

# **WEDDING POLICY**

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## Introduction from the Pastors

A Christian wedding is one of the happiest and holiest moments in the lives of two Christian People. It is a service of worship focused on God - a service in which you join your lives together in the presence of and with the blessing of God.

Any man and woman desiring to begin a Christian marriage and willing to conform to the traditions and specific policies of State Street United Methodist Church, Bristol, Virginia and the requirements of the Commonwealth of Virginia may request to have a Christian wedding ceremony at the church. Our goal at State Street UMC is to assist you in planning a Christian wedding that will celebrate your new life together. We want it to be not only a happy occasion, but one of deep spiritual meaning.

If you haven't already, you are invited to visit one of our worship services at State Street United Methodist Church to give you an idea of who we are. Please introduce yourself to one of the pastors following the service and to let us know of your desire to have your wedding at State Street United Methodist Church.

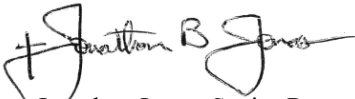
Many staff members and lay persons of the church will be affected by the planning for your big day. In the following pages you will find policies, procedures, and fee structures that we believe will be most suitable and practical for you and for the church. Please read these policies carefully. If you have any questions, please feel free to contact the church office at 276-669-2101. While the church will provide copies of these policies and forms for you to give to photographers, videographers, florists and caterers, you are responsible for seeing that all persons connected with your wedding adheres to them.

Wedding policies are subject to the approval of the Board of Trustees of SSUMC.

We pray God's blessing on this time of preparation and on your life together.

\

Faithfully in Christ,



Jonathan Jonas, Senior Pastor

Roy Hull, Associate Pastor

*As the Scriptures say, "A man leaves his father and mother and is joined to his wife, and the two are united into one." This is a great mystery, but it is an illustration of the way Christ and the church are one."*

Ephesians 5:31-32

## **Definitions:**

Member of the church: Someone who has been a member for 6 months prior to scheduling the wedding date.

Family: Bride, groom, parents of bride and groom, grandparents of bride and groom.

Wedding Host: initially meets with bride and groom and assists the Wedding Directors.

Wedding Director: liaison between bridal party and the church. Assists the officiating minister during the rehearsal and the bridal party on the wedding day.

Wedding Consultant: Not all brides use a Wedding Consultant. This is a person, paid or unpaid, enlisted by the bridal party to coordinate the wedding plans. This person would work closely with Wedding Director.

Bride/Bridal Party: The signatures of the bride and/or groom will stand for those of the families, the bridal party and service providers connected to the wedding. Service providers are required to sign off separately.

State Street United Methodist Church is also known as SSUMC

## Enlisting the Officiating Minister

A joyful ministry of the pastors appointed to serve this church is to officiate over ceremonies of Christian marriage. In United Methodist tradition, marriage ceremonies are considered worship services. Such services are performed under the authority of the current *Book of Discipline of the United Methodist Church*, the *Book of Worship of the United Methodist Church*, the laws of the Commonwealth of Virginia, and the wedding policies of this congregation.

All weddings must be approved by one of the ministers of State Street United Methodist Church. If the bride and groom would like outside clergy to officiate or assist in the ceremony, that clergy must be invited by SSUMC clergy.

The pastor conducting a service of Christian marriage in this facility has the responsibility and authority to determine whether a ceremony is appropriate as well as the content and nature of the service.

The Rituals of the United Methodist Church include orders of service for the ceremony of marriage. The Sacrament of the Lord's Supper may be included in your wedding service as long as the invitation is open to all in attendance. Open Communion is the practice of the United Methodist Church. It is the responsibility of the officiating minister to contact the SSUMC Communion Steward (contact church office for information) if wanting to use the church's Communion elements.

All engaged couples being married at State Street United Methodist Church will participate in premarital counseling sessions with the Officiating Minister as required by the laws of the Commonwealth of Virginia. Sessions involve both discussion of the nature and understanding of the Christian marriage and the details of the anticipated ceremony. Arrangements for these counseling opportunities will be made with the officiating minister.

The marriage license must be presented to the officiating pastor before the wedding, preferably at the rehearsal. It is the responsibility of the officiating pastor to complete the license and return to the appropriate city/state agencies. It will be the responsibility of the officiating pastor to provide information on all weddings for permanent records to the church office.

## Making Reservations

***Please read this carefully before making any definite plans or public announcements regarding your church wedding.***  
Wedding invitations should not be ordered or detailed arrangements made until dates are confirmed on the church calendar.

Your wedding date at State Street United Methodist Church can be confirmed when the following have been completed:

1. Contact the church.
2. Meet with the minister. With clergy approval return application and payment of fees to the church.
3. Wedding host will contact the bride and will confirm date on church calendar after payment of fees.

Church members and their family members may request a date up to one year in advance. Non-members may request to schedule a date up to six months in advance.

Weddings will not be scheduled on New Year's Day, during Holy Week, Memorial Day weekend, Independence Day, Labor Day weekend, and Thanksgiving weekend. Due to programming during the Advent season, December weddings will be considered on an individual basis. Weddings may not be scheduled during special events such as Vacation Bible School. No weddings may be scheduled that will conflict with any special or regular service or event in the church.

All wedding activities/reception must end by 10:00 p.m. All decorations, flowers, greenery and other props used in the wedding service and reception area must be removed from the church building immediately following the service.

When your wedding is confirmed on the calendar, the church Wedding Host will contact the bride to discuss the Wedding Policy.

Sanctuary Capacity, including balcony - 700; Chapel capacity - 75; Fellowship Hall - 200

## Your Wedding Checklist

- \_\_\_\_\_ When you decide to marry, contact the church office at 276-669-2101 to check for available dates on the church calendar and to obtain church wedding policies with application. Weddings will not be scheduled on New Year's Day, during Holy Week, Memorial Day weekend, Independence Day, Labor Day weekend, and Thanksgiving weekend. Due to programming during the Advent season, December weddings will be considered on an individual basis. All wedding activities/reception must end by 10:00 p.m.
- \_\_\_\_\_ Clergy serving at State Street UMC must approve weddings taking place on SSUMC grounds. They must also approve and invite any other officiants. You may contact the church at 276-669-2101 to schedule an available meeting date with our ministers when they will discuss Christian marriage with you.
- \_\_\_\_\_ Complete the reservation process to confirm your date on the church calendar.
- \_\_\_\_\_ The Church Wedding Host will contact you to review all policies and procedures related to your wedding. You will be assigned a Wedding Director at this time. **You must use one of SSUMC directors.**
- \_\_\_\_\_ Contact SSUMC Organist to assist in selecting music for the wedding service and return the signed Wedding Music Checklist.
- \_\_\_\_\_ Contact SSUMC Sound Technician to schedule the operation of the sound system for your ceremony and return the signed Sound System Checklist.
- \_\_\_\_\_ Contact SSUMC Custodian to arrange access to the church and return the signed Custodial Agreement form.
- \_\_\_\_\_ Choose a florist, decide on wedding decorations, and return the signed Floral and Decorations Guidelines Agreement.
- \_\_\_\_\_ Choose a photographer and return the signed Photography Guidelines and Agreement.
- \_\_\_\_\_ Choose a videographer and return the signed Video Taping Guidelines and Agreement.
- \_\_\_\_\_ Contact Wedding Director if nursery care is needed.
- \_\_\_\_\_ Decide where reception will be held. **\*\*MEMBERS ONLY:** Our Fellowship Hall is available for rehearsal dinners and receptions. Indicate need on the application. The Fellowship Hall will have to be confirmed separately from the church.
- \_\_\_\_\_ Complete the requirements of premarital counseling.

Relax, you've completed your list, enjoy your special day.

Copies of vendor agreements can be made in the church office at no cost.

## **The Wedding Committee**

The Wedding Committee is made up of persons in the church who give their time as a ministry to assist the couple and their families in planning a church wedding. They want to help the couple have a wedding ceremony which will be a beautiful time for the wedding couple, their families and their guests.

The Wedding Host will contact the bride after the wedding date has been confirmed with the church office. The Host will discuss details of the wedding with the bride and/or groom and explain the wedding policies of State Street United Methodist Church. At this time a Wedding Director will be selected. One of the following SSUMC directors must be used.

The approved Wedding Directors are:

Betty Rosenbaum—276.628.5470  
Barbara Smith—276.466.9016  
Anne Steele—276.669.0276  
Anne Wallace—423.764.6400

The Wedding Director will act as a liaison between the church and the wedding party and will meet with the bride and groom (and outside Wedding Consultant, if one is being used) prior to the date of the ceremony. The Wedding Director will help arrange to have church properties and decorations available, e.g.; candle holders, kneeling benches, etc.

The Wedding Director does not take the place of a Wedding Consultant. The Wedding Director will have full knowledge of the procedures of State Street UMC and ministers with regard to a Christian wedding. The Wedding Director will conduct the wedding rehearsal and assist the bridal party on the wedding day.

State Street UMC clergy are the immediate supervisors of and will work closely with the Wedding Committee members.



## **The Wedding Rehearsal**

A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of the place of worship.

The rehearsal will require approximately one hour. It is important to encourage all participants to allow extra time for travel and arrive at the church on time. All members of the wedding party should arrive at least fifteen minutes in advance of the scheduled time. All those attending the rehearsal should be appropriately dressed for a place of worship. The service will be rehearsed carefully and completely. To avoid confusion, changes should not be made after the rehearsal.

The marriage license should be delivered to the pastor at the rehearsal.

A wedding is a time for celebration, however, smoking, illegal drugs, alcoholic beverages, or beverages made to look like alcoholic beverages are not permitted in any part of our building or on the premises. Drunkenness will not be tolerated and is cause for the rehearsal and/or wedding to be postponed. In order to avoid any embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.

## **The Wedding Day**

The bride and her attendants may use the parlor as a dressing/gathering room. Make sure everyone knows when to be at the church for pictures prior to the wedding. The lounge in the basement is available for the groom and his attendants.

The church building is not a totally secure building; therefore, care should be taken to safeguard your valuables. The church will not be responsible or liable for the loss of items brought to the church, e.g., purses, wallets, cameras, jewelry, etc. Please don't leave your valuables unattended during the ceremony - take your valuables and lock them in your car or make other arrangements for their security.

Encourage your friends and family to be on time! We cannot delay the start of the wedding to wait for attendants, special guests or family members. This is inconsiderate to guests who have arrived on time.

Birdseed, bubbles or flower petals may be used outside the church building as the bridal couple is leaving. The use of rice, confetti, etc. is strictly prohibited.

## **Your Wedding Music**

A wedding ceremony is a sacred event in the lives of two individuals. The act that you have chosen to be married in a church indicates your desire to have a worshipful and reverent service, with music centered in the Christian faith. Because a wedding is a worship service, all music before, during and after the service should magnify the glory of God and affirm a Biblical understanding of human love, the marriage relationship, and the love of God that under girds all Christian covenants.

The church has a pipe organ and a grand piano in the sanctuary. The chapel has a smaller organ and upright piano. For all weddings using either of these instruments, the SSUMC Church Organist shall be employed to play. Other acoustic instruments are welcome, also, such as strings and brass.

If the bride and groom wish to invite another organist/pianist, the invitation must be extended by the SSUMC Church Organist.

All music used in the wedding service is to be chosen in consultation with the SSUMC Church Organist and the officiating minister.

The use of recorded music is not in keeping with a sanctuary wedding and is discouraged.

Music of secular origin usually is inappropriate. Themes from Broadway musicals, movie themes and pop tunes from the radio should be avoided.

In selecting a soloist, keep in mind that this person should be competent and should have some experience performing before people, so he/she may be a contribution to rather than a distraction from the ceremony. Please see that your soloists and other musicians are notified in adequate time to prepare their music and practice together. Soloists should learn the music prior to the wedding rehearsal. Again, all music used in the wedding service must be chosen in consultation with the SSUMC Church Organist and the officiating minister.

**Wedding Music Checklist**  
(Return a signed copy to the church office 30 days prior to wedding)

*The Ceremony Music*

Prelude: \_\_\_\_\_

Processional: \_\_\_\_\_

Recessional: \_\_\_\_\_

Postlude: \_\_\_\_\_

Other: \_\_\_\_\_

*Musicians/Vocalist*

Organist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Soloist: \_\_\_\_\_

Orchestra: \_\_\_\_\_

Other: \_\_\_\_\_

The Bride/Groom and the Organist of SSUMC have met and have agreed on wedding music and its presentation.

\_\_\_\_\_  
Bride/Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
SSUMC Organist

\_\_\_\_\_  
Date

## Sanctuary Sound System Guidelines

Operation of church sound system will be by SSUMC trained sound technician.

The use of chapel does not require a sound technician.

The sound technician will need to be present for the wedding rehearsal and the wedding. Attendance at other musical rehearsals must be arranged for separately and additional fees will apply at \$25.00 per hour.

Please contact one of the following people:



The bride and the sound technician have met and have agreed to the following schedule of rehearsals. If rehearsals are listed below as TBA, the bridal party and the Sound Technician have agreed they will be able to schedule times at a later date. Both parties must be agreeable.

Wedding Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Additional Musical Rehearsals \_\_\_\_\_

\_\_\_\_\_  
Bride/Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sound Technician

\_\_\_\_\_  
Date

## Floral and Decorating Guidelines

It is the responsibility of the Bride to insure that the florist and other decorators have a copy of these guidelines and agree to abide by them. Please be sure that you understand the policies before planning decorations for the church. The florist or other decorators must sign and return the attached agreement at least 30 days before the wedding.

If you wish to leave your flowers in the church as a celebration of your marriage, please tell your Wedding Director as soon as possible. She will notify the Flower Chairperson.

When scheduling permits and with prior approval, the facilities will be made available for decorating on the day before the wedding (8:30 a.m. – 4:30 p.m.); otherwise, the building will be open four (4) hours prior to the wedding for decorating purposes. Decoration of the sanctuary or reception area may not disrupt scheduled church events.

A minimum of decorations is required in the sanctuary and chapel. No decorations should be placed on the altar. Any decorations in the chancel area must not obstruct the movement of the clergy or wedding party. Flowers should not be placed so as to block the organist's view of the center doors.

Any candles used must be of the dripless variety and must be in appropriate holders, which will catch and contain all drippings. In addition, the floor and carpet must be thoroughly protected at all times. The Bristol, Virginia Fire Marshal has cautioned us that, because of the wood in our sanctuary, we must be careful with candles. He recommends that candles should never be placed directly on woodwork and never in candle holders that get hot. He further recommends that candles never be placed where the heat from the candle rises toward woodwork. *For your convenience, dripless candles must be purchased from the church. Talk with your Wedding Director.*

Flowers and decorations may only be attached to the ends of the pews with loops of ribbon or cord. Decorations may not be attached to the pews or other furniture by pinning, tacking, gluing, stapling, taping, nailing, wiring or clamping.

All decorations, flowers, greenery and other props used in the wedding service must be removed from the church building immediately following the service. Paraments will be changed to white.

Real flower petals may be scattered on an aisle cloth, but not directly on the carpet.

Seasonal decorations placed in the church may not be removed.

Church furnishings, equipment, wall hangings, and church decorations represent a part of the life of the church and may not be rearranged, removed, covered or obstructed.

The Custodial Staff will not be responsible for helping decorate, deliver or move rented equipment.

# Floral and Decorating Guidelines and Agreement

(To be signed and returned to the Church Office)

For the wedding of \_\_\_\_\_

Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Name and phone of Florist/Decorators: \_\_\_\_\_

Thank you for offering your services in making this a joyous occasion for the bride and groom. Our church is happy to assist you in creating a worshipful atmosphere for the wedding. We ask that you sign and return this agreement at least 30 days prior to the wedding. If you have questions or need assistance, please call our Wedding Director - Name and phone: \_\_\_\_\_

When scheduling permits and with prior approval, the facilities will be made available for decorating on the day before the wedding (8:30 a.m. – 4:30 p.m.); otherwise, the building will be open four (4) hours prior to the wedding for decorating purposes. Decoration of the sanctuary or reception area may not disrupt scheduled church events. Contact the church at 276.669.2101 to schedule time.

1. All decorating should be completed and the wedding party flowers are at the church at least (2) two hours before the ceremony. Photographs usually begin (2) two hours before the ceremony.
2. The florist must provide their own plants and decorations for the wedding and reception.
3. A minimum of decorations is required in the sanctuary and chapel. No flowers or decorations should be placed on the altar. Any decorations in the chancel area must not obstruct the movement of the clergy or wedding party. Flowers should not be placed so as to block the organist's view of the center doors.
4. Any candles used must be of the dripless variety and must be in candelabras, which will catch and contain all drippings. In addition, the floor and carpet must be thoroughly protected at all times. The Bristol, Virginia Fire Marshall has cautioned us that, because of the wood in our sanctuary, we must be careful with candles. He recommends that candles should never be placed directly on woodwork and never in candle holders that get hot. He further recommends that candles never be placed where the heat from the candle rises toward woodwork. For your convenience, dripless candles must be purchased from the church. Talk with your Wedding Director.
5. Flowers and decorations may only be attached to the ends of the pews with loops of ribbon or cord. Decorations may not be attached to the pews or other furniture by pinning, tacking, gluing, stapling, taping, nailing, wiring or clamping.
6. All decorations, flowers, greenery and other props used in the wedding service must be removed from the church building immediately following the service.
7. Real flower petals may be scattered on an aisle cloth, but not directly on the carpet.
8. Seasonal decorations placed in the church may not be removed.
9. Church furnishings, equipment, wall hangings and church decorations represent a part of the life church and may not be rearranged, removed, covered or obstructed.
11. Rented equipment may not be stored at the church.
12. The Custodial Staff is not responsible for helping decorate, deliver or move rented equipment.

Failure to follow church policies or to cooperate with the Wedding Director may result in the florist/decorator being denied the opportunity to provide flowers for future weddings at State Street United Methodist Church.

The bride and the florist/decorator have read the policies, understand them and agree to abide by them.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Florist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Decorator

\_\_\_\_\_  
Date

## **Your Wedding Pictures**

It is the responsibility of the Bride to insure that the Photographer has a copy of these policies and agrees to abide by them. Please be sure that you have a clear understanding of the policies before planning your photographs for your wedding. The photographer must sign and return the attached agreement at least 30 days before the wedding.

State Street United Methodist Church realizes that wedding pictures are treasured mementos, but the sacredness of the wedding service must not be disturbed by the activity of professional photographers or guests at the wedding.

The designated photographer (usually professional) may take flash photographs in the church sanctuary during entrance and exit only. Your photographer is welcome to photograph the bride as she enters the sanctuary. At the end of the service, the photographer is welcome to photograph the bride and groom from the doorway as they recess. No other flash photographs are permitted during the service.

No photography is permitted by wedding guests during the ceremony. This disturbs the worshipful mood and distracts the guests from their focus on the Bride and Groom. Please share this policy on your wedding programs or invitations.

Once the ceremony begins, your photographer may take pictures without flash from the balcony of the sanctuary or the back of the Chapel. The photographer must remain in one spot where he/she will stand or sit throughout the service. Flash and noisy cameras should not be used in any case due to the distraction they cause.

Individual and group pictures in the sanctuary should be completed 45 minutes before the wedding ceremony begins. It is preferred that photographs of the men be taken first so they will be available for seating guests. Pictures may be freely taken of the bridal party following the completion of the service.

Remember that guests will be waiting for the reception. The Photographer and Bride should plan, in advance, the list of shots to be made.

Photographers should not place equipment on the pews or other church furniture.

If previously requested, clergy will be available briefly before or after the ceremony for photographs.

# Photography Guidelines and Agreement

(To be signed and returned to the Church Office)

For the wedding of \_\_\_\_\_

Date of wedding: \_\_\_\_\_ Time of wedding: \_\_\_\_\_

Name/Phone of Photographer: \_\_\_\_\_

Thank you for offering your services in making this a joyous occasion for the bride and groom. Our church is happy to assist you in creating a worshipful atmosphere for the wedding. We ask that you read, sign, and return this agreement at least 30 days prior to the wedding. If you have questions or need assistance, please contact our Wedding Director. (name & phone):

1. The designated photographer may take flash photographs in the church sanctuary during entrance and exit only. You are welcome to photograph the bride and her father/escort as they enter the sanctuary. At the end of the service, you are welcome to photograph the bride and groom from the doorway as they recess. No other flash photographs are permitted during the service. Flash and noisy cameras should not be used in any case due to the distraction they cause.
2. Once the ceremony music begins, you may take pictures without flash from the back or balcony of the sanctuary, or the back of the Chapel. You must remain in one spot where you will stand or sit throughout the service. You are not to be moving about during the service. An unmanned stationary camera may be placed in the choir loft of the sanctuary.
3. Individual and group pictures in the sanctuary should be completed forty-five minutes before the wedding ceremony begins. It is preferred that photographs of the men be taken first so they will be available for seating guests. Pictures may be freely taken of the bridal party following the completion of the service.
4. The photographer should meet with the bride in advance to decide on the list of shots to be made. Remember that guests will be waiting for the reception.
5. The photographer should not place equipment on the pews or other church furniture.
6. Movement down the center and side aisles will not be permitted once the minister begins the ceremony.
7. Please confirm the minister's availability for pictures.
8. Please dress appropriately for the wedding.

Failure to follow church policies or to cooperate with the Wedding Director may result in the photographer being denied the opportunity to photograph future weddings at State Street United Methodist Church.

The bride/groom and the photographer have read the policies, understand them and agree to abide by them.

\_\_\_\_\_  
Bride/Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Photographer

\_\_\_\_\_  
Date



## Videography Guidelines

It is the responsibility of the Bride to insure that the Videographer has a copy of these policies and agrees to abide by them. Please be sure that you have a clear understanding of the policies before planning your video for your wedding. The videographer must sign and return the attached agreement at least 30 days before the wedding.

The wedding ceremony is a worship service. The bridal couple, as they are united in marriage in the presence of God, is the focus of the service. Nothing should distract the attention of the guests from the bride and groom, whose love for each other is being celebrated in this worship service.

An unmanned stationary video camera may be placed in the choir loft of the sanctuary. Video taping of the service is permitted from a stationary location in the balcony.

The video camera must be set up at least one hour before the ceremony. The camera operator must be aware that his/her presence in this area is very visible and audible; therefore, should be stationary and not be distracting.

It is important that the videographer be dressed appropriately.

It is recommended that the videographer be present for the rehearsal to check lighting and staging areas. Only existing lighting may be used.

Final placement of the video camera must be approved by the Wedding Director prior to the ceremony.

Failure to follow church policies or to cooperate with the Wedding Director may result in the videographer being denied the opportunity to video future weddings at State Street United Methodist Church.

# Videography Guidelines and Agreement

(To be signed and returned to church office)

For the wedding of \_\_\_\_\_

Date of wedding: \_\_\_\_\_ Time of wedding: \_\_\_\_\_

Name /Phone of Videographer: \_\_\_\_\_

Thank you for offering your services in making this a joyous occasion for the bride and groom. Our church is happy to assist you in creating a worshipful atmosphere for the wedding. We ask that you read, sign, and return this agreement at least 30 days prior to the wedding. If you need assistance, please contact our Wedding Director. (name and phone):

- 
1. A stationary video camera may be placed in the choir loft of the sanctuary. Video taping of the service is permitted from a stationary location in the balcony.
  2. It is important that the videographer be dressed appropriately.
  4. It is recommended that the videographer be present for the rehearsal to check lighting and staging area. Only existing lighting may be used.
  5. Final placement of the video equipment must be approved by the Wedding Director prior to the ceremony.

Failure to follow church policies or to cooperate with the Wedding Director may result in the videographer being denied the opportunity to video future weddings at State Street United Methodist Church.

The bride/groom and the videographer have read the policies, understand them and agree to abide by them.

\_\_\_\_\_  
Bride/Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Videographer

\_\_\_\_\_  
Date

# Nursery Request Form

State Street United Methodist Church is vitally concerned with the safety and happiness of children who are in the care of our Nursery staff. Please fill out this form to assure that we have ample time to secure enough members of our staff to care for your guests' children.

Please note that, for the safety of the children, it is church policy that at least two caregivers be present in the Nursery at all times, and perhaps more, based on the number and ages of the children. Charge for Nursery staff is \$30.00 per hour, based on two caregivers, including time spent for cleaning the Nursery after the children leave. There will be an additional charge if more caregivers are required.

Nursery contact person is Helene Denny– [dce@state-street.org](mailto:dce@state-street.org) or 276-669-2101 ext 25

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Date of wedding ceremony: \_\_\_\_\_

Time ceremony begins: \_\_\_\_\_

Approximately how many children do you expect? \_\_\_\_\_

Number of children age 2 and under: \_\_\_\_\_

Number of children age 3-5: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## Staff Use Only

Date request received: \_\_\_\_\_

Date Nursery Coordinator contacted: \_\_\_\_\_

Date Nursery Staff confirmed: \_\_\_\_\_

Names of Nursery Staff working: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Custodial Guidelines and Agreement

The maintenance custodian must be in the church building at all times for the safety and security of the church building.  
The Wedding Director shall arrange for a meeting with the bride and the Custodian to discuss table arrangements, positioning of candelabra for the wedding in the Sanctuary or chapel. If a reception is held in the Fellowship Hall or Parlor, arrangements of tables and chairs, can be discussed with the Wedding Director.

The church's custodians will work with the Wedding Director to make sure the church/chapel is ready for you to decorate and be married. Prior to the day of the wedding, arrangements will need to be made with the maintenance custodian for the exact time when access to the building will be needed for dressing, florists, and/or photos.

As stated elsewhere in these policies, the custodian will make the church available for decorating on the day before the wedding (8:30 a.m. – 4:30 p.m.); otherwise, the building will be open four (4) hours prior to the wedding for decorating purposes, and additional time as agreed upon and at an additional cost.

For a reception in the Fellowship Hall, if more than 150 chairs are needed, the maintenance custodian will be responsible for renting additional chairs and the rental fee will be charged to the wedding party.

For a reception in the Fellowship Hall/Parlor, the maintenance custodian with a member of the bridal party, will do a walk-through of the facility and kitchen prior to the reception and afterwards to determine possible damages.

The custodians will not be responsible for helping decorate, deliver or move rented equipment.

The cleaning custodian will vacuum the sanctuary/chapel, fellowship hall, and dressing areas after you have removed all items (including your trash) and taken your decorations and flowers from the building.

The bride/groom and the custodians have read the policies, understand them and agree to abide by them.

\_\_\_\_\_  
Bride/Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maintenance Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cleaning Custodian

\_\_\_\_\_  
Date

## **Fee Structure for State Street UMC Members**

### Church Fees (Checks to be made out to State Street United Methodist Church):

|                                   |          |                                |
|-----------------------------------|----------|--------------------------------|
| Non-Refundable Administrative Fee | \$100.00 |                                |
| Facility Fees:                    |          |                                |
| Sanctuary                         | No fee   | for the Wedding and Rehearsal. |
| Chapel                            | No fee   | for the Wedding and Rehearsal  |
| Fellowship Hall                   | No fee   | for reception                  |
| Kitchen                           | \$150.00 | for reception                  |
| Parlor/Kitchenette                | \$100.00 | for reception                  |
| Communion Elements                | No fee   |                                |
| Dripless Candles                  | \$ 20.00 |                                |

### Individual Fees (Checks to be made payable to the specified individual)

Wedding Host Fees:                   \$125.00 to be paid upon initial meeting.

### Individual Fees Due 30 Days Prior to Wedding Date (Checks to be made to individuals):

|                        |               |   |
|------------------------|---------------|---|
| Wedding Director Fees: | \$200.00      | for the Wedding and Rehearsal.                                      |
|                        | \$150.00      | for Reception   |
| Custodial Fees:        |               |   |
| Wedding and Rehearsal  | \$200.00      |   |
| Reception              | \$200.00      |   |
| Sound                  | \$ 50.00      |   |
| Nursery Care:          | \$ 60.00      | Available only for weddings, includes 2 workers for max of 2 hours. |
| Organist:              |               |   |
| Sanctuary              | \$200.00      |   |
| Chapel                 | \$150.00      |   |
| To accompany soloist   | \$ 35.00      | each (vocal or instrumental)  |
| Minister:              | By Honorarium |   |

## Fee Structure for Non-Members

### Church Fees (Checks to be made out to State Street United Methodist Church):

Non-Refundable Deposit—Facility Fee—This will be applied to the church facility fee listed below.

#### Facility Fees:

|                    |          |                                |
|--------------------|----------|--------------------------------|
| Sanctuary          | \$600.00 | for the Wedding and Rehearsal. |
| Chapel             | \$300.00 | for the Wedding and Rehearsal. |
| Kitchen            | \$150.00 | for reception                  |
| Parlor/Kitchenette | \$100.00 | for reception                  |

Communion Elements: \$ 50.00

Dripless Candles \$ 20.00

### Individual Fees (Checks to be made payable to the specified individual)

Wedding Host Fees: \$125.00 to be paid upon initial meeting.

### Individual Fees Due 30 Days Prior to Wedding Date (Checks to be made to individuals):

Wedding Director Fees: \$200.00 for the Wedding and Rehearsal.

#### Custodial Fees:

Wedding and Rehearsal \$200.00

Sound \$ 50.00

Nursery Care: \$ 60.00 Available only for weddings, includes 2 workers for max of 2 hours.

#### Organist:

|                      |                                       |
|----------------------|---------------------------------------|
| Sanctuary            | \$200.00                              |
| Chapel               | \$150.00                              |
| To accompany soloist | \$ 35.00 each (vocal or instrumental) |

Minister: \$150.00 Honorarium

# Wedding Reservation Form

State Street United Methodist Church  
300 West Valley Drive, Bristol, Virginia 24201  
Telephone: 276-669-2101

I/We request our wedding service be performed at State Street United Methodist Church.

**Bride:** \_\_\_\_\_ Member: Yes  No

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Groom:** \_\_\_\_\_ Member: Yes  No

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Minister: \_\_\_\_\_ Organist: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding to take place in: Sanctuary  Chapel

Reception at the Church: Yes  No  If Yes: Parlor  Fellowship Hall

Estimated number of persons attending: \_\_\_\_\_ Will music be used? Yes  No

Please note any unusual or large decorations or floral pieces, etc. which you might wish to use:

\_\_\_\_\_  
\_\_\_\_\_

I/We agree and state that I/We have read and thoroughly understand the requirements set forth in the attached policy statement governing the use of church property and that I/We do accept full responsibility to totally comply with all requirements as they apply to my/our use of said property. Should there be damages, I agree to be responsible for any additional charges to restore the facility to it's original condition.

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be completed in its entirety and returned to the church office with appropriate deposits.**

The above application was accepted \_\_\_/ rejected\_\_\_ by the Wedding Host as representative for the Board of Trustees.

Date: \_\_\_\_\_ Comments: \_\_\_\_\_

# **SCHEDULE FOR WEDDING FESTIVITIES OF:**

**BRIDE'S TEL. NO.** \_\_\_\_\_ **BRIDE'S NAME** \_\_\_\_\_ **GROOM'S NAME** \_\_\_\_\_

**DATE OF WEDDING** \_\_\_\_\_ **TIME OF WEDDING** \_\_\_\_\_

**DATE OF REHEARSAL** \_\_\_\_\_ **TIME OF REHEARSAL** \_\_\_\_\_

### **Time Schedule for Wedding Day Activities:**

**TIME**

\_\_\_\_\_ Groomsmen dressed in wedding attire in \_\_\_\_\_

\_\_\_\_\_ Bridesmaids and Bride meet in \_\_\_\_\_

\_\_\_\_\_ Candles are lit 30 minutes prior to wedding by \_\_\_\_\_

\_\_\_\_\_ Music begins 30 minutes prior to wedding.

\_\_\_\_\_ Family members are seated:

1. \_\_\_\_\_ by \_\_\_\_\_

2. \_\_\_\_\_ by \_\_\_\_\_

3. \_\_\_\_\_ by \_\_\_\_\_

**Mother of the Groom is seated 5 minutes prior to Wedding by \_\_\_\_\_**

**Mother of the Bride is seated 3 minutes prior to Wedding by \_\_\_\_\_**

**PROCESSIONAL: Name of Processional** \_\_\_\_\_

#### **Order of Groomsmen**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

#### **Order of Bridesmaids**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

#### **Bride and Father (or Escort)**

#### **WEDDING VOWS**

**ORDER OF RECESSIONAL: Name of Recessional** \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

#### **Family Members**

1. **Mother of the Bride** by \_\_\_\_\_

2. **Mother of the Groom** by \_\_\_\_\_

3. **Other**

a. \_\_\_\_\_ by \_\_\_\_\_

b. \_\_\_\_\_ by \_\_\_\_\_

c. \_\_\_\_\_ by \_\_\_\_\_



## *Wedding Director Information*

Please fill in the following information and return when you meet with the Wedding Director:

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Bride's Parents Names: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Parents Names: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of bridesmaids, including the maid of honor, who are processing \_\_\_\_\_

Number of Groomsmen processing \_\_\_\_\_ Number of Ushers processing \_\_\_\_\_

Number of children processing \_\_\_\_\_

Vocal Soloist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

With the seating of the Mothers, how many persons will be seated? \_\_\_\_\_

Solo(s) requested: \_\_\_\_\_

Processional requested: \_\_\_\_\_

Recessional requested: \_\_\_\_\_

Other preferred musical selections: \_\_\_\_\_

Will the couple be introduced after the Benediction? \_\_\_\_\_

Date and Time Rehearsal: \_\_\_\_\_ Wedding: \_\_\_\_\_

Minister(s) \_\_\_\_\_

Chapel or sanctuary wedding? \_\_\_\_\_

Florist: \_\_\_\_\_

Will the flowers be left in the Sanctuary/Chapel? \_\_\_\_\_

Check the items to be placed for the ceremony (Director must see custodian)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Kneeling Bench   | <input type="checkbox"/> Hurricane Lamps      | <input type="checkbox"/> Candelabra       |
| <input type="checkbox"/> Unity Candle   | <input type="checkbox"/> Table for guest book | <input type="checkbox"/> Table for Gifts  |
| <input type="checkbox"/> Kneeling Bench Cover   | <input type="checkbox"/> Candle Lighter Wands | <input type="checkbox"/> Dripless Candles |
| <input type="checkbox"/> Parlor for bride and attendants to dress; including mirror and dress rack. |   |   |
| <input type="checkbox"/> Other items (Please specify)   |   |   |

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## DUTIES OF THE USHERS

You have the auspicious job of acting as hosts at the wedding ceremony while family members are "on duty" elsewhere. So you must be at church at least two hours before the ceremony begins to don your boutonnieres and perhaps pose for pictures. Time may vary according to needs of each service.

### **May dress in lower level lounge.**

You will step forward to offer your **right** arm (elbow bent with your forearm held at your front waits) to each lady.

- a. If the lady has a male escort, he will follow behind the usher and lady.
- b. If several ladies arrive together, offer your arm first to the eldest. The others in the group will await your escort each one or will accept the arm of another available usher.
- c. A male guest arriving alone walks down the aisle beside the usher. (Naturally you do not offer your arm to the male unless he is aged or has some other walking problem).
- d. If two or more male guests arrive together, the elder walks beside the usher, the others following behind to be seated together.
- e. Children under 15 or 16 years follow behind their parents. You may choose to escort a teenage girl slightly under this just to delight her if there is time.

Escorting guests down the aisle, you may make polite conversation, restraining your voice so as not to attract the attention of the other guests. Walk **unhurriedly** no matter how many other guests are waiting. You might ask the person if he/she has a preference for seating.

You will stop at a pew, turning around and stepping back slightly below the pew entrance. There, you will remain standing with your back to the front of the church until the guests are seated.

Now you return up the aisle, holding your head up with arms down to your sides. Back at the door you will greet another guest, etc.

Special instructions will be given to the ushers who seat the parents and families of the bride and groom. The first two or three pews on both sides will be **RESERVED** for them only.

**Ushers should be told at rehearsal time to inform those persons with cameras that pictures may not be taken in the sanctuary or chapel at any time during the wedding.**

**The mother of the bride** is always the last to be seated. No one else may be escorted after this. As soon as she is in her seat, you should be in your designated places for the processional.

At the rehearsal you will learn exactly where to stand at the front of the church, keeping your eyes and smiling faces on the rest of the wedding procession.

In the processional you never march, but rather walk in time slowly, **STARTING LEFT FOOT OUT FIRST**. After you arrive at the chancel, keep your eyes on the Processional and especially the bride.

During the ceremony you will keep your eyes on the minister and the bride and groom, bowing your heads during prayers.

After the ceremony you will watch for your cue to take your places in the recessional. You will walk out at a suitable pace probably to be decided upon at the rehearsal.

After the bride's parents and the groom's parents and families are escorted out (special instructions for those of you who have this job), your main jobs are over!

Now you can relax (hopefully you have been relaxed throughout) and go to the reception and have a good time.

## ***NOTES FOR BRIDAL ATTENDANTS***

Please be at the church two hours before the ceremony, to dress and then to assist the bride and to have pictures taken. Time may vary according to each wedding.

### **Bride and attendants may dress in the parlor.**

Since your major function is simply to look your most beautiful selves, this job is a cinch for each of you! So feel confident; let us see your most radiant smiles!

Carry your bouquets low, and hold your heads high.

**Step out left foot first** when the person in front of you has reached the designated place in the aisle.

Walk in the Procession slowly, but naturally, as nearly in time to the music as is possible. The tempo will be established at the rehearsal, so just try to remember to walk in that same tempo. This is most helpful to the organist.

Take your designated places at the front, keeping your eyes on the rest of the procession until the Bride reaches the front. Then turn slightly toward the front, always watching the bride, groom and minister, except during prayers, when your heads should be bowed, but eyes open.

Be alert at the end of the ceremony to take your places in the Recessional at the proper time. The bride and groom will go all the way out before the rest of the wedding party begins to exit. Other couples will wait until the preceding couple is half-way. Try to maintain this distance throughout the recessional line. Pause briefly at the aisle to take your partner's right arm in your left hand, stepping out together left foot first. Your flowers will naturally now be in your right hand. Walk, smiling at your partner and also at the guests on both sides.

As soon as you leave the sanctuary, (or chapel), go directly back to the designated place for more picture-taking. Please do not linger at this time to talk with any of the guests.

Now it's all over except the fun. If there is to be no receiving line, mingle with the guests, relax, smile, and may the best gal catch the bride's bouquet.