

St. Mark's United Methodist Church

Wedding Covenant

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SCHEDULING

WEDDINGS

We are glad you have chosen to be married at St. Mark's. Please read and be familiar with all the policies in this packet so that your event progresses smoothly.

Weddings for non-members may **NOT** be held on Sundays, Holy Week, Memorial Day, Independence Day, Labor Day, the weeks of Thanksgiving, Advent, Christmas, or New Year, or on the date of a prior scheduled church activity.

Weddings of church members may be held on any date, **but are strongly discouraged during the aforementioned times.** Members of St. Mark's UMC may consult with the Facilities Coordinator to arrange for an evening wedding. Conclusion time for all events will be decided with the Facilities Coordinators.

MINISTER

As a professional courtesy, persons desiring someone other than a minister of St. Mark's to perform the wedding ceremony shall confer with the St. Mark's senior pastor **BEFORE** inviting a guest minister. The senior pastor would like to send a letter of invitation to any guest minister conducting weddings at St. Mark's. Please give the name, address, phone number, and email address of the guest minister to the church office. **Note:** *An invited guest minister shall not be permitted to change the wedding guidelines.*

FACILITIES COORDINATOR

The Facilities Coordinators are required to be present at the rehearsal, wedding, and/or reception to assist your wedding director and will answer any questions you may have regarding the guidelines or facilities. Any time that access to the building is needed, the Facilities Coordinator must be present. Persons associated with the wedding do not have permission to use the entire building unless prior arrangements have been made. Every effort will be made to ensure that other scheduled activities will not interfere with the wedding.

POLICIES

Smoking is strictly prohibited anywhere within the church building (this includes the restrooms). Alcoholic beverages and/or illicit drugs may not be brought onto the church premises. Food and soft drinks are not permitted in the sanctuary at any time. The use of rice is prohibited. Birdseed is restricted to outside the church building and the residue should be swept off sidewalks. Any other celebratory "going away" materials must be approved by the Facilities Coordinators.

Any damage done to the furniture or furnishings will be repaired to the satisfaction of St. Mark's trustees at the expense of the person who contracted the use of the building. If the damage exceeds the amount of the deposit, you will be responsible for the deposit and the additional cost.

In keeping with our Safe Sanctuaries Policy, children must be supervised at all times while on church property. Also, all rooms in the facility are kept locked when not in use. We intend to provide a safe and secure environment for all persons.

THE WEDDING CEREMONY

Questions may arise as plans for a church wedding are being made. These guidelines will assist you in making appropriate decisions and inform you of our church policies. Please keep in mind that the wedding is a service of worship with a very special purpose.

There is a beauty and dignity in the traditional ceremony of a Christian marriage; it is also possible to use a more contemporary ceremony. A variety of optional services are currently available in the United Methodist Church. Arrangements for these services should be made in consultation with the St. Mark's Minister who is participating in your wedding and are subject to the minister's approval.

Two criteria should be met by the wedding ceremony:

1. The ceremony should be in keeping with the Christian understanding of marriage as interpreted by the United Methodist Church.
2. It should be as personally meaningful as possible. This is a high and holy occasion in your life, and St. Mark's UMC wants it to be carried out in a worshipful, joyful atmosphere.

COUNSELING/ WORSHIP

Premarital counseling is an important element of marriages at St. Mark's. All couples will be required to participate in counseling sessions with a pastor prior to the ceremony. Please consult with the minister at St. Mark's regarding your plans.

Regular participation in worship is also important as you approach your marriage. As stated previously in these guidelines, a wedding at St. Mark's is to be a Christian Worship Service and will be shaped by your understanding of faith and worship.

If either/both of you are participating member(s) of St. Mark's or other communities of faith, your regular presence will be encouraged and discussed in the months leading up to your ceremony. If you are not presently participating in a community of faith on a regular basis, we encourage you to consider attending St. Mark's United Methodist Church or another congregation as you prepare for your wedding.

MUSIC

A wedding is a sacred service, and the music should be conducive to the worship of God. It should be in keeping with the seriousness of purpose yet reflecting the reverence of the occasion. A list of the music to be used **must** be submitted to the Minister of Music and Worship for approval at least six (6) weeks prior to the wedding.

The use of specifically Christian music is strongly encouraged. It ensures the proclamation of Christian faith and hope. Such texts and music express the joy, praise, and thanksgiving that characterize marriage in a Christian context. Secular love songs are better suited to the reception. If there is a question as to the appropriateness of the selections, the final decision will be made in consultation with the St. Mark's minister, the bride and groom, and St. Mark's Minister of Music or organist.

Guest organists are welcome, but should be approved by the church organist or Minister of Music and Worship, with whom the guest organist may also coordinate practice time.

The services of the church organist may be available to you; you should contact him/her as soon as possible to know if he/she is available for the time of your wedding. **Fees for music will be set in coordination with the church organist.**

SOUND EQUIPMENT / MULTIMEDIA

Arrangements for use of the church's sound and/or multimedia equipment are to be discussed with the Minister of Music and Worship at least six (6) weeks prior to the wedding date. Only a member of the St. Mark's Multimedia Ministry team may operate the sound and/or multimedia equipment.

PHOTOGRAPHS / VIDEO

A stationary video camera is located at the rear of the sanctuary and may be used for recording purposes. Placement of additional video cameras must be arranged with the Facilities Coordinator and coordinated with the florist so they are not visible and do not obstruct the mechanics of the ceremony (i.e. lighting of candles, etc.)

Photographs may be taken in the Narthex/Gathering Room. Photographs taken in the sanctuary must be completed **one hour** prior to the ceremony to facilitate the arrival of guests and the lighting of the candles.

Photographs may not be taken **from the chancel area** after the processional has started or until the recessional has been completed. No flash photos should be taken during the ceremony in respect for the religious service and solemnity of the occasion.

Following the wedding, additional photographs may be taken in the sanctuary, but it is strongly suggested that not more than **one half hour** be devoted to this in consideration of guests waiting at the reception. Making a list of photographs to be made before and after the ceremony and at the reception will help facilitate a satisfying photographic experience.

DECORATIONS

- Chancel furnishing may **not** be moved or hidden from view without pastoral approval.
- Decorations must be removed **immediately following picture taking after the ceremony.**
- The church supplies the candles for the altar candlesticks.
- Decorations cannot be fastened to walls or furniture using nails, tacks, tape, or similar fasteners. The florist must furnish all supports and bases necessary for candelabra, palms, and pots.
- Real flower petals may be scattered **ONLY** on aisle runners.
- Only dripless candles may be used in the candelabra. All candelabra will be confined to the chancel area and placed over a protective floor covering.
- Unity candles may be used in the wedding ceremony.
- Seasonal decorations may not be moved or removed.

REHEARSAL

Approximately ONE MONTH prior to the wedding date; the bride, her wedding director, and the minister will meet with the Facilities Coordinator to work out details and procedures which will enable the rehearsal to proceed smoothly.

The rehearsal on the night before the wedding will be directed by the officiating minister(s) and assisted by the bride's wedding director.

All members of the wedding party should arrive on time ready to proceed so the rehearsal will not last longer than one (1) hour.

HELPFUL NOTES

- The Marriage License must be in the hands of the minister prior to the rehearsal.
- It is customary for fees to soloist, instrumentalist, and any honoraria for others, to be paid directly to that individual at the rehearsal.
- If there is to be a Rehearsal Dinner, and you would like the minister and his/her spouse to attend, please invite them several weeks before the event.
- Dressing areas will be locked during the wedding ceremony and reception. The church is not responsible for items left in the rooms during the wedding.
- Nursery care is available for an additional cost. Arrangements must be made with St. Mark's Nursery Coordinator at least 30 days prior to the wedding.

WEDDING FEES

For the purposes of this application, membership is defined as a member or the immediate family of a member of St. Mark's United Methodist Church.

Minister	Member <i>an honorarium is customary</i>	Non-Member <i>fees set in consultation with minister</i>
Sanctuary Fees	\$750	\$1500
Banquet Hall/Narthex	\$250	\$500
Organist/Pianist	<i>Fees set in coordination with musician(s)</i>	
Sound Technician	Included	
Multimedia	Included	
Custodian	Included	
Facilities Coordinator	Included	
Damage Deposit*	\$250	\$1,000
Chapel Fees	\$75	\$100
Organist/Pianist	<i>Fees set in coordination with musician(s)</i>	
Custodian	Included	
Damage Deposit*	\$0	\$100
Rehearsal Dinner	\$200	\$200
(Banquet Hall)		
Damage Deposit*	\$0	\$100

* Damage deposit refundable if there is no damage

SAVE THE DATE - APPLICATION

Requested date: _____

Hours of event: _____ a.m./p.m. until _____ a.m./p.m.

Type of event: _____ Wedding _____ Reception
_____ Rehearsal Dinner

Deposit received: \$ _____

Signature of Member Sponsor _____

Contact information: _____

The damage deposit may be refunded up to 90 days in advance of the reserved date. Following that date, the damage deposit may only be refundable upon the completion of the wedding event(s).

WEDDING APPLICATION – for MEMBER
(Due at least 3 months before wedding)

PERSONAL INFORMATION

Today's Date _____

Bride's Name _____ **Home Phone** _____

Home
Address _____ **City** _____ **St** _____ **Zip** _____

Employer _____ **Work Phone** _____

Church Membership _____

Groom's Name _____ **Home Phone** _____

Home
Address _____ **City** _____ **St** _____ **Zip** _____

Employer _____ **Work Phone** _____

Church Membership _____

Parents' Names

Bride _____ **Phone** _____

Church Membership _____

Groom _____ **Phone** _____

Church Membership _____

WEDDING INFORMATION

Wedding Date _____ **Time** _____ **Arrival Time** _____

Rehearsal Date _____ **Time** _____ **Arrival Time** _____

Number in Wedding Party _____ **Number of Guests Expected** _____

OFFICIATING MINISTER

Name_____

Office Phone_____

Address_____City_____St_____Zip_____

Wedding Director_____Phone_____

(available for an additional fee)

Caterer_____Phone_____

Florist_____Phone_____

Photographer_____Phone_____

Musicians – Organ_____Phone_____

Piano_____Phone_____

Other_____Phone_____

Other_____Phone_____

Do you plan to use pre-recorded music? Yes_____ No_____

ROOMS TO BE RESERVED

Sanctuary_____ Chapel_____ Narthex_____

Banquet Room_____ Kitchen_____

Dressing Areas:

Room above sanctuary (1203) _____ Youth Center _____

Children’s Education wing (214) _____

RECEPTION INFORMATION / REHEARSAL DINNER

Will you have a reception in the Banquet Room? Yes _____ No _____

Will you have a rehearsal dinner in the Banquet Room? Yes ___ No ___

If yes, you will be responsible for:

1. The set-up of the Banquet Room
2. Leaving the Banquet Room as you found it
3. Use of these facilities does not include the use of church supplies.
4. Please note the fee listed on p. 8.

For your convenience, we have 20 8-ft. long tables and 15 large round tables, all with white tops.

WEDDING APPLICATION – for NON-MEMBER
(Due at least 3 months before wedding)

PERSONAL INFORMATION Today's Date _____

Bride's Name _____ Home Phone _____

Home
Address _____ City _____ St _____ Zip _____

Employer _____ Work Phone _____

Church Membership _____

Groom's Name _____ Home Phone _____

Home
Address _____ City _____ St _____ Zip _____

Employer _____ Work Phone _____

Church Membership _____

Parents' Names

Bride _____ Phone _____

Church Membership _____

Groom _____ Phone _____

Church Membership _____

WEDDING INFORMATION

Wedding Date _____ Time _____ Arrival Time _____

Rehearsal Date _____ Time _____ Arrival Time _____

Number in Wedding Party _____ Number of Guests Expected _____

OFFICIATING MINISTER

Name_____

Office Phone_____

Address_____City_____St_____Zip_____

Wedding Director_____Phone_____

(available for an additional fee)

Caterer_____Phone_____

Florist_____Phone_____

Photographer_____Phone_____

Musicians – Organ_____Phone_____

Piano_____Phone_____

Other_____Phone_____

Other_____Phone_____

Do you plan to use pre-recorded music? Yes_____ No_____

ROOMS TO BE RESERVED

Sanctuary_____ Chapel_____ Narthex_____

Banquet Room_____ Kitchen_____

Dressing Areas:

Room above sanctuary (1203) _____ Youth Center _____

Children’s Education wing (214) _____

RECEPTION INFORMATION

Will you have a reception in the Banquet Room? Yes ___No___

Will you have a rehearsal dinner in the Banquet Room? Yes ___No___

If yes, you will be responsible for:

1. The set-up of the Banquet Room
2. Leaving the Banquet Room as you found it
3. Use of these facilities does not include the use of church supplies.
4. Please note the fee on p. 8.

For your convenience, we have 20 8-ft. long tables and 15 large round tables, all with white tops.

WEDDING COVENANT

St. Mark's facilities are available for the weddings of its members and their immediate families. Non-members may request an exception from the Trustees. Your wedding at St. Mark's United Methodist Church will be given a high priority. It involves the ministers, staff, and church custodian. It is our desire to help you make this a memorable occasion. Weddings in the church are worship services; everything possible will be done to insure the Christian spirit of the service.

As the Church makes a commitment to you, you in turn must make a commitment to the church. In scheduling your wedding, you are indicating your awareness of the wedding guidelines of St. Mark's UMC and your willingness to faithfully follow them. The Save the Date Application with the damage deposit may be submitted up to one year in advance of the wedding, and the completed Wedding Application with ALL FEES is due 90 days in advance of the wedding date.

Members of the wedding party will refrain from the use of any intoxicating beverages or illicit drugs prior to the ceremony. If any member of the wedding party is under the influence of alcohol or illicit drugs, the minister will not perform the ceremony.

In addition:

1. All changes in plans (times, dates, places, etc.) must be accepted by St. Mark's before they are final.
2. All music to be used at the wedding must be approved by the Minister of Music and Worship. Visiting organists must contact the Minister of Music at least one month prior to the wedding.
3. A wedding at St. Mark's UMC is a worship service; the conduct and content will ultimately rest with the church. Behavior and attire shall be appropriate for the nature of the ceremony as a worship service.
4. You are responsible for making sure that your florist, Director, caterer, and photographer are aware of the Wedding Guidelines of St. Mark's by reading and signing their respective policy sheets.

I will faithfully be a partner with the church in this covenant.

Signed _____ Date _____
Bride

Signed _____ Date _____
Groom

CHURCH POLICY FOR FLORIST

1. Please contact the Facilities Coordinator about the arrival time for the wedding decorations.
2. All candles must be placed over protective floor covering.
3. NO tacks, screws, nails, staples, wire, glue, or tape shall be used to secure decorations.
4. Protection must be placed under all pots, palms, and vases so that no dampness seeps through.
5. Flower girls should throw artificial petals only, unless a protective carpet runner is used.
6. The worship furnishings in the sanctuary will not be removed from the chancel.
7. Please remove all decorations from the sanctuary as soon as the photography session is over.
8. The sending celebration will happen outside the doors. Birdseed or bubbles only; please, NO rice.

Bride or Groom

Date

Florist

Date

CHURCH POLICY FOR WEDDING PHOTOGRAPHERS

The bride/groom and the photographer must sign this copy and return it to the church office. Please make a copy for the photographer to keep for reference. Because a wedding is a worship service of joy and dedication, we expect photographers to treat the service with respect and dignity.

The following are the policies of our church:

1. Pictures may be taken of the bridal party in the Narthex preceding the wedding processional.
2. No flash photography during the wedding ceremony.
3. The photographer may NOT come down the aisle beyond the back row of the congregation once the ceremony begins.
4. Pictures may be taken WITHOUT FLASH from the rear of the church during the ceremony.
5. There can be NO MOVEMENT of equipment from one location to another during the ceremony and no use of artificial light.
6. Formal wedding pictures may be taken in the sanctuary prior to or following the ceremony.
7. Smoking is NOT permitted anywhere in the church building at any time.
8. It is suggested that photographers arrive (one hour) before the wedding so they can get their equipment in place before guests arrive.
9. Pictures must be completed within one hour of the completion of the wedding. After one hour, the Facility Coordinator(s) will begin to turn off the lights and secure the building.

Bride or Groom

Date

Photographer

Date

CHURCH POLICY FOR CATERER

1. To insure that every detail of a wedding is properly planned and carried out with our church policies, we provide the ministry of a Facilities Coordinator. If the reception is to be held at the church, you will need to make an appointment with the Coordinator at least one month prior to the wedding date to review plans, clarify policies, discuss options, and resolve any questions you may have about the wedding.
2. You will be under the supervision of our Facilities Coordinator.
3. NO equipment or furnishings in the building will be moved without the permission of our Facilities Coordinator.
4. Smoking is NOT permitted anywhere in the church building.
5. It is the responsibility of the caterer to clean the kitchen area and leave the kitchen arranged as it was found. All trash from the kitchen and Banquet Hall should be placed in the dumpster.
6. Alcoholic beverages are NOT allowed on church property.
7. Food and drinks must be served and consumed only in the Banquet Hall and kitchen area.

Bride or Groom

Date

Caterer

Date

CHURCH POLICY FOR WEDDING DIRECTOR

1. Our Facilities Coordinator will be here to work with you and answer your questions. You will be under the supervision of our Coordinator.
2. Because a wedding is a worship service, the worship furnishings in the sanctuary will not be removed from the chancel. The music should be appropriate to the sacredness of the event, and we expect photographers, florists, decorators, and caterers to treat the wedding service and our facilities with respect and dignity.
3. All candles and floral arrangements must be placed over protective floor or surface covering.
4. NO tacks, screws, nails, staples, wire, glue, or tape shall be used to secure decorations.
5. Smoking is NOT permitted anywhere in the church building.
6. Please arrange to meet with our Facilities Coordinator at least one month prior to the wedding to review plans, clarify policies, discuss options, and resolve any questions you may have about the rehearsal, wedding, and/or the reception.

Bride or Groom

Date

Wedding Director

Date