

WEDDING POLICY

Grace United Methodist Church

**2627 SW Western Ave * Topeka * KS * 66611
(785) 232-3333 email: grace@topekagraceumc.org**

Approved September 9, 2009

A "Church Wedding" is more than a marriage ceremony. The decision to be married by an ordained pastor, in a house of worship indicates a desire on the part of a couple to enter into a Holy Covenant with each other and with God. A Service of Christian Marriage is a worship service, not a celebration of romantic affection. As with any worship service, the primary focus is to glorify God.

It is our desire to extend every possible assistance to you in making your wedding in our church a happy, memorable, and meaningful experience. We urge you to make thorough preparations for your wedding day and more importantly for the days and years that will follow.

Serious study and considerable experience have contributed to the wedding policies and procedures contained herein. These policies are not intended to be restrictive, but rather to assure the greatest dignity for your service, as well as the greatest respect for the Church. They have been adopted by the Administrative Council, and are the standard procedure for all weddings and receptions held at Grace United Methodist Church. Only the Pastor in consultation with the appropriate church officers has the authority to allow any variance from this policy. Please read this document carefully and cooperate fully with the church and its staff in upholding the high standards which you and the church desire for your wedding.

All fees have been approved by the Administrative Council and help cover the costs for electricity, gas, heating or air conditioning, custodial time for cleaning up before and after the wedding, services of the Pastor for pre-marital counseling, the rehearsal and the wedding. Also available to you are brass candle lighters, candelabra, candles and kneeling benches.

MAKING THE RESERVATION

Tentative dates may be cleared by telephone with the Church Secretary at 232-3333. However, it will be necessary for the bride or groom to have a personal conference with the Pastor in the church office before the date can be confirmed. Under no circumstances should dates be announced, invitations ordered, etc., until this conference is held and the date and time is confirmed.

A reservation will be confirmed when:

1. The Pastor agrees to officiate the wedding.
2. The dates and times of **all** wedding related events are cleared by:
 - a. The Pastor
 - b. The Church Calendar
 - c. The Wedding Liaison
 - d. The Church Hostess (if reception is being held at Grace UM Church)
3. The couple agrees to the fees and policies in this statement.
4. The deposit is paid.

A minimum of 30 days prior notice is required for most weddings.

BUILDING USE

The following policies are to be observed at all times:

1. Smoking is prohibited within the building.
2. The throwing of grain (birdseed, rice, etc.) is discouraged. At no time is grain to be thrown or distributed within the building.
3. The use or possession of alcoholic beverages is prohibited anywhere on church property.
4. The use or possession of any illegal substance is prohibited anywhere on church property. Use or possession of such will result in the notification of the proper legal authorities.
5. The possession of firearms is prohibited on church property.
6. Decorations may only be affixed by using string, wire, or masking tape. The use of cellophane tape, thumb tacks, straight pins or nails is strictly prohibited.
7. Decorations are to be removed within an hour of completion of ceremony.
8. The church cannot accept responsibility for seating more than 325 people in the sanctuary or 60 in the chapel. Additional chairs can be set up behind the sanctuary for an additional fee.

No weddings shall be scheduled less than 4 hours either before or after a previously scheduled wedding.

The Pastor may, at any time, refuse to perform the wedding if:

1. One or both parties appear to be unwilling or unable to enter this lifelong covenant.
2. The couple fails to participate fully in the pre-marital counseling sessions.
3. The judgment of one or both parties is impaired by the use of alcohol, or any other drug, at the time of the service.
4. The couple fails to comply with the policies contained herein.

Should the Pastor be forced to cancel the service, all deposits and fees paid are forfeited by the couple.

PRE-MARITAL COUNSELING

Pre-marital counseling is required before the date of the wedding. Sessions are to be scheduled when the wedding date and time are cleared with the Pastor. The content and number of sessions will be determined on a case by case basis in dialogue with the couple.

WEDDING LIAISON

Each wedding is coordinated by our Wedding Liaison who will help you in various ways. The Wedding Liaison is the first person you should talk to after clearing your wedding date with the Church office. The Wedding Liaison will assist you as follows:

1. Discuss the church policy on weddings and help you understand the church's requests.
2. Open the church to allow access to the building for the florist, bakery, organist, soloist, photographer, persons decorating for the wedding or reception and the wedding party, etc.
3. Sets up the Sanctuary or chapel with candelabra and/or unity candle (if used), sets up guest book and gift tables and assists the wedding procession.
4. Helps with any last minute challenges.

Our Wedding Liaison is Christine (Chris) Haug (478-0070)

GUEST PASTORS

The use of a guest pastor is discouraged. The Pastor of Grace UMC will be the primary officiant. Guest pastors may assist in the service only when approved and invited by the Pastor of Grace Church. Any pastor, other than the Pastor appointed to Grace United Methodist Church by the Bishop of the Kansas East Conference, is considered a guest pastor.

MUSIC

The use of secular music is discouraged. If the pastor consents, some secular music may be used. You are reminded to make your selections after you have visited with the Organist and Pastor to ensure that the music is in keeping with the worship and dignity of the wedding covenant. The purpose of music in the wedding, as in any service of worship, is to glorify God

You are expected to individually contact the regularly employed Organist of this church to play for your wedding and assist you in the selection of music. The Organist provides:

- One music consultation
- Music at the wedding rehearsal
- Twenty minutes of pre-service music and the wedding ceremony itself.

The organist is James O’Konski. (766-2760)

A guest organist may be allowed on the condition that such organist is approved by the Pastor in consultation with the regularly employed Church Organist. If such organist is experienced in the use of our church organ, approval may be granted by the Pastor, in consultation with the Organist. If not, he/she will meet with our Church Organist for the purpose of demonstrating proficiency and receiving instruction in the use of the instrument. If it is necessary for the regularly employed Organist to meet with a guest organist, a fee will be charged and paid to our regularly employed Organist. You will need to provide any honorarium for your guest organist.

Vocalists, pianists or other musicians may be used at the discretion of the bride and groom. Pre-recorded selections are also allowed. However, all musical selections must be approved by the Pastor.

THE RECEPTION

You are welcome to have your wedding reception at the church. If you do, the Church Hostess and Helpers will help you and your family with the numerous details involved in the reception.

The Reception Hostess is Freda DeWitt 271-8858.

It is your responsibility to contact the Hostess and visit with her about the details of your reception. The services of the Hostess and Helpers include:

- Furnishing all the glass, silver service, and punchbowl
- Necessary personnel to prepare for the reception,
- Replenishing the serving table and afterward clean-up.

It does not include supplying punch, the wedding cake, mints, nuts, napkins, candles, table decorations, etc. If you desire to use your own tableware, please make these arrangements through the Hostess.

It is your responsibility to provide enough persons for:

- Cutting and serving the cake(s)
- Serving the punch and coffee

With prior notice the Church Hostess can provide these persons for you at a cost of \$15 per person.

A Church Hostess must be present at all receptions.

Alcoholic beverages and smoking are prohibited.

THE REHEARSAL

The rehearsal is to begin promptly as scheduled.

The full wedding party needs to attend the rehearsal.

This includes:

Bride	Groom	Bridesmaids	Groomsmen
Parents	Ring Bearer	Flower Girl	Acolytes
Ushers	Vocalists	Musician(s)	Pastor

FACILITIES / STAFF COSTS

The church cannot accept responsibility for seating more than 325 people in the sanctuary or 60 in the chapel. More seating can be set up in overflow room behind the sanctuary for an additional fee. (see below)

MEMBER AND NON-MEMBER STATUS

Unless either the bride, groom or one of the parents are members or constituents of Grace UMC at the time the wedding is scheduled, the wedding is regarded as one of non-members.

Donations / Fees are as follows:

	<u>Members</u>	<u>Non-Members</u>	<u>Amount Due</u>
Wedding Liaison	\$80	\$160	_____
<u>Use / Utilities</u>			
Sanctuary	Not Required	\$150	_____
Chapel	Not Required	\$100	_____
Fellowship Hall	Not Required	\$150	_____
Parlor (for reception)	Not Required	\$75	_____
<u>Custodial</u>			
Sanctuary	\$75	\$75	_____
Overflow Room chair set up	\$35	\$35	_____
Chapel	\$50	\$50	_____
Rehearsal Dinner with table set up	\$75	\$75	_____
Reception without tables set up	\$50	\$50	_____
Reception with tables set up	\$75	\$75	_____
Special Fee*	\$25	\$50	_____
*Services any day other than Saturday or after 6:00 p.m.			
Tech Support (Audio/Visual)	\$25*	\$50*	_____
*May increase based upon couple's requests			
<u>Organist</u>	\$125	\$125	_____
Instruct Guest Organist	\$30	\$30	_____
<u>Church Hostesses</u> (see chart page 5)			_____
<u>Reservation Deposit</u>	\$50	\$100	_____
Refundable only with 120 days notice. Deposit will be applied to total fees.			
<u>Pastor</u>	\$100	\$200	_____
<u>Damage / Clean-up Deposit</u>	Not Required	\$100	_____
The damage deposit in no way relieves the couple from responsibility for damage or cleaning in excess of the deposit.			

Damage / Clean-up Deposit (if any)

A separate check is requested for the damage / cleaning deposit. If there are no damages or excessive cleaning the uncashed check will be returned.

Payment of all fees should be given to the Wedding Liaison or Church Office at least 14 days before the wedding.

**The marriage license must be delivered to the Pastor at the rehearsal.
A Minister Can Not officiate at a Wedding Ceremony without the license**

HOSTESS FEES FOR RECEPTION
Fees do not including providing or preparing food.

Wedding Receptions	Member			Non-Member		
	Cake, Punch and Coffee	Finger Food	Meal supplied Grace serves	Cake, Punch and Coffee	Finger Food	Meal supplied Grace serves
Under 100	\$40.00	\$60.00	\$80.00	\$80.00	\$120.00	\$160.00
100 - 225	\$70.00	\$105.00	\$140.00	\$140.00	\$210.00	\$280.00
Above covers hostess fees only. For utilities and custodial cost see other sheet.						

The church cannot accept responsibility for accommodating more than 225 people in fellowship hall.

White Floor length tablecloths for the round tables are available (there are 8 round tables).

_____ White tablecloths @ \$5 each = _____

There are also 8 ecru (light beige) short table cloths available at no charge.

Check list to be done as soon as possible:

_____ Called Wedding Liaison, Chris Haug 478-0070

_____ Called Organist, Jim O’Konski, 766-2760

_____ Called Church Hostess (if having reception at Grace), Freda DeWitt, 271-8858

14 days before the wedding:

Prepare checks to cover costs of the wedding and give them to the Wedding Liaison or the church office.

Wedding Liaison will assist you in determining who to make checks to.

Other information:

Bride and her party dress in parlor upstairs.

Groom and his party dress in youth room downstairs.

WEDDING INFORMATION SHEET

Rehearsal Date: _____ Time: _____ Doors Unlocked: _____

Wedding Date: _____ Time: _____ Doors Unlocked: _____

Reception Location: _____ Time: _____

BRIDE	GROOM
Name: _____	Name: _____
Preferred Name/Nickname: _____	Preferred Name/Nickname: _____
Date of Birth: _____	Date of Birth: _____
Address: _____ _____	Address: _____ _____
Phone Home: _____	Phone Home: _____
Cell: _____	Cell: _____
Work: _____	Work: _____
Church Membership: _____	Church Membership: _____
Bride's Name after the wedding: _____	

Address after the wedding: _____

Phone numbers: _____

Wedding Party

Maid/Matron of Honor: _____	Best Man: _____
Bridesmaids: _____ _____ _____ _____	Groomsmen: _____ _____ _____ _____
Candle Lighters: _____	Ushers: _____
Flower Girl: _____	Ring Bearer: _____
Other: _____	Rings: 1 2 (circle number)
	Other: _____

Wedding Logistics

Special Guest Seating (e.g. grandparents, step parents, special friends)

_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
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Organist: _____
 Pianist: _____

Photographer: _____
 Photographs ___ Before ___ After ceremony

Special Music/Presentation (list in order of presentation)

Name	Selection	Medium
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

Technology Requirements

Grace UMC will supply and operate Lapel microphone for the Pastor and a microphone for vocalist or instrumentalist. Any other additional needs must be communicated in advance. Undocumented or last minute requests may not be accommodated.

Elaborate on media needs for each special music/presentation item.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

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