

# Wedding Policies & Procedures

## Pastors

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April 2015

# **Carlisle United Methodist Church**

## **THE SERVICE OF CHRISTIAN MARRIAGE**

We the Pastors of Carlisle Church share with you the following thoughts and guidelines as you consider being married in a Christian service at Carlisle Church. Our church is available for weddings of members of Carlisle Church (or at the pastor's discretion). 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 Church Wedding Coordinator.

### **GUIDELINES**

The service of Christian marriage is provided for couples that wish to solemnize 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 man and a woman 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 by both the husband and wife in order for the union to mature. 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 Church 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, organist 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 Church. We ask each couple who live in proximity to Carlisle Church 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 Church 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 Church wedding coordinator. They will meet with the wedding coordinator to review the wedding policies of Carlisle Church. 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.

Reverend Jim VanZandt  
Reverend Mira Hewlett

## **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 Church 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.

Music for weddings must be appropriate for worship and shall be chosen in consultation with the organist and/or pastors. The wedding music is to be sacred or classical in nature. It is recommended that secular selections be shared at the reception. 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 Chapel may also be used for photographs but must be returned to its original setup afterwards. The wedding coordinator will communicate with the photographer to insure the understanding of this policy and answer any questions. Printed in the wedding bulletin shall be the phrase, "The church and couple request no flash photos during ceremony".

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

you in this area. Worship folders must include phrases about “no flash photography” and “turn cell phones off”.

5. **CANDLES**

The Altar Candles will be used for all ceremonies automatically. The couple can choose to have 2 Candelabras and Pew Candles for additional charges. The Candelabras, using 18 candles combined, can be set up with the wax candles provided by the church for \$40. The Pew Candles can line the center aisle, \$40 is charged for non-members and no charge for church members for the oils necessary for these candles. 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 sanctuary 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 pews, walls or of any area in the church. Any banners hanging in the sanctuary 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. If the flowers are left, the church bulletin on Sunday will read, “Flowers are in honor of the marriage of...”.

7. **DRESSING AT THE CHURCH**

Women may dress in Room 3 on the lower level of the church. Men may dress in Room 10 (Library) on the lower level of the church. 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, birds, etc.

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

It is the policy of Carlisle Church that alcohol, illegal substances, and smoking are **NOT** allowed in the church buildings or on church property. Evidence of alcohol or illegal substances by members of the wedding party before coming to the rehearsal or the wedding service 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 Multipurpose Room, Social Room and/or kitchen of the church may be available for receptions for weddings held in Carlisle Church. 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 Multipurpose Room.

The capacity of the Multipurpose Room is 432 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.

## **WEDDING FEE STRUCTURE**

	<b>MEMBER</b>	<b>NON-MEMBER</b>
<b>Pre-Marital Counseling (paid directly to consultant)</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Use of Sanctuary</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>Sanctuary wedding     without candles</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Sanctuary wedding     with candles</b>	<b>\$150.00</b>	<b>\$200.00</b>
<b>Wedding Coordinator</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Organist/Pianist</b>		
<b>Chapel wedding</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>Sanctuary wedding</b>	<b>\$150.00</b>	<b>\$175.00</b>
<b>Sanctuary wedding with     soloist or instrumentalist</b>	<b>\$200.00</b>	<b>\$250.00</b>
<b>Sound Technician</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>Media Technician for video</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>Candelabras (with 18 candles)</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>Pew Candles</b>	<b>No Cost</b>	<b>\$40.00</b>
<b>Use of Nursery (couple provides caregivers)</b>	<b>No Cost</b>	<b>\$20.00</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 should be given to the Wedding Coordinator the night of your rehearsal. The Wedding Coordinator will give you the fees due and receive all the checks.

**SCHEDULING & PROCEDURAL REQUIREMENTS AND FEE SCHEDULE  
FOR WEDDING RECEPTIONS IN MULTI-PURPOSE ROOM**

1. Wedding receptions may be held in Carlisle U. M. Church only for weddings that take place in this church.
2. All persons seeking to use the Multi-Purpose Room 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.
3. If the Application for Use is approved, the individual will be notified of the approval and scheduling details by the Carlisle U. M. Church 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 Multi-Purpose Room will be available from 6:00 PM the day prior to the wedding day until 8:00 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.

**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).



## 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 Multi-Purpose Room.
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 **IF AVAILABLE** as assigned by the Church at the User’s expense in accordance with the Wedding Reception Fee Schedule.
6. Any use of the Gathering Pantry, MPR Kitchen or kitchen appliances and/or equipment must be in accordance with the Church’s “MPR Kitchen & Gathering Pantry 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. Profanity or 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 authorized persons in your group following instruction to be provided by the Church.
13. Users must abide by any additional rules, guidelines or notices as may be posted on the Church premises.

See attached “Wedding Reception Fee Schedule” for fees.

# WEDDING RECEPTION FEE SCHEDULE

## Multi-Purpose Room

RESERVATION DEPOSIT \$100.00 = \_\_\_\_\_  
Due with application and applied toward total fees

MULTI-PURPOSE ROOM CHARGE & CUSTODIAL FEES \$750.00 = \_\_\_\_\_  
(Includes set-up, tear down & clean up) Available from 6PM day before wedding until 8PM day of wedding

SOUND/LIGHT SYSTEM OPERATOR \$25.00 per hour = \_\_\_\_\_

KITCHEN FEE \$50.00 plus = \_\_\_\_\_  
\$20.00/hour per helper

TOTAL FEES = \_\_\_\_\_

RECEPTION PLANNING SERVICES OF WEDDING COORDINATOR – \$250.00 up to 14 hours; \$20.00 per hour thereafter = \_\_\_\_\_  
(payable to the Wedding Coordinator)

## Gathering Room

ROOM & PANTRY FEE \$75.00 for two hours = \_\_\_\_\_  
\$35 each additional hour

TOTAL FEE = \_\_\_\_\_

**All fees must be given to the Wedding Coordinator two weeks prior to any reception.  
Checks should be payable to Carlisle UMC unless otherwise noted.**