

Wedding Policy



GHENT UNITED METHODIST CHURCH

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PURPOSE OF THIS BOOK

This book is prepared by Ghent United Methodist Church with the hope that it will answer most of the questions concerning weddings at the church and provide the information needed to make the wedding ceremony a deeply moving and meaningful experience. The Christian wedding is an act of worship, directed to God as well as the couple, and is a celebration of love designed to fulfill legal and religious requirements for marriage and to publicly affirm the uniting of two persons in love, sanctioned by God. The pastor and those assisting will seek to make this event acceptable in the sight of God, as well as those who participate.

SCHEDULING YOUR WEDDING

The sanctuary should be reserved before the date and time of the wedding is announced by contacting the church office (622-2843 or office@ghentumc.org). You are encouraged to visit the church for a worship service prior to the scheduling of your wedding date. After clearing the date for the wedding, the couple shall make an appointment with the pastor to discuss arrangements for the wedding. This appointment should be at the earliest possible time.

CONTACTING THE MINISTER

The pastor is available to assist you with your wedding plans (622-2843 or pastor@ghentumc.org). Be sure to consult with him before announcing the date of your wedding. The interview with the pastor will concern the arrangements and customs of the wedding. The pastor requires that couples participate in pre-marital counseling. The sessions can be scheduled in the first consultation with the pastor.

MINISTER OF ANOTHER CHURCH

It is understood when you make arrangements to use the facility, that the pastor, organist, and other staff persons of the church will be used in the performing of the service. Another minister (licensed within the State of Virginia) may participate in the service with the pastor and/or officiate the service. It is necessary to obtain the pastor's approval before inviting any other individual to share the service. Individuals sharing the service will be invited in writing by the pastor. In all cases the decision on who will or will not conduct the service will be made by the pastor of Ghent United Methodist Church.

LEGAL REQUIREMENTS

Marriage licenses are issued by the Clerk of the Circuit Court, 100 St. Paul Boulevard, Norfolk (phone 664-4380). Both parties must appear before the Clerk to obtain a license and must be 18 years of age or older, or, if between 16 and 18, must have parental consent. If applicants are residents of Virginia, one of the applicants must be a resident of Norfolk. Once the license is issued, there is no waiting period. The marriage license is valid for 60 days. If you are not a resident of Norfolk, your license must be obtained from the city (within the state of Virginia) where you reside.

THE WEDDING CEREMONY

There are no fixed requirements concerning the wedding ceremony. The United Methodist Church has a beautiful ritual that is usually used. If you would like to add scripture passages, poetry, etc. to the ritual, the pastor will be happy to discuss this with you prior to the rehearsal. Please familiarize yourself with the ritual. It is not necessary for you to memorize the vows, but it does mean that you understand the implications of this ceremony for your life together.

MUSIC

Music is used to enhance the spirit of the occasion and to add both joy and dignity to the wedding. The Director of Music at Ghent church is expected to play for all weddings. If other musical arrangements are desired (i.e. string quartet, harpist, etc.) please consult with the Director of Music. In the event a substitute organist is needed the Director of Music will be glad to furnish names. If you have a friend or acquaintance that you would like to play for the wedding, you must first contact our Director of Music and then make arrangements to meet and discuss the use of the organ. If a soloist is desired, it may be someone of your own choosing or the Director of Music can assist you in securing a soloist.

The wedding ceremony is, above all, a sacred service, and it is expected that the music will reflect the grace and dignity of the occasion while allowing for the joy and spirit of two people. The Director of Music is available to meet with the bride and/or groom well in advance to discuss possibilities for music for your wedding. Please feel free to bring your own ideas, as well as any music or questions you may have. Please contact the Director of Music (622-2843 or music@ghentumc.org) as soon as possible to set up a meeting time.

FLOWERS

The bride-to-be will want to arrange well in advance with a florist of her choice for her personal floral selections. Floral arrangement of live cut flowers are appropriate. The florist will be responsible for tracking and protective material to be placed under all candelabras, palm tubs, and other receptacles in order to protect the carpet, floors and furniture. **ADHESIVE-TYPE TAPE MAY NOT BE USED.** The flowers may, if desired, be left at the church after a weekend wedding for use on Sunday. In such event, an appropriate note is carried in the church bulletin. **ADHESIVE TYPE TAPE OR NAILS MAY NOT BE USED TO SECURE PEW BOWS.**

REHEARSAL

The rehearsal is usually held the day before the wedding. It helps the participants gain familiarity with what is expected during the service. **All members of the wedding party**, including bride/groom, groomsmen, ushers, bridesmaids, best man, maid/matron of honor, ring bearer, flower girl, organist/musicians, parents and grandparents and others participating in the wedding ceremony should attend. The pastor is in charge of the rehearsal. It is important that all members of the wedding party be in the sanctuary at the designated time of the rehearsal. Normally, the rehearsal will require no more than an hour.

PHOTOGRAPHERS

Most couples desire the service of a professional photographer to capture the beauty of their wedding in pictures. No flash pictures shall be taken in the sanctuary from the time the processional ends until the recessional begins. It is appropriate to pose for pictures of the entire wedding immediately following the ceremony, when guests have left the sanctuary. It is suggested that a small note be placed in the bulletin prohibiting the use of flash photography during the ceremony by guests. Videotaping is permissible from the balcony and/or the choir loft.

BIRDSEED / BUBBLES

Birdseed or Bubbles may be used in lieu of rice. It may not be thrown or used inside the church building. A table may be set up for distribution in the narthex. We discourage the use of rice and it is not allowed.

MAPS

It is suggested that maps giving directions to the church be included in your wedding invitations, and maps concerning directions to your reception (if not at the church) be handed out at the wedding.

USE OF THE BUILDING

No alcoholic beverages or consumption of alcoholic beverages are allowed in the church building or on the church property. Smoking is prohibited inside the church building. All personal belongings are the responsibility of the wedding party and should be removed after the ceremony.

WEDDING DAY

The church will be opened 2 hours prior to the start of the wedding. It is strongly suggested that all participants (bride/groom, best man, groomsmen, ushers, maid/matron of honor, bridesmaids, flower girl(s), ring bearer(s), parents of the bride and groom, grandparents, and other participants in the wedding ceremony) should arrive at the church **two hours prior** to the start of the wedding. If additional time is needed, arrangements may be made through the Wedding Director or Church Office and additional fees will be charged (\$25.00 per hour). It is also suggested that the wedding party participants be dressed and ready one-half hour prior to the start of the wedding.

RECEPTION

The wedding reception may be held in the social hall. When this is desired, the social hall should be reserved through the church office. The bride may arrange for her family or friends to serve the reception or may engage a professional caterer. **No alcoholic beverages may be served or brought into the church at any time. Smoking is prohibited in the building.** The social hall and kitchen should be left in the same condition in which they were found before the reception.

CANDLES

Candles used during the wedding are to be purchased through the church. Fourteen candles are used in the candelabras and two candles are used on the altar. The purchase of a Unity Candle is the responsibility of the bride and groom.

FINANCIAL RESPONSIBILITIES

After the sanctuary has been tentatively reserved and an appointment with the pastor is completed, the financial responsibilities should be met. The required fees are as follows:

	<u>Church Member</u>	<u>Non-Member/Regular Attender</u>
1. Minister	0	\$200
2. Use of sanctuary and rooms	0	\$700
3. Use of social hall for reception	0	\$400
4. Organist	\$ 250	\$250
Additional rehearsals with soloist	\$ 25	\$ 25
5. Janitorial Fees (Wedding Only)	\$ 75	\$ 75

Note: 2 ½ hours is scheduled for clean-up. If additional time is necessary, fees will be assessed at a cost of \$25.00 per hour.

6. Janitorial Fees (Wedding & Reception)	\$200	\$200
7. Admin./Wedding Director	\$150	\$150

Note: Church is open 2 hours prior to ceremony time. A fee of \$25 per hour is charged for additional time

8. Admin./Wedding & Reception Director	\$200	\$200
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The optional fees are as follows:

1. Candles for candelabra (12" candles)	\$ 25	\$ 25
2. Wedding Program	\$ 75	\$ 75

PAYMENT OF FEES AND SERVICES MUST BE MADE ONE WEEK PRIOR TO REHEARSAL. The church office will furnish a list of the financial obligations with payment instructions detailing the amounts to be paid and to whom the checks should be written. Church fees (use of building, candles) are payable to the church. Other fees are payable to individuals. The church shall be responsible for the distribution of the checks the day of the wedding.

Applicant's Agreement

If granted use of the Ghent United Methodist Church facilities, the Applicant agrees to assume full responsibility for, and hold harmless and indemnify Ghent United Methodist Church, its members, agents and employees, from and against any claim, liability, injury, loss or damage to the person or property of the Applicant, the Applicants members, or any one using the church facilities at or in connection with the Applicant's function at the Church. In the event of any claim or liability, the Applicant shall be responsible for costs of defense, including attorney's fees. The Applicant acknowledges receipt of the Regulations for Use of Facilities, and agrees to comply with these Regulations. The Applicant further agrees to accept full responsibility and liability for any and all damages to the Church or Church property arising as the result of the Applicant's use of the Church facility. The Applicant is responsible for setting up, taking down, and properly arranging and replacing tables, chairs and all other Church property.

The Applicant accepts the foregoing terms and conditions.

Signature of Applicant: _____ Date: _____

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PLEASE RETURN TO THE CHURCH OFFICE IMMEDIATELY
WEDDING INFORMATION

Wedding: Date: _____ Rehearsal: Date: _____
Time: _____ Time: _____

Bride's Full Name: _____
Address: _____ Home Phone: _____
City, State, Zip: _____
Email Address: _____
Date of Birth: _____ Place of Birth: _____
Occupation: _____ Work Phone: _____
Employer Name : _____
Employer Address: _____
Place of Church Membership: _____
Parent's Name: _____ Home Phone: _____
Parent's Address: _____ Attend Wedding? Yes ___ No ___

Groom's Full Name: _____
Address: _____ Home Phone: _____
City, State, Zip: _____
Email Address: _____
Date of Birth: _____ Place of Birth: _____
Occupation: _____ Work Phone: _____
Employer Name : _____
Employer Address: _____
Place of Church Membership: _____
Parent's Name: _____ Home Phone: _____
Parent's Address: _____ Attend Wedding? Yes ___ No ___

Couples Address After Marriage: _____

Additional Information:

Are Flowers to be left on the Altar? Yes ___ No ___

If Yes, an announcement will be place in the bulletin the Sunday following the wedding

Comments: _____

PLEASE RETURN TO THE CHURCH IMMEDIATELY
WEDDING PLANS

Wedding Date: _____ Wedding Time: _____
Rehearsal Date: _____ Rehearsal Time: _____
Person Assisting: _____ Phone: _____

Type of Ceremony:
Single Ring: _____ Double Ring: _____ Formal: _____ Informal: _____
Number of Guests: _____

Is Bride to be Given in Marriage? _____ by whom? _____

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids:	Groomsmen:
_____	_____
_____	_____
_____	_____
_____	_____

Flower Girl:	Ring Bearer:
_____	_____

Other Attendants: (Jr. Bridesmaids, Ushers, etc.)

Organist: _____	
Soloist: _____	Soloist Phone: _____
Florist: _____	Florist Phone: _____
Photographer: _____	Photographer Phone: _____
Videographer: _____	Videographer Phone: _____
Unity Candle: _____ Yes _____ No	Candelabras: _____ Yes _____ No
Special Requests: _____	

Reception Place: _____ Time: _____

Rooms Needed:

_____ Sanctuary	_____ Social Hall
_____ Dressing Room For Bride	_____ Dressing Room for Men
_____ Kitchen	_____ Other _____

Custodian:
_____ Number of hours needed (Usually 2 ½ hours for cleanup after the wedding)
IF ADDITIONAL HOURS ARE NEEDED, THE FAMILY WILL BE BILLED.