



**FREDERICKSBURG**  
UNITED METHODIST CHURCH

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# WEDDING POLICY

SEPTEMBER 2022

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## Record of Changes

Change	Effective Date	Brief Description	Authorship
Baseline	Unknown	Existing Policy	Unknown
Release 05-2016	May 23, 2016	Church Council Approval	Board of Trustees
Revision 09-2016	September, 2016	New Church Logo New Pastors assigned	Board of Trustees
Revision 06-2017	June 8, 2017	Add Sound Tech Fee Change Catering Coordinator	Board of Trustees
Revision 11-2017	November 27, 2017	Change organist to Director of Music, tech fees	Board of Trustees
Revision 08-2019	August 5, 2019	Personnel changes, fee payment adjustments	Board of Trustees
Revision 09-2022	September 8, 2022	Minor updates, internal Application distribution	Board of Trustees

# WEDDING POLICY

## I. Introduction

We of the Fredericksburg United Methodist Church (FUMC) are happy that you are planning to have your wedding in our Church. We pray God's blessing upon you in your new life. The Service of Marriage is a religious service and must be accorded the reverence and dignity in keeping with the Discipline of the United Methodist Church.

## II. Purpose

Questions are often asked regarding the use of the Sanctuary for weddings. These procedures have been established for your convenience and we hope the information and guidelines will help you in planning your wedding.

A request to use facilities of FUMC is at the discretion of the Pastor(s). If a request for facilities other than the Sanctuary is approved by the Pastor(s), separate guidelines and the identification of all required fees will be developed relative to the specific facilities.

## III. General Guidelines

### A. Initial Contact

1. The Sanctuary should be reserved as early as possible before the date of the wedding. Please visit the Church office to complete an information form and arrange to consult with the Church Clergy, the Director of Music, and the Wedding Coordinator, once assigned. All arrangements pertaining to the service will be made in consultation with the Pastor(s). Meetings with the Pastor and Director of Music are required. Telephone communication with the Wedding Coordinator is suggested.
2. The Pastor(s) of our Church are in charge of all weddings. Qualified Clergy other than the Pastors of the Church may assist or preside at weddings with the approval of our Pastor(s).
3. The Pastor(s) require limited pre-marital counseling with the bride and groom. It is the responsibility of the bride to set up counseling appointments.

### B. Reservations

1. Members are strongly encouraged to return their completed wedding application forms to the Church Office Manager as early as possible. Final consideration will not be made until the application is signed and all the requested information provided.
2. The Church will assign reservations for all required Church facilities. Usually, no more than one wedding and one reception will be scheduled for the same day, and the service and photography must be finished no later than 6:00 PM to allow for appropriate cleaning and preparation for worship services. A request for a later wedding should be made to the Senior Pastor of our Church. Multiple weddings, times, etc. will be up to the Senior Pastor to determine if such a request can be accommodated.

### C. Rehearsal

1. A rehearsal is necessary for all weddings. It is usually held on the preceding evening or at a time most convenient for the wedding party, Pastor(s), the Organist (if used), and the Wedding Coordinator. The rehearsal must begin promptly at the appointed time and should be confined to one hour. **It is required that all outside pastors participating in the ceremony be present at the rehearsal.**

### D. Photography

1. It is the responsibility of the bride and groom to make sure the photographer and all others who are planning to use cameras know that there are certain rules to be observed.
2. If an official photographer or videographer is used, it is the responsibility of the bride and groom to provide them with a copy of this section of the Wedding Policy.
3. Only one flash photograph is permitted during the wedding ceremony. This is of the bride and her escort as they enter the sanctuary. Otherwise, NO FLASH PHOTOGRAPHY is permitted in the sanctuary during the remainder of the ceremony.
4. Time exposures may be taken from the balcony during the service, but must be done quietly and must be done without a flash.
5. The above rules also apply to videotaping, which may be done from one position in the choir loft or the balcony.
6. Post-nuptial photos should be **limited to 30 minutes** as the church must be cleaned and prepared for worship services. Should more time be required, the bride or groom should coordinate this with the Wedding Coordinator.
7. It is requested that the photographer and/or videographer be reminded that this is a religious service. Unnecessary walking and audible conversations are not permitted during the service.

### E. Music

1. The Director of Music can help in the selection of music for use during the ceremony. If other musicians are to participate in the ceremony, arrangement with the Director of Music for a rehearsal, if deemed necessary, is required. However, final approval for any music used will be by the Pastor.
2. Use of the organ or piano is to be coordinated with the Director of Music.
3. Please arrange to confer with the Director of Music two months in advance.
4. Whenever the Church sound system is to be used, a sound technician will be required. The Director of Music will arrange for scheduling one (fees apply).

### F. Flowers and Decorations

1. The Sanctuary provides a dignified and beautiful setting for such a sacred service. A minimum of decorations is needed and these should be carefully planned. All decoration plans should be coordinated with the Wedding Coordinator. **Under NO circumstances are the Chancel furniture, Altar, cross or candles to be moved.**  
Note: Should the florist provide candelabras, a unity candle or other candleholders, only drip-less candles may be used and carpet protection must be in place.

2. If a florist is used, it is the responsibility of the bride and groom to provide them with a copy of this section of the Wedding Policy.
3. A charge is made for the use of the Church's two 7-branch candelabras, Unity Candelabra, window globes and candles. The candelabra have oil filled candles, the oil is supplied and filled by the church.
4. No candles are to be used at the end of the pews.
5. Arrangement for the delivery of flowers must be arranged with the Wedding Coordinator in advance. All decorations are to direct attention to the Holy Table or Altar.
6. No tacks, nails, staples, or glue may be used in and around the church.
7. If desired, the use of silk rose petals for the flower girl is strongly recommended.
8. All flowers must be in containers provided by the florist. All potted plants, arrangements and candelabra to be used within the Sanctuary and other Church facilities must have wax, water and soil protection under them.
9. No flowers are to be placed on the Altar.
10. No aisle runners will be permitted due to the potential of a trip hazard.

#### G. Custodial Services

1. The Sanctuary, dressing rooms and reception area (if used) require extra attention following the wedding ceremony and reception in preparation for worship services and Sunday school classes.
2. The custodian's compensation is covered under Section J.

#### H. Receptions

1. A wedding reception may be held in Kobler Hall, the Fellowship Hall or the Courtyard. The bride and groom must reserve the reception location through the Church Office at the same time that the Sanctuary is reserved.
2. It is the bride and groom's responsibility to arrange for catering with the Church Catering Coordinator.
3. Receptions in Kobler Hall must be finished by 6:00 pm at the latest to allow for appropriate cleaning and preparation for worship services, unless the Senior Pastor has determined that a later time can be accommodated.

#### I. Other Requirements

1. A FUMC Wedding Coordinator is **required** in planning your wedding. Please contact our Church Office Manager at 540-373-9021 x105 to have a Wedding Coordinator assigned for you. Outside Wedding Coordinators may assist with the rehearsal and wedding at the discretion of the FUMC Wedding Coordinator. Note: The FUMC Wedding Coordinator duties are for the rehearsal and wedding ceremony only.
2. A vested acolyte (altar boy/girl) is available. The acolyte enters during the prelude to light the candelabra candles (if used) and altar candles. The Wedding Coordinator can assist you in choosing an acolyte.
3. Facilities available to the Wedding Party on the day of the wedding include the Parlor (bride), room for the groom and groomsmen, the Sanctuary and appropriate restrooms near the Parlor and groom's room, respectively.

4. It is the responsibility of the newly married couple to remove all items of a personal nature that have been placed in the church facilities immediately following the service. Any such items left behind may be discarded.
5. If birdseed or bubbles are to be used after the service, they must be used exclusively outdoors and away from the Church entrances. **Rice is not permitted anywhere during or after a Wedding ceremony on the Church premises.**
6. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CHURCH PROPERTY.**
7. FUMC is a smoke-free facility. Any use of tobacco products must be at least 25 feet from any entrance.

J. Fees – All Fees are to be paid at least two weeks prior to the Wedding Ceremony.

1. Fees Payable to FUMC

- |   |                                    |
|---|------------------------------------|
| a. Use of Sanctuary                                   | \$500.00 (for non-church members)* |
| b. Candelabra   | \$ 50.00                           |
| c. Unity Candle                                       | \$ 50.00                           |
| d. Window Candles & Globes (after 4:00 pm)            | \$ 50.00                           |
| e. Reception in Kobler Hall                           | \$300.00 (for non-church members)* |
| f. Reception in Fellowship Hall or Courtyard          | \$150.00 (for non-church members)* |
| g. Custodial Services                                 |                                    |
| i. Sanctuary and ancillary rooms                      | \$ 70.00                           |
| ii. Sanctuary, ancillary rooms and reception facility | \$200.00                           |
| h. Sound Technician                                   | \$150.00                           |

\*The Church gratefully accepts love offerings from Church members.

2. Fees Payable to Individuals (please make separate checks to each person):

- |  |          |
|--|----------|
| a. Organist                                  | \$200.00 |
| b. Wedding Coordinator                       | \$100.00 |
| c. Acolyte (cash only, please)               | \$ 20.00 |
| d. Pastor (suggested honorarium of \$300.00) |          |

Catering to be agreed upon directly with the Church Catering Coordinator

*Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when it is carefully planned in conjunction with these guidelines.*

*Please let us know if there is anything more we can do to assist you in having a wedding that will be a spiritual, dignified, impressive, memorable celebration that is a blessing to both you and God our Father.*

## **APPENDIX A**

### **Identified Personnel**

Pastor – Rev. Gina Anderson-Cloud, Rev. Ohhwan Kim

Director of Music – David Kirven [Church – (540)-373-9021, ext. 116; Cell – (703)-586-7793]

Wedding Coordinator - Mary Grace Becker

Catering Coordinator – Donald Becker (540)-371-2155