

**FIRST UNITED METHODIST CHURCH**  
**310 N. MAIN STREET | MOCKSVILLE, NC 27028 | 336.751.2503**  
[WWW.FIRSTUMCMOCKSVILLE.ORG](http://WWW.FIRSTUMCMOCKSVILLE.ORG)

### **WEDDING POLICIES AND PROCEDURES**

It is with joy that First United Methodist Church, Mocksville shares its ministries with you through your Christian marriage. Your wedding is a service of Christian worship and symbolically reflects the Christian view of marriage. The ceremony is one of the most sacred and beautiful of all the worship services of the church.

First United Methodist Church is a friendly, warm and caring church. Let us serve you in a way that demonstrates the love of Jesus Christ our Lord. The staff of First United Methodist Church wishes happiness for you in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion. If you are not already a member or regular attender at First UMC Mocksville, you are invited to participate and be a part of the First United Methodist Church family.

### **WEDDING COORDINATOR**

The church provides a Wedding Coordinator to assist the couple with their wedding plans, to aid the minister in conducting the rehearsal, and to coordinate all that happens during the wedding.

The Coordinator is the source of information regarding wedding procedures at FUMC, Mocksville and can answer many questions. The Wedding Coordinator is here to help make the wedding as special and individual as possible and will guide the bride and groom regarding church policy.

Fees for the Wedding Coordinator will be discussed by the Wedding Coordinator and bridal party responsible.

## SCHEDULING OF WEDDINGS

The scheduling of a wedding is arranged through Tommy Dunn or Teresa Lakey at 336.751.2503 or by email, [tommy@firstumcmocksville.org](mailto:tommy@firstumcmocksville.org) or [teresa@firstumcmocksville.org](mailto:teresa@firstumcmocksville.org). Members and their immediate family may reserve the FUMC facilities as far in advance of the ceremony as they wish. The FUMC Sanctuary is available for non-members but the date for non-members cannot be confirmed until nine (9) months before the wedding date. For all weddings, arrangements must be completed and finalized by the bride, groom, parents, or a responsible person acting on their behalf.

Sanctuary Seating Capacity	300
Family Life Center Capacity	200 with tables
Fellowship Hall Capacity	50 with tables

Weddings or rehearsals may not be scheduled to take place on the following days: New Year's Eve, New Year's Day, Holy Week (Palm Sunday through Easter Sunday), Independence Day, Thanksgiving Day, Christmas Eve or Christmas Day or the day after Christmas Day.

Special consideration will be given to the above holiday dates based on staffing availability.

## MINISTER

The minister of First UMC Mocksville shall officiate at all member and non-member wedding ceremonies unless the couple requests a different minister to officiate at the time the wedding is booked. See **Non-First UMC Mocksville Ministers**.

The Wedding Coordinator will contact the couple once the minister is scheduled. The couple will meet with the minister to discuss arrangements for the wedding and the **required four to five sessions of pre-marital counseling**. It is the responsibility of the couple to contact the minister to schedule these appointments at least four months before the ceremony.

## NON-FIRST UMC MOCKSVILLE MINISTERS

A member or non-member may request another United Methodist Minister or Ordained Minister to officiate at the wedding. This request should be made to the church office when the wedding is booked. It is at the discretion of the First UMC Mocksville Senior Minister whether to accept this request. The church minister will communicate with the guest minister.

## REHEARSALS

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

It is important that the wedding rehearsal begins promptly at the scheduled time. Rehearsal time does not include time for the vocalist(s) to rehearse. The vocalist(s) will need to schedule other rehearsal times with the organist. The Minister and Wedding Coordinator will be in charge of the rehearsal.

## MISCELLANEOUS

The church will open its doors 3 hours prior to the wedding time. The florist, photographer, videographer, and wedding party may arrive at this time. Each wedding is allotted a contract time of six hours for the sanctuary.

No food or drink is permitted in the Sanctuary. Smoking in the church building is forbidden. **Alcoholic beverages or drugs of any kind are forbidden anywhere on the premises of First UMC Mocksville.** No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding ceremony.

It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

## MUSIC

Tommy Dunn, current organist at First UMC Mocksville, can be very helpful to you as you plan your wedding and can be reached at (336) 751.2503 or (336) 287.0174. Keep in mind that a wedding ceremony in the church is a Christian worship service, and music suitable for worship is encouraged. A listing of music to be used in the service will be approved by the Minister and/or organist at least 30 days prior to the wedding.

If you choose to use the church organist, the bride and/or groom must meet with him/her to arrange the music at least thirty (30) days prior to the wedding.

The organist of First UMC Mocksville may play for weddings. The organist will discuss fees for the wedding with the bride/groom. You may request another musician to play for the wedding. If you use recorded music, the church's sound technician will attend the rehearsal and the wedding ceremony to operate the sound system. Fees will be arranged between the sound technician and the bride/groom.

Please notify the current organist of other musicians who will be involved in the wedding ceremony. There will be a charge for extra rehearsals for vocalists and/or instrumentalists. **Fees for organist, vocalists and instrumentalists are not a part of the fees collected by First UMC Mocksville.** The bride and/or groom are responsible for these fees, payment being made directly to the individual(s).

The organist will begin playing the prelude at least 30 minutes before the ceremony begins as your guests arrive and are seated.

## **VOCALIST**

The organist may provide a list of vocalists upon request. The vocalist(s) will provide the necessary music. Plan ahead, for it may take time to get music that has to be ordered. The vocalist may rehearse with the organist at a time scheduled other than the rehearsal time. The organist may be contacted in the church office, 336.751.2503.

Vocalist and instrumentalist rehearsals, scheduled on the day of the wedding, must be completed thirty (30) minutes prior to the wedding time. Fees are arranged through the bride/groom and vocalist(s).

## **SOUND**

A sound technician will be present at the rehearsal and at least 90 minutes before the wedding to conduct a sound check for vocalist and/or scripture reader. A recording of the ceremony will be made and given to you after the wedding. The minister will be amplified and the sound technician will remain through the ceremony. You will discuss and pay the fee for sound technician directly to him/her.

## **RECEPTIONS**

Receptions (use of Fellowship Hall or Family Life Center) must be scheduled with the church office staff at the time of scheduling a wedding. With the allowance of one reception per day, the reception will be given on a first-come basis. All receptions are to be held in either the Fellowship Hall or the Family Life Center. The church will provide tables and chairs. All other items must be brought in by the caterer or designated other. No birdseed or rice shall be used inside or outside.

## PHOTOGRAPHY

So that the taking of pictures will not distract from the wedding service, no flash photography or videotape lighting equipment may be used while the ceremony is in progress. Videotape equipment may be used in specified areas only. The Wedding Coordinator can help with specifics. Photographs without a flash may be taken from the back of the Sanctuary only during the ceremony, providing there is no noise or other distractions. Prior to or following the wedding ceremony, the wedding party may take photographs in the Sanctuary, and flash photography and other lighting equipment may be used at that time. Remember that music will begin at least 30 minutes prior to the service.

The photographer and/or videographer may arrive up to 3 hours before the wedding time.

A statement in your wedding program shall say that no flash photography is to be taken during the ceremony.

Preceding the ceremony, flash photographs of the wedding party may be taken inside the Narthex just prior to entering the Sanctuary. Flash photography may also be taken as the recessional is in progress from the Sanctuary doors.

It is the responsibility of the person making arrangements for the wedding that the photographer is aware of these policies.

## FLOWERS AND OTHER DECORATIONS

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations may not displace the Christian symbols on the altar or hide from clear view the worship symbols within the chancel, such as the altar table, the pulpit, and the cross. Decorations should not hide the beauty of the chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church or detract from the simple dignity and elegance that should characterize the wedding service.

A kneeling rail is available upon request. So that furnishings will not be damaged, decorations must not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking, or taping. Pew bows and ribbons will be permitted with the use of padded pew hooks provided by your florist. Floral arrangements should sit on the church's flower stands. Floral arrangements or decorations may not be placed on or hanging from the piano, organ, or communion rail.

The church can provide candelabras for the wedding ceremony if needed. The Wedding Coordinator will work with the bride on placement of these items. Candles are allowed in the altar area or in the windows. **Unity candles and aisle cloths are not provided.** All decorations must be removed immediately following the wedding. Flower arrangements may be donated to the church by notifying the office staff and wedding coordinator prior to the wedding, and flowers will be placed either in the Narthex or Sanctuary area on the following Sunday. The florist or designated other is responsible for all set up and cleanup of decorations, other than the church's candelabras. The florist or designated other will be held responsible for any damage to furniture in every case. Flower girl(s) may drop only silk flowers down the aisle.

## ESTABLISHED FEES FOR WEDDINGS

Weddings are a ministry of First United Methodist Church. Fees charged for a wedding cover the church's basic expenses.

**Member status:** *Any person who has been a member of First UMC for six (6) months or more at the time of scheduling their wedding.*

**Non-member status:** *Any person who has been a member of First UMC for less than six (6) months at the time of scheduling their wedding.*

**All fees listed below are to be paid in full thirty (30) days before the wedding date.**

(Other fees/deposits will apply for use of Family Life Center / Fellowship Hall)

### MEMBER FEES

Facilities & Services	<u>Sanctuary</u> \$0
Custodial Fee	\$150
Honorarium for Minister	Discretionary for members
Reception Fee	See Family Life Center / Fellowship Hall Guidelines

### NON-MEMBER FEES

Facilities & Services	<u>Sanctuary</u> \$100.00
Custodial Fee	\$250.00
Honorarium for Minister	\$300.00
Reception Fee	See Family Life Center / Fellowship Hall Guidelines

It is the responsibility of the bride and the groom to explain the policies to their families, musicians, wedding party, photographers and videographers

### RESPONSIBILITY OF SAFEKEEPING OF PERSONAL ITEMS

Every possible effort will be made to protect personal items such as wedding dresses, purses, silver to be used for receptions, etc. **However, the church cannot be responsible for such items if lost, stolen, or damaged.** It is imperative that money, jewelry, and other valuables not be left unattended in the bride's or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.

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