

# Wedding Policies & Procedures



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## **Carlisle United Methodist Church**

### **THE SERVICE OF CHRISTIAN MARRIAGE**

We the Pastors share with you the following thoughts and guidelines as you consider being married in a Christian service at Carlisle UMC. Our church is available for weddings of any couple of Carlisle UMC upon the approval of one of our pastors. Please contact us at (717) 249-1512 in regard to any questions you may have about the initial statements and guidelines. To gain clarification regarding the policies shared in the remainder of this document, please contact Carlisle UMC Wedding Coordinator.

#### **GUIDELINES**

The service of Christian marriage is provided for couples that wish to bless their marriage in a service of Christian worship. While marriage services officiated by authorized clergy are recognized as legally binding agreements in the Commonwealth of Pennsylvania, the greater purpose of the wedding ceremony is to provide a couple an entrance into the lifetime Christian covenant through the grace of Jesus Christ.

Christian marriage is sacramental in nature that means it is to be lived with self-giving love. It is to be a means of sharing God's grace with each other, the extended family, friends, community of faith and the world. To take vows in the name of God and to seek Christ's blessing is both a privilege and obligation. Thus, all preparation for the service is to lead toward the establishment of a Christian home and a way of living Christian discipleship.

Marriages require a great investment in order for the union to flourish. The covenant of marriage is challenged in many ways today. Fifty percent of the present day marriages in these United States are experiencing separation/divorce with consequences of wounded persons, families and society. Thus, in order to build a more solid foundation for your marriage and to combat the potential challenges facing couples today the fulfillment of the following guidelines are expected of all couples:

1. The pastors of Carlisle United Methodist Church understand the role in working with pre-marital couples to be that of providing pre-marital counsel in regard to relationship issues. Persons who want to be married in Carlisle UMC are requested to participate in an inventory that reveals strengths and growth areas in their relationship. This will be discussed with the pastor doing the counseling. Cost for the inventory and counseling sessions is \$50.
2. The pastor's time with the couple includes discussion and planning the marriage service. All aspects of the service need to be planned in concert with the pastor, church musicians and wedding coordinator. The entire service is to reflect the nature of the Christian faith.
3. In addition to pre-marital sessions all couples are expected to worship with the community of faith at Carlisle UMC. We ask each couple who live in proximity to Carlisle UMC to enter a covenant to participate in worship throughout the process leading to the wedding. We also ask each couple to continue their participation in worship after the wedding. Couples who do not live in proximity to Carlisle UMC are expected to be consistent in the practice of worship in the area where they reside.
4. All couples are expected to plan and implement their wedding service in concert with the Carlisle UMC wedding coordinator. They will meet with the wedding coordinator to review the wedding policies of Carlisle UMC. The wedding coordinator will facilitate all aspects of the wedding regarding church personnel.
5. Paragraph 331.1.i of The Book of Discipline of The United Methodist Church states that a basic responsibility of a United Methodist pastor is: "To perform the marriage ceremony after due counsel with the

parties involved. The decision to perform the ceremony shall be the right and responsibility of the pastor. Qualifications for performing marriage shall be in accordance with the laws of the state and The United Methodist Church.”

We, as Pastors, desire to enter a covenant with you in order to help you grow together in your relationship as a couple and in your faith relationship with Christ. Thus, we take the above statements and guidelines to be an important part of your preparation to become husband and wife in the name of Jesus Christ. We are here for you and look forward to sharing in this journey with you.

May the peace of Christ be with you.

Rev. Mira Hewlett

Rev. Jake Waybright

## **POLICIES**

### **1. SCHEDULING A WEDDING**

Contact the church office as early as possible. A 9-12 month notification is desired. Weddings will be scheduled on a first-come, first-served basis. No weddings will be scheduled after 4:00 p.m. on a Saturday.

Couples may request a specific pastor currently appointed to Carlisle UMC to officiate at their wedding. However, the ultimate decision as to who shall preside at their service will be made by the pastors. This decision will be based on the pastors' calendars and other ministry responsibilities.

Other clergy persons who have some special relationship to the bride or groom may be invited through our pastor to assist in the service.

### **2. THE SERVICE AND WEDDING MUSIC**

The Christian wedding service of worship and music are under the direction of the pastors. The service needs to reflect our Christian faith. Consultation with the pastors and the wedding coordinator is necessary as part of your preparations. Final decisions will be made by the pastors.

The church organist is available to play for weddings. The couple will contact the organist 3 months prior to the wedding and will meet with the organist no later than 6 weeks prior to the wedding date. The church organist, Connie Leitner, can be reached at 717-249-0727. If a couple prefers other music, they may discuss this with the Wedding Coordinator.

### **3. PHOTOGRAPHS/VIDEOGRAPHS**

Flash photographs may **NOT** be taken during a wedding. Time will be provided before and/or after the ceremony for photographs to be taken.

Natural light photographs and/or videos may be taken during the wedding ceremony in a stationery position near the back of the church at the discretion of the pastors. Photographs with the pastor may be taken after the ceremony. The wedding coordinator will communicate with the photographer to ensure the understanding of this policy and answer any questions.

Use of a videographer is permitted. This individual must remain at one station throughout the wedding. Couples must provide the video camera, video equipment, and videographer.

### **4. WEDDING WORSHIP FOLDERS**

Worship folders may be used and are to be provided by the couple. The printing and/or duplication are the responsibility of the couple. Review and approval of content by the pastor is necessary two weeks prior to the wedding date. The wedding coordinator is available to assist in this area. Worship folders should include "no flash photography."

### **5. CANDLES**

The Altar Candles will be used for all ceremonies automatically. If a Unity Candle is desired, the couple should purchase that candle and bring it to the Rehearsal.

### **6. ATTACHMENTS & OTHER DECORATIONS**

It is necessary that all seasonal Worship Center decorations remain in place and cannot be removed for your wedding (i.e. Christmas, Lent/Easter, etc). The seasonal decorations are not available at seasons

other than when put up for weekly worship. The wedding coordinator will review acceptable methods of adhering adornments to the church property. Only pipe cleaners, ribbons, or rubber bands may be used. No taping, tacking, stapling, nailing, etc. is permitted for the attachment of temporary decorations on the chairs, walls or of any area in the church. Any banners hanging in the Worship Center may be removed for the ceremony and then returned to the original location.

Altar flowers may be taken or left at the church. If taken, the church's plastic vases used as liners in the brass vases must remain at the church.

**7. DRESSING AT THE CHURCH**

Women may dress in the Choir Room. Men may dress in Adult Rooms. Restrooms are available near both rooms. Food and beverage are allowed in these rooms, but please remove all items after the wedding.

**8. THROWABLES IN OR NEAR CHURCH BUILDING**

Fake rose petals are permitted during ceremonies if the couple has a cleanup plan immediately after the service for the petals. Other items to be tossed during or after the ceremony are not permitted. There are alternative suggestions the wedding coordinator can discuss with the couple if desired, such as bubbles, bird seed, etc.

**9. NO ALCOHOL, TOBACCO PRODUCTS, OR ILLEGAL SUBSTANCES**

Alcohol, illegal substances, and smoking are **NOT** allowed in the church buildings or on church property. By PA law, a person does not have the legal capacity to make a wedding vow if there is evidence of use of alcohol or illegal substances by the couple. If members of the wedding party before coming to the rehearsal or the wedding service display evidence of using alcohol or illegal substance, this may result in cancellation of the wedding service.

**10. ANIMALS**

No animals, with the exception of service animals, are allowed in the church building.

**11. RECEPTION**

The Gathering, Gym and/or Kitchen of the church may be available for receptions for weddings held in Carlisle UMC. Couples interested in reserving these areas should make their request known when scheduling the wedding to see if this is possible. Due to many activities in the church, availability is very limited. The wedding coordinator will act as the "responsible party" designated by the Church and must be present during any use of the church.

The capacity of the Gym is 430 individuals, or 200 if allowing space for dancing. Thirty-two 72-inch round tables are available, each seating 8 people. Twenty-five 8-foot long rectangular tables are also available if preferred.

**12. WEDDING LICENSE**

The couple is responsible for obtaining a marriage license. They are asked to bring this license to the church office or pastor at their final planning meeting, where it will be completed and given to the couple on the wedding day.

**INSURANCE & LEGAL**

1. You and your group bear full financial responsibility for any expenses incurred.
2. The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
3. The person reserving the facility shall be responsible to pay for any damages that occurs during the use, and for the replacement of any missing items.
4. The Church shall not be responsible for any lost, damaged, or stolen personal property of any person.
5. All users shall promptly report any damages, injuries, or accidents occurring in the facility or elsewhere on the premises in writing to the Church (using the Accident/Damage Report Form on the Facility Use/Clean-up Checklist).

### **WEDDING RECEPTIONS AT CARLISLE UMC**

1. Wedding receptions may be held in Carlisle UMC only for weddings that take place in this church.
2. All persons seeking to use the Gym or Gathering shall first complete and submit an “Application for Use” to the Wedding Coordinator, along with the Reservation Deposit in accordance with the Wedding Reception Fee Schedule (found below).
3. Once the Application for Use is approved, the individual will be notified of the approval and scheduling details by the Wedding Coordinator.
4. The arrival and departure times indicated on the Application for Use are to include any time during which the facility will not be fully available for other uses. This includes room preparation before and clean up after the reception. All users are responsible to begin activities promptly as scheduled and to vacate the facility at the designated time. The Gym will be available from 6:00 PM the day prior to the wedding day until 9:00 PM the day of the wedding.
5. The Church reserves the right to immediately terminate the use of the facility or to make adjustments in the scope thereof, with or without prior notice, if, in the sole determination of the Church, any provision of these guidelines has been violated.

## WEDDING RECEPTION USE AND CONDUCT

1. The Wedding Coordinator will act as the “responsible party” designated by the Church and must be present during any use of the Gym or Gathering.
2. Please contain your activity to the room(s) you have reserved. Other groups or individuals may be using other areas of our building. Please respect our building use.
3. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors or other surfaces by means of screws, nails, tacks, etc. (use of masking tape, but not transparent, duct or other types of tape is permitted).
4. Furnishings or other items shall not be moved into or out of the area for which approval has been granted.
5. Audio-visual equipment, musical instruments or other special equipment on the Church premises may not be used or adjusted except by properly trained persons as assigned by the Church at the User’s expense in accordance with the Wedding Reception Fee Schedule.
6. Any use of the Gathering, Kitchen and/or equipment must be in accordance with the Church’s “Kitchen Use Policy” available in our church office. When food and/or beverages are served, regardless of whether Church kitchen appliances and/or equipment are used, the user shall be fully responsible for compliance with all food health and safety requirements and procedures. The Church shall not be held responsible for any sickness which occurs as a result of food served in the facility or elsewhere on the premises.
7. Safety and fire codes must be obeyed at all times. Doorways, hallways and access ways must not be blocked. Any fines or penalties levied for any violation will be the responsibility of the users.
8. Use only the lights that you need. In the heating season, do not hold outside doors open.
9. Tobacco and alcoholic beverages are strictly prohibited on church properties; neither are any gaming or gambling activities. Disorderly, immoral or illegal conduct is not permitted. No firearms or flammable explosives are allowed on our properties.
10. Users shall be responsible for providing their own consumable supplies (i.e. paper plates, cups, etc.).
11. Parents or legal guardians shall be responsible to supervise minors at all times while on church property.
12. Thermostats may be adjusted by church staff only.
13. Users must abide by any additional rules, guidelines or notices as may be posted on the Church premises.

## *Wedding Service & Reception Fee Structure*

	<b>MEMBER</b>	<b>NON-MEMBER</b>
<b>Pre-Marital Counseling</b> (paid directly to pastor)	<b>\$50.00</b>	<b>\$50.00</b>
<b>Use of Worship Center</b>	<b>No cost</b>	<b>\$300.00</b>
<b>Use of Chapel</b>	<b>No cost</b>	<b>\$150.00</b>
<b>Custodian for wedding:</b>		
<b>Chapel wedding</b>	<b>\$25.00</b>	<b>\$50.00</b>
<b>Worship Center wedding</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Wedding Coordinator</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Organist/Pianist/Musician</b>		
<b>Chapel wedding</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>Worship Center wedding</b>	<b>\$150.00</b>	<b>\$175.00</b>
<b>Worship Center wedding with soloist or instrumentalist</b>	<b>\$200.00</b>	<b>\$250.00</b>
<b>Sound Technician</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Media Technician</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Use of Nursery/Fun Room</b> (couple provides caregivers)	<b>No Cost</b>	<b>\$25.00</b>
<b>Receptions</b>		
<b>Deposit</b> (due with application, applied towards fees)	<b>\$100.00</b>	
<b>Reception Planning of Wedding Coordinator</b>	<b>\$250.00/14 hrs</b> <b>\$20/hr afterwards</b>	
<b>Room Charge/Custodial Fee</b> (set-up, tear down, clean up)	<b>\$750.00</b>	
<b>Kitchen Fee</b>	<b>\$50.00 per hour</b> <b>\$20.00/hr per helper</b>	

**Honorarium for Pastors** – The honorarium is established at the pastor’s discretion. Such honorariums will be determined based on the counseling sessions, rehearsal, and participation in other facets of wedding events. This should be discussed directly with the officiating pastor upon confirmation of your wedding date.

**Please Note:** All fees for the wedding service should be given to the Wedding Coordinator the night of your rehearsal. Fees for the reception should be handled through the Wedding Coordinator at least two weeks prior to the wedding.