

WEDDING POLICIES AND PROCEDURES

OVERALL PLANNING:

1. Clearing the calendar is the first step. **AS EARLY AS POSSIBLE**, the date and time of the wedding must be cleared with the wedding coordinator. Since there is a Saturday evening worship service at 5:00 pm, any Saturday wedding cannot start later than 2 p.m. and must be completed and the sanctuary cleared and cleaned by 4 pm. The service can also be scheduled for 7:00 pm or later.
2. **A \$200 counseling fee and \$100 deposit must be paid at the time of booking** to hold the wedding date. The deposit will be refunded after the wedding ceremony if all is in good order (i.e. facility was left clean and undamaged, etc.) The **remaining fees** (facility, minister, organist, custodian, etc.) must be paid in full no later than two weeks prior to the wedding date.
3. The pastor will meet with each couple one time prior to the rehearsal for wedding planning. The pastors of Calvary United Methodist will be the principal celebrants at all weddings in the church. Another minister may participate at the discretion and express invitation of the presiding pastor.
4. Roger Outcalt, therapist, will facilitate the pre-marital counseling process. Pre-marital counseling must be completed before the wedding can proceed.
5. Wedding couple should have preliminary plans for music, reception, use of church facilities, etc., approved by the Pastor and Director of Music.

MUSIC:

1. A wedding is a sacred service reflecting a scriptural view of love and marriage. (i.e., Music needs to reflect on God's relationship with the couple.) Ideally, this view should be conveyed through the chosen music. **Secular music, whether it is played or sung, is not appropriate at a sacred service.** Thus, the texts of many contemporary songs may be inappropriate.

The couple to be married should consult with the Director of Music **eight to twelve weeks before the wedding service** to select appropriate instrumental and vocal music. In addition, the couple may wish to discuss the texts of desired vocal selections with the pastor and Director of Music.

2. Mark Herris, Director of Music, is our wedding organist/pianist. **As soon as possible after scheduling the wedding date, you should contact Mark (852-2541) to determine his availability and reserve his services.** If he is not available for the wedding, he has the prerogative and obligation to approve the substitute. The organist's fee should be paid together with other wedding fees, at least two weeks prior to the wedding service.
3. Only competent vocal and/or instrumental musicians should be selected in consultation with the Wedding Organist/Pianist, who shall be available to rehearse (not **teach**) the music. Copies of the music shall be provided in the proper keys, at least four weeks in advance, by the wedding couple. Photocopies of copyrighted music are illegal and are therefore not acceptable. The fee for vocal or instrumental soloists provided by Calvary is at cost. Please speak to the Director of Music to arrange for these soloists.
4. Pre-recorded music is inappropriate for worship/wedding services.

MARRIAGE LICENSE:

1. Be familiar with the laws of the State of Indiana regarding weddings and marriage. Be sure that all proper medical and blood tests have been performed in advance of the date of the wedding. Indiana forms must be

used before getting a valid marriage license at the county clerk's office in the court house. In general, the medical exam and blood test are good for thirty (30) days before applying for the license; the license is then good for sixty (60) days prior to the date of the wedding.

DECORATIONS / FLOWERS:

1. The sanctuary, which seats 350 people, lends itself to simplicity; nothing elaborate in the way of decoration is necessary. Any and all decorations should not block the entrance for the participants and minister. All decorations used must be removed when the ceremony has concluded.
2. Sanctuary chairs should remain attached to one-another in their original configuration. They may not be moved or removed from the rows which they are situated in for worship services.
3. Worship banners and other seasonal worship items occasionally cannot be removed or changed to accommodate bridal color schemes, with the exception of changing the altar to use white paraments for weddings.
4. Florists who are unfamiliar with the sanctuary should consult with the wedding coordinator prior to decoration. In view of other services in the church, florist's equipment should be removed promptly following the ceremony.
5. The use of tacks or cellophane tape on any of the church furniture is not permitted. Ribbon ties or padded clamps are more tasteful, and do not cause damage to the furniture. Also, permanent attachments to CUMC walls, floors, ceilings, carpets, furniture are prohibited. Temporary attachments to walls, floors, ceiling, carpets, and furniture will be limited to sticky tack.
6. If the wedding couple desire to use the church candelabra, they must use the 14 white artificial candles that burn real wax wicks. A charge of \$45 is required for the use of the candelabra and to replace the wax wicks. The wedding couple may desire to use the florist's candelabra, in which case the candles used must be of the **dripless** variety.
7. If an aisle runner is used (and it is no way required), the wedding coordinator will fasten it to the floor before the ceremony. The length should be about 100 feet.
8. Bubbles, butterflies or dried flower petals (rice is not permitted) is to be thrown *outside* the church building. These must be removed before the bridal party leaves.
9. It is helpful to have a conscientious person care for the guest book and gifts as people arrive.
10. No alcoholic beverages or smoking are to be brought to or consumed on church property. If any type of alcohol or tobacco is on the premises, no amount of the deposit will be returned. If any member of the wedding party has been drinking church, he or she will not be allowed to participate in the wedding ceremony.
11. After the wedding, a reception line may be formed in the narthex. Sometimes instead of a receiving line, the bride and groom like to personally usher persons out of the sanctuary. There are occasions when the receiving line is held at the reception.
12. After leaving the narthex before the reception, the bridal couple and first attendants should go directly to the church office to sign legal marriage documents.

PHOTOGRAPHY:

1. You may return to the chancel area for pictures. Flash pictures may not be taken by anyone once the bride reaches the front of the church during the wedding worship service. The service may be videotaped if done in accordance with directions given for placement of the cameras by the pastor. The couple shall have the professional photographer report to the pastor prior to the ceremony in order to go over the ground rules

established.

REHEARSAL:

1. The rehearsal is an important part of the preparation for the worship service, and except in the case of small, private weddings, will be required of all weddings. All members of the wedding party shall be present at the rehearsal at least **10 minutes** prior to rehearsal time.

Wedding Fees

All fees must be paid in full at least two weeks prior to the wedding date. The distinction between member and non-member is that either the bride or groom must be a participating member of Calvary United Methodist Church for *at least six months prior to the wedding*.

1. **Pre-Marital Counseling (must be pre-paid)** \$200
(Member and Non-Member both. If the wedding is cancelled, the \$200 payment is non-refundable.)

2. **Refundable Deposit** \$100
The \$100 deposit paid is only refundable the business week following the wedding. A check will be issued according to the information provided on the Wedding Information Form, provided nothing has been damaged, and all the facilities used have been cleaned appropriately. If the wedding is cancelled, the \$100 deposit is non-refundable.

3. Church Facilities

	Member	Non-Member
Sanctuary	\$0	\$400
Fellowship Hall & Kitchen	\$0	\$200

4. Minister

	Member	Non-Member
Honorarium*		\$200

**Pastors facilitate counseling sessions, rehearsal, wedding, and planning the services.*

5. Organist

	Member	Non-Member
Wedding and one-hour rehearsal	\$200	\$250
Wedding with soloist and/or other musicians, and one-hour rehearsal	\$225	\$275

6. **Vocal and Instrumental Soloist** **At cost**

7. **Wedding Coordinator** \$150
(Includes scheduling, rehearsal, unlocking of building and clean up of sanctuary.)

8. Custodial Fees

Any other room usage (Other than bride and groom rooms) \$10 each additional room
Fellowship Hall \$50

8. Sound System Operator

\$20 (All)

9. Candelabra & Candles

\$45 (Optional)

10. Bulletin Typesetting

\$25 - plus 5¢ per copy (Optional)

The service outline must be approved by the officiating pastor. Pre-printed bulletins designed for weddings are recommended. Bulletin information must be provided to the church office at least one week before the date of the wedding as well as the quantity needed.

Please note: If you desire for the altar to be a certain color or prefer a white altar cloth, please discuss this with the pastor or wedding coordinator when you meet for wedding planning. There are certain seasons when the altar decor must remain and can not be altered.

The Usual Schedule for the Ceremony

The ushers should arrive 45 minutes before wedding time. They will receive instructions at the rehearsal.

The groom and best man should be present 30 minutes ahead of the ceremony time. They should gather in the Sacristy.

The usual schedule is:

Prelude

Light candles

Seat guests

Special music (optional)

Seat groom's parents

Seat bride's mother

Special music (optional)

Unroll aisle runner (optional)

Entrance of minister, groom, and his attendants

Processional

Ceremony and recessional

Receiving line (optional)

Signing the legal papers

Pictures in the chancel area

Go to reception

When scheduling weddings, please be aware that Calvary is a large, active church. There may be other activities or groups in the building or on the grounds before, during, or after the wedding ceremony.