will take your date request and other information.
- The requested wedding date is sent to the ordained ministry staff for approval.
- When the date is approved, the Wedding Coordinator will contact the wedding party. Calendar fee can be paid at this time.
- No wedding dates are considered official until the *Calendar Fee* has been paid in the church office.

When the requested date becomes official, a wedding coordinator will be assigned, at which time they will be in contact with the bride and groom to proceed with planning.

*The above scheduling guidelines will be followed for ALL weddings at the church.*

## **ADDITIONAL SCHEDULING INFORMATION**

- When requesting dates, please keep in mind that the law requires a 72-hour waiting period after the issuance of the Marriage License before the wedding may take place.
- Certain calendar days in the year are blocked out and cannot be scheduled for weddings and/or rehearsals. They are listed below:

New Year's Eve/Day, Holy Week, Sundays, 4<sup>th</sup> of July, Thanksgiving

**ONLY MEMBERS** may have December weddings and those are at the discretion of the office staff.

## MINISTERS

In accordance with the **Discipline of the United Methodist Church:**

- A member of the Martin Ministry Staff will *officiate* at all weddings in the church. *A particular Martin staff minister may be requested.*
- Ordained ministers not on the Martin staff may participate in wedding services. Their participation in the service may include: reading scriptures, leading prayers or giving the homily.
- Guest ministers will be extended a formal invitation from the Martin UMC Senior Minister. Guest minister will observe all Martin wedding guidelines.
- **Pre-marital conferences with the minister are required at Martin. It is the responsibility of the couple to call and make these appointments. Wedding will not proceed unless this requirement is met.**

## REHEARSALS

A good rehearsal is essential to a meaningful wedding service. All members of the wedding party will be on time to the rehearsal. The wedding party includes all those in the wedding, parents and ushers. *The Martin UMC Wedding Coordinator will direct the rehearsal along with the minister, even if an outside wedding consultant is employed.*

## OTHER IMPORTANT INFORMATION

The following pertains to all involved with the wedding:

- Receptions will last 2-3 hours, after that you will be charged time and a half
- Food/Drink is **NOT** allowed in the sanctuary.
- Smoking is not allowed in **ANY** Martin UMC building.
- Alcoholic beverages are **NOT** allowed by church law anywhere on the campus/property.
- Vehicles are not permitted on the church lawn for any reason.
- The fire lanes must remain clear at all times—**NO PARKING**

## WEDDING SERVICE FEE SCHEDULE

### BASE FEE

*Non Members* \$1000.00

### ADDITIONAL FEE-*Non Members*

#### *Reception*

Fellowship Hall & Kitchen \$500.00

### FEES FOR *Members & Non Member*

#### *Wedding Coordinator*

With Reception \$350.00

Without Reception \$250.00

#### *Custodian*

With Reception \$200.00

Without Reception \$150.00

#### *Pastoral & Music Staff*

##### *Organist*

\$200.00

\*Includes consultation and rehearsal

##### *Minister*

\$350.00

\*Includes counseling and rehearsal

##### *Sound Board Technician*

\$ 85.00

### DEPOSITS

\**Calendar Fee (non refundable)-All* \$200.00

*Damage Deposit- (Separate check)-Non Members* \$200.00

Will be refunded by business office if the facilities are left in the condition in which they were found.

**Damage deposit is only required for church receptions.**

\*Calendar fee is deducted from total cost.

**All fees must be paid in full, one month prior to service.**

## **WEDDING POLICY**

### **Music In The Service**

A wedding is a service of worship, and in keeping with the dignity of the service, appropriate instrumental and/or vocal music will be planned. The Martin UMC Committee on Worship believes that music should magnify the glory of God who created the love, which exists between man and woman. All music should witness to our faith in God.

The music staff at Martin UMC is professional and it is their job to guide, suggest and assist the wedding party in selecting music that will enhance and add to the deeper meaning of this very important service and day. Their many years of experience working with wedding music and the knowledge of appropriate and meaningful selections is an added benefit to the bride and groom. The music staff is here to help you.

### **Music Planning**

**All music planning for the upcoming wedding will be done in consultation with the Martin UMC Director of Music/Organist and a Martin UMC Minister.** The bride and groom will be referred at the appropriate time by the office staff and/or wedding coordinator. **All music and musicians will be approved by the Martin UMC Director of Music/Organist.**

### **The Organist & Organ Music Selection**

The Martin UMC Organist will play for all weddings in the church. If the organist is not available, they will refer the wedding to another organist. All additional organists used at Martin are very qualified and outstanding musicians.

At the appropriate time, the bride and groom will meet with the organist to make organ music selections and finalize other music plans. Organ music is selected from a suggested repertoire list. *You are welcome to request pieces that do not appear on the list.*

### **Solo Vocalists & Vocal Music**

The use of vocalist for the wedding is encouraged. The Martin UMC Director of music/Organist can provide a list of very qualified soloists if desired, and will also quote the fee. *Outside guest soloists are also permitted.* Soloists should contact the organist to set up a rehearsal time prior to the wedding rehearsal. Time does not permit the rehearsal of solos at the wedding rehearsal itself.

Selections of both vocal and choral music, used in the marriage service, must contain lyrics that affirm a Biblical understanding of love, the marriage relationship, and the love of God.

There are many beautiful songs written specifically for the church wedding service. Musical settings of scriptural passages are particularly appropriate. There are a variety of wedding prayers set to music and songs, which speak of spiritual love.

## **Wedding Music Policy**

Songs referring to romantic love are more appropriate for the reception or a social event in celebration of the marriage. Occasionally, a couple requests a secular love song for their wedding service and are disappointed or offended that we can't honor the request in the church setting. We encourage you to take time in your preparations to arrange with the music director/organist to discuss and hear vocal selections with which you may not be familiar, but which you may prefer once you hear them. There are many wonderful and appropriate vocal selections available to you. Both traditional and contemporary in their sound.

## **Other Musicians For The Wedding**

As mentioned, all musicians will be approved by the Martin UMC Director of Music/Organist. These musicians should not be contracted for the wedding until the initial consultations are complete with the Music Director.

Additional music options include but not limited to:

Piano Music  
String Quartet  
Guitarist  
Harpist

## **Martin United Methodist Church**

Music Ministry

*Suggested Wedding Music*

### **Processionals & recessionals (suitable for both entry or exit)**

|   |                      |
|---|----------------------|
| Trumpet voluntary                                   | Purcell              |
| Trumpet Tune  | Clarke               |
| With Trumpets and Horns from " <i>Water Music</i> " | Handel               |
| Sinfonies De Fanfares <i>Movement I "Rondeau"</i>   | Mouret               |
| A Flourish of Trumpets                              | Smith                |
| Cortege   | Young                |
| Toccata   | Tambling             |
| Voluntary on " <i>ST. DENIO</i> "                   | setting by Burkhardt |

### **Processionals (suitable for entry into the church)**

|   |         |
|---|---------|
| Abide With Me                               | JS Bach |
| Air for the G String                        | JS Bach |
| Prelude in C Major                          | Johnson |
| Aria from <i>Concerto No.12 for Strings</i> | Handel  |
| Chanson                                     | Young   |

Bridal Chorus from "*Lohengrin*"  
LOBE DEN HERREN

Wagner  
setting by Burkhardt

**Recessional (suitable for exit of the church)**

Cantate Domino  
Voluntary on "*HYMN OF JOY*"  
Crown Imperial Coronation March  
Processional Voluntary in E flat Major  
Processional Rondeau in D major  
Festival Toccata  
Joyous Day  
Postlude on "*LASST UNS ERFREUEN*"  
Suite for Organ *Movement III "Trumpet Voluntary"* Stanley  
Now Thank We All Our God  
Eight Little Preludes and Fugues (major keys)  
Prelude in Classic Style  
Festival Recessional  
LOBE DEN HERREN  
Voluntary on CWM RHONDA

Landon  
Wilson/Beethoven  
Walton  
Laskey  
Laskey  
Young  
Leavitt  
Young  
  
Karg-Elert  
JS Bach  
Young  
Paxton  
setting by Manz  
setting by Manz

**Selections for the Seating of Family**

Jesu Joy of Mans Desiring  
Canon in D  
Sheep May Safely Graze  
From "*The Birthday Cantata*"  
Offertory

JS Bach  
Pachelbel  
  
JS Bach  
Lefebvre



## GUIDELINES FOR FLORIST

Because of the beauty of our sanctuary it is recommended that the florist come and see the facility before you make plans. ***The Wedding Coordinator must be provided with the name and phone number of your florist, or the person responsible for decorating for your wedding.***

The following policies will govern the work of florist or individuals. The bridal couple must have a clear understanding of these instructions prior to engaging a professional florist or planning any non-professional decorations for the sanctuary and/or reception area.

- The altar and pulpit are a part of our worship and are to remain in place in the chancel area. Likewise, the altar cross will remain on the altar. It may, however, be repositioned on the altar in consultation with the Wedding Coordinator.
- You may use our brass unity or altar candles or provide your own candelabra. ***All candles must have plastic under them.*** No candles may be used outside the chancel area.

Nothing shall be placed on the altar other than appropriate Christian symbols or appropriate flower arrangements.

- Our church decorates extensively for certain holy seasons of the liturgical year. Under no circumstances shall these decorations be removed.
- Nothing may be placed on the altar railings that could easily be knocked off or cause damage of any kind.
- Pew bows of any type or flower arrangements should not be attached in such a way that would damage the finish of any church furniture, floral tape, or large rubber bands are suggested. ***No nails, tacks, staples, pins or any other fasteners may be used.***
- Flower girls may drop ***artificial*** petals only. Live petals leave dark stains on the carpet.
- Birds or other live animals are not permitted in the sanctuary or church reception.
- All decorations and equipment shall be removed ***immediately*** after the ceremony and sanctuary returned to its original condition. In case of damage to church property or equipment, the florist, or those decorating, will be held responsible.
- Only birdseed, bubbles or rose petals may be thrown as the bride and groom leave and then it must be thrown ***outside*** the building only

- Kindly notify the Wedding Coordinator if the altar flower arrangements will be donated to the church for later congregational worship.
- *No glitter will be allowed on any decorations.*

**Other Florist information**

- *Food/drink is never allowed in the Sanctuary*
- *Smoking is not permitted in any building of the church.*
- *Alcoholic beverages are not allowed by church law.*
- *Vehicles are not permitted on the lawn for any reason.*
- *The fire lane must remain clear at all time.*

## **GUIDELINES FOR PHOTOGRAPHERS**

The church recognizes the value of wedding photographs as a lasting remembrance, and wants to cooperate while maintaining the order, dignity, and sacredness of the occasion. Reverence for the sanctuary and the ceremony is essential. In the guidelines given below, we define the beginning of the ceremony as the time when the prelude music begins. The following guidelines are the policies of our church related to wedding photography.

- The church strongly suggests that wedding photographs be taken *before* the ceremony. However, the wedding party may return to the sanctuary immediately after the ceremony for photographs if desired. Keep in mind, however, that a long delay between the wedding and the reception is inconsiderate of your guests.
- Photographs during the ceremony are limited to digital, without flash, from the rear (behind the white columns), or balcony of the sanctuary.
- Wedding guests and family members with cameras should be requested to wait until the guests are dismissed to take photographs.
- Photographers will not stand or place equipment on the pews or other furniture in the church, as it mars their surfaces.
- Video- taping is permissible from specified areas in the sanctuary, but only existing lighting may be used. All taping must be done *unobtrusively*. For more information, check with the wedding coordinator.
- No person is allowed in the chancel area, the area behind the communion rails, during the ceremony other than the wedding party itself. No video taping or still photography will be performed in this area. An un-staffed fixed video camera is permitted in the chancel area.

### **Other Photography Information**

- *Food and drink is never allowed in the Sanctuary.*
- *Smoking is not permitted in any building of the church.*
- *Alcoholic beverages are not allowed by church law.*
- *Vehicles are not permitted on the church lawn for any reason.*
- *The fire lanes must remain clear at all times-no parking there!*

## **GUIDELINES FOR RECEPTIONS**

The Fellowship Hall and/or Wooton Hall are available for wedding receptions. Reservations for this facility are to be made at the time you reserve the church, with your calendar deposit. Along with your calendar fee, there will be a damage deposit that will be refunded if the facilities are left in the condition in which they were found.

If you employ a caterer, the church will provide only the facility. Therefore, the *caterer must provide all necessary supplies, including kitchen towels, soap, dishes, etc. for the wedding.* The caterer is responsible for seeing that all church facilities are left in the condition in which they were found.

Food is to be kept in the reception area and not taken into other parts of the buildings.

Birdseed, petals and bubbles may be thrown *outside* the building.

### **Other catering information**

- *Food and drink is never allowed in the Sanctuary.*
- *Smoking is not permitted in any of our buildings.*
- *Vehicles are not permitted on the lawn for any reason.*
- *The fire lane must remain clear at all times*
- *Reception fees are for 2-3 hour event, if you go over the allotted time, the cost will be time and a half.*

Date: \_\_\_\_\_

I have read the following guidelines and agree to follow all the rules. I also understand it is my job to make sure the guidelines are given to the appropriate parties.

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Brides Signature