

Wedding Policy



Edenton Street
UNITED METHODIST CHURCH

Revised 1/2020

To the soon to be married,

Congratulations! We are excited for this upcoming journey in your life.

We believe that Christian marriage is a sacred covenant between you and your spouse that reflects Jesus' covenant with us, his worldwide church. Therefore, the Service of Christian Marriage in the United Methodist tradition is a Christ-centered act of worship in which we give thanks to God for his covenant with us and for your covenant with each other. The service is similar in structure to our Sunday worship services, which include the proclamation of God's Word along with prayer and praise of God.

We also affirm that you both are equal partners in Christian marriage, as two families come together to form one. The family members and friends who are present at the service are an active congregation, not just passive witnesses, because they give their blessing to you and to the marriage, and they join you in prayer and praise of God.

One of us will guide you in the aspects of the actual service, and an Edenton Street wedding director will assist you in the logistical details of your wedding. The vows you make on your wedding day are holy vows, made in the presence of both God and of loved family and friends, so careful preparations should be made in anticipation of that day.

We rejoice with you in your decision to be joined as one and look forward to your special day. We pray God's blessings upon you as you begin your new life together!

Peace in Christ,

The Pastors of Edenton Street United Methodist Church

* The Wedding Policy has been approved by the Chair of the ESUMC Finance Committee.

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Requesting a Date

Weddings are performed for current members of the church and their children or grandchildren. The bride, groom, and/or family of either should be members of the church for at least 6 months prior to the wedding. After reading the following policy, please contact Gwen Cummings to consult the church calendar and schedule a date:

Gwen Cummings
Administrative Assistant to Discipleship Ministries
228 W. Edenton Street
Raleigh, NC 27603
984-200-2616
gcummings@esumc.org

Scheduling a Date

- Weddings are scheduled on a first come, first served basis.
- Weddings may be scheduled up to one year in advance.
- Annual dates that we do not host weddings: Palm Sunday Weekend, Holy Week (Week before Easter), Easter, during Annual Conference in June (cannot guarantee ESUMC clergy are available) July 4th, First weekend in Advent, Christmas Eve/Day, Saturday after Christmas Day, or New Year's Day/Weekend.

After requesting a date

- Fill out the **Wedding Information** form (located on page 18) of this policy and return it to the Administrative Assistant for Discipleship Ministries listed above.
- We will place the wedding on the church calendar after we have received the **Wedding Information** form.
- If you wish to hold a reception in Kerr Hall, our fellowship hall, please schedule the reception at the same time the wedding is placed on the calendar.

If more than one wedding is scheduled for the same day

- In the event that more than one wedding is scheduled for the sanctuary on the same day, a minimum of 4 hours is scheduled between the two weddings. It is the responsibility of the wedding director to coordinate the use of the church facilities when more than one wedding is scheduled for a single day.

Marriage Counseling

Your officiating pastor will be in contact with you about marriage counseling and meeting to finalize your wedding order of service.

The Service of Christian Marriage

The details of the Service of Christian Marriage, also known as the wedding ceremony, are to be made in consultation with our officiating pastor and our organist. The logistics of the ceremony will be discussed and planned without wedding director.

Order of Worship

The final order will be chosen in consultation with our officiating pastor, and the music in consultation with our organist. Typically, the order of worship is as follows, from The United Methodist Book of Worship:

The Prelude
The Chiming of the Hour
The Seating of the Families
The Processional
The Greeting
The Declaration of Intention
The Response of Family and Friends (when utilized)
The Presentation of the Bride
The Hymn (optional)
The Scripture Lesson (s)
The Homily (short sermon) (optional)
The Exchange of Vows
The Blessing and Exchange of Rings
The Declaration of the Marriage
The Lighting of the Unity Candle (optional)
The Intercession (optional)
The Prayer and Blessing of the Marriage
The Lord's Prayer (optional)
The Blessing of the Marriage
The Benediction
The Recessional
The Postlude

Guest Pastors

One of our pastors will officiate the wedding ceremony, though other pastors can participate through readings, the homily, or Communion. Permission to include another pastor in the service must be obtained from our officiating pastor, who will then extend an invitation to the guest pastor.

Readers

If you choose to ask friends and/or family members to read the Scripture Lessons, please ask them to be present for the wedding rehearsal. Discuss with them which translation will be used.

Children (i.e. Ring Bearers and Flower Girls)

If children are asked to participate in the wedding, we ask that they be **at least 5 years old** and be present for the wedding rehearsal. Flower petals, hearts, or any other material, artificial or real, may not be scattered by flower girls or other attendants.

The Sacrament of Holy Communion

The Sacrament of Holy Communion may be celebrated as part of the service of Christian marriage. If the bride and groom want to include Communion in their ceremony, not only do they receive the sacrament, but the entire congregation is invited to be served. During the wedding ceremony it is served to the congregation by intinction, a method used whereby participants receive the wafer/bread and dip it into the common cup and return to their pews.

Wedding Program

Because of the amount of time involved in preparing a program, the church office staff will not be available to assist you with the typing or printing. Please finalize the Order of Service with the officiating pastor before printing the Order in your program. If you would like to use the digital image of the Edenton Street rose window, please email the Administrative Assistant to Discipleship Ministries at gcummings@esumc.org.

Music

Since weddings are a service of worship of God, the same high standards are applied in selecting wedding music as are applied in all other worship services. It is very important to keep in mind that your wedding is a service of worship and the music should be in keeping with the reverence customarily observed in worship. All music to be used in a wedding service must be approved by the Associate Director of Music. The guidelines for music are this is sacred and worshipful in nature. No secular music may be played or sung as part of a wedding service. Vocal solos may be sung during the Prelude and during the service. No taped music is allowed in the church sanctuary. Guest organists are not permitted to play for weddings.

Bradley Burgess

Associate Director of Music and Worship Arts

228 W. Edenton Street

Raleigh, NC 27603

984-200-2634

bburgess@esumc.org

Meeting with the Associate Director of Music (DOM):

The bride and groom should contact the Associate DOM no later than 8 weeks prior to the wedding date to meet, select music, and to be scheduled on his calendar. The Associate DOM will assist you with music selections. Additional musicians or soloists should be discussed with the Associate at this time.

Wedding Director

The services of an ESUMC wedding director and assistant is required for all weddings and rehearsals. Outside bridal consultants, professional or otherwise, will not be permitted to have any role in either the rehearsal or the wedding ceremony.

A wedding director will be assigned to each wedding by the chair of our Wedding Committee.

The assigned wedding director will contact the bride approximately eight weeks before the wedding. She will arrange a time to meet at the church to consult with the bride and answer any questions concerning the wedding policy, decoration, or any other procedures. The director will show the bride where the dressing areas, parlor, and restrooms are located and the best way to enter the church.

A wedding director and an assistant will be present at the rehearsal and on the day of the wedding. Your director will arrive at the church two hours before the wedding and be present until after the pictures have been taken,

The wedding director has the final decision in all matters regarding the premises while you are in the church buildings.

The Wedding Committee Chairperson may be contacted at any time by calling the Administrative Assistant to Discipleship Ministries.

Flowers and Decorations

We take pride in the beauty of our church and believe that little decoration is needed. We ask that you remember that the sanctuary is uniquely beautiful and does not need excessive decorations. Our wedding directors have final approval of all decorations. All decorating in the sanctuary should take place on the day of the wedding.

Altar Flowers

Flowers used on the altar for a wedding service are dedicated to the glory of God. If the bride wishes to use altar flowers already scheduled for Sunday's worship service, this requires permission of the person giving the flowers (ask the wedding director). Brides are asked to relay to their florist (page 23). If the florist has any further questions, they may contact the church office.

Rules and Regulations

- You may use two flower arrangements, each measuring 34–36 inches high and 24–30 inches wide, excluding the church vases.
- You may also use a single flower arrangement centered on the altar, measuring between 34–36 inches high and 24–30 inches wide, excluding the church vases.
- A white #4 or #10 paper mache container will fit into the brass altar vases. A liner measuring 9 inches can also be accommodated.
- You may elect to have only greenery on the altar.

- No flowers are to be placed on the altar rail, lectern, pulpit, or piano.
- Delivery should take place no less than 2.5 hours before the ceremony.

Choice to leave flowers for Sunday's worship service (8 weeks notice)

- When no altar flowers are scheduled for the Sunday worship service following your wedding, the bride may choose to leave the flowers on the altar.
- If altar flowers are already scheduled for that Sunday, wedding flowers may be placed in the narthex of The Gathering worship service, in honor of the couple or in memory of a loved one. An appropriate notice may be placed in the Sunday church bulletin by calling the Administrative Assistant to Discipleship or wedding director.

Removal of Flowers

- Persons should be designated by the bride to collect the flowers immediately after the wedding.
- Containers will not be provided by the church for transport.
- Flowers not taken by the bride on the day of the wedding will be used in the church or distributed to shut-ins, hospitals, or nursing homes.

During Lent and Advent

- Because regularly scheduled church activities and decorations have priority on the church calendar, brides and grooms who have scheduled their weddings during special times in the church year, such as Lent and Advent, must accept the sanctuary as it is decorated.
- No altar flowers may be used when special flowers are in place.

Multiple weddings on same day

On occasion, brides with weddings on the same day have shared the expense of the wedding flowers. If you wish to do so, call the Administrative Assistant to Discipleship Ministries to obtain the name and phone number of the other bride.

Brass Candelabras

The church has one pair of seven-branch brass candelabras and a pair of nine-branch brass tree candelabras which the bride may elect to use as wedding decorations. Candles for these candelabras are furnished by the church. Additional candelabras and candles may be rented from a florist or other source. Other configurations acceptable for use are tree and spiral candelabras. Other styles must be approved a month in advance by the wedding director.

Candelabras may be placed in one or a combination of two of the following locations in the lower and upper chancel areas:

- On each side of the altar
- In the corners formed where the steps in front of the altar intersect with the choir modesty panel

Candelabras are never placed in front of the altar of the cross or over choir pews. Candles in any candelabras should be lower than the transept of the cross behind the altar. The six candles behind the altar remain as placed and are lighted for the wedding service.

Unity Candle

The church has a unity candelabra, which may be used as a part of your wedding ceremony. Traditional 10 or 12-inch dripless candles are used in this candelabra because the tapered candles are removed from the side receptacles to light center pillar candle. Both tapered candles and center pillar candle (3" x 8") will need to be provided by the bride. Other methods of a unity candle are not permitted (i.e. sand, plants, etc.)

Window Candles

The church also has battery operated candles with glass hurricane globes available, which may be placed in the windowsills of the sanctuary. Floral greenery may be added. Candles with live flames are not allowed in the windows. There is an additional charge for use of these candles to cover the cost of set-up and removal (see Fees on page 15).

Paschal Candle

The Paschal Candle may be lighted in memory of loved ones. This tall candle symbolized the light of Christ coming into the world and is located in the lower right chancel area and provided by the church.

Congregational Candles/Other

In compliance with our insurance and fire code, there will be no use of congregational candles or candles in bridesmaids' bouquets. No candles or stands are allowed in the aisles.

Greenery

Greenery on the altar in lieu of flowers is acceptable and a beautiful option. The bride and groom may elect to use plant(s)/palms for decorations. These plants may be placed in approximately the same acceptable locations as designated for the candelabras or may flank each side of the kneeler. Small sprays of greenery or flowers may be attached to the unity candle and candelabras with chenille or coated wire. Greenery may also be placed around the window candles. The bride and groom must make arrangements with the florist or other responsible party to remove these plants immediately after the wedding.

Pew Markers/Bows

The church provides white damask pew markers, which match the paraments on the altar, pulpit, and lectern to mark the reserved sections for the families. No bows are needed or allowed to be attached to the church furnishings. You may use bows on the church candelabras or on the light fixtures or handrails outside the sanctuary entrance doors.

Kneeler

The church provides the kneeler and cushion for the ceremony. The kneeler will be in place for your use during the rehearsal and wedding ceremony.

Aisle Runners

The use of an aisle runner is not allowed due to insurance liability problems. Flower petals, hearts, or any other material, artificial or real, may not be scattered by flower girls or other attendants.

Banners/Church Furnishings

Banners and flags being used in the church sanctuary may not be moved or relocated. Please do not move or relocate any of the church furnishings.

Animals

The sanctuary is not an appropriate place for pets or any kind. Only service animals will be allowed.

Photography

Due to prior experiences, brides are required to relay to their photographer the rules and regulations of the church (for a copy, see page 24).

During the Service

- Photographers and/or guests are not allowed to take flash photography.
- Photographers may take pictures only from the balcony during the service, using only existing light or timed exposure.
- Interference by the photographer with the seating of guests or family members or the directions of the wedding director is not permitted.

Prior to the Service

- All pre-wedding pictures in the sanctuary or outside must be finished 45 minutes before the wedding and we ask that all photography equipment is removed at that time.
- If pictures in the church courtyard or outside are to be taken before the wedding, please consult your wedding director so the doors will be unlocked to this area.
- Bridal pictures/portraits are permitted in the church. Special arrangements need to be made with the Administrative Assistant to Discipleship Ministries to reserve the sanctuary or courtyard.

After the Service

- The photographer will have 30 minutes after the wedding inside or outside the church for pictures.
- All photo equipment must be removed from the sanctuary within 45 minutes after the ceremony.

Rehearsal

- Photographers who attend rehearsals should be unobtrusive. Time will be allotted for consultation following the rehearsal.

Group Photos

- Please notify family members who are to be in group pictures. It is recommended these be taken first.
- If at any time the wedding director views the posing of any of the wedding party as inappropriate, she has the right and the responsibility to stop the photographer from taking such a picture.

The best entrance for photo equipment is through the Curtis Entrance (rear of the church). If the photographer has any further questions he/she may contact Gwen Cummings at 984-200-2616.

Videography

We suggest you contract with a professional videographer. We have the capacity to provide a DVD which documents the service, but are not equipped to provide more. Due to prior experiences, brides are required to relay the rules and regulations to the videographer (for a copy, see page 25).

Pre-Service Set-Up

- Videographers must have their equipment in place and operational one hour before the wedding is scheduled to begin.
- Only stationary equipment will be allowed.
- Video cameras may be placed in the doorways on the far right or left side of the chancel area and/or in the balcony. Video equipment should not be visible to the congregation.
- Audio connections can be made to the house sound system if needed, with prior arrangements.
- The use of floodlights and movie cameras are prohibited.
- Personnel must be unobtrusive in the narthex area and sanctuary prior to the wedding, and may not interfere with the logistics or directions from the wedding director.

Rehearsal

- Videographers who attend rehearsals should be unobtrusive. Time will be allotted for consultation following the rehearsal.

The best entrance for video equipment is through the Curtis Entrance (rear of the church). If the photographer has any further questions he/she may contact Gwen Cummings at 984-200-2616.

The Rehearsal

The Rehearsal usually takes place the day before the wedding ceremony and will last approximately one hour. All members of the bridal party, including children, are expected to participate in the rehearsal. The bridal couple is asked to see that everyone is dressed appropriately and arrives on time. Having the wedding party arrive on time is an important consideration for others. Often there are other rehearsals that same evening.

Entrance

- Entrance to the church for the rehearsal is through the main sanctuary doors on West Edenton Street. The sanctuary doors will open 30 minutes before the scheduled rehearsal time. A wedding director and an assistant will be present to direct the rehearsal.

Brides should bring the following items to the rehearsal:

- Guest register and pens
- Wedding programs

- Unity Candle (if used)
- Seating Chart for special guests/family
- Do not bring wedding or bridesmaids' dresses, as our church cannot be responsible for them.

Order of Rehearsal

During the rehearsal, the wedding director will guide the participants through their respective positions and movements during the wedding. The officiating minister(s) or his/her representative will lead the bride and groom through their vows and their movements during the actual ceremony.

The Wedding Party Entrance

Please choose one of the following ways:

- The minister(s), the groom, and best man may enter from the side and wait at the chancel rail for the other attendants and the bride to process down the center aisle.
- The entire wedding party may process down the center aisle.
- If you wish to use the processional cross, the director can secure a trained crucifer from the church with advance notice. An honorarium is suggested for the crucifer (see fee schedule on page 15). If you choose to use a family member, he/she must be at least 14 years of age.

Following the rehearsal, the wedding director will instruct the ushers concerning their duties in seating guests and family members. The director will also familiarize the wedding party with the location of the dressing areas, church parlor, church library, and restrooms.

Wedding Party Behavior

- Members of the wedding party must not arrive at the wedding rehearsal under the influence of alcohol/illegal drugs. The possession or use of such is not permitted on the church campus.
- The church is a non-smoking environment, including e-cigarettes.
- If this policy is abused, the wedding director has the authority to delay the rehearsal.

The Wedding Day

The wedding director will determine with the bride the arrival time for all of the wedding party. The wedding party should enter through the rear of the church (Curtis Entrance) or as discussed with your wedding director.

Arrival and Space for Bride

- It is recommended that the bride and bridesmaids arrive 2 hours before the wedding time. This is sufficient time to dress and have pictures made.
- The bride and bridesmaids may dress in the Church Parlor. The Church Parlor is not equipped to handle extensive hair and make-up preparations.
- If additional space is needed for family, please let the Administrative Assistant to Discipleship Ministries know 2 weeks in advance.

- A wedding director and an assistant will arrive 2 hours before the wedding and will help make the day go smoothly for the bride and the bridal party. The wedding director and assistant will be present until after the pictures have been taken following the ceremony.
- Please have party and family stay in assigned areas for bride's sake.
- The bride is asked not to hang dress on 3-fold mirror cabinet. A brass hanger is provided.

Arrival and Space for Groom

- The groom and groomsmen need to arrive 1 ½ hours before the wedding time. It is suggested that the groom and groomsmen dress before arriving at the church.
- Men will wait in the Library. If necessary, dressing may occur in an adjacent bathroom.

Snacks

- You may want to provide some simple snacks and drinks for your wedding party, such as cheese, crackers, and fruit.
- Bottled water is the drink of choice. If water is spilled, the spot can be quickly dried.

Pre- and Post-Wedding Photos

- Inform all family members who are to be in pictures prior to the wedding that they need to be at the church 1½ hours before the ceremony.
- Inform all family members/friends who are to be in pictures after the wedding to meet in the Garden Gallery immediately after the ceremony. There will be no time to find a person. You must be finished with all pictures 30 minutes after the ceremony.

Wedding Starting Time

- The wedding will start on time. There will be no delays for the seating of guests who arrive late.

Wedding Conclusion

- Receiving lines are not recommended in the narthex of the church sanctuary immediately following the wedding ceremony.
- The bridal party must remove all personal items as soon as possible following the ceremony.

Wedding Party Behavior

- Members of the wedding party must not arrive at the wedding day under the influence of alcohol/illegal drugs. The possession or use of such is not permitted on the church campus.
- The church is a non-smoking environment, including e-cigarettes.
- If this policy is abused, the wedding director has the authority to delay the wedding.

The Reception

Kerr Fellowship hall is available for larger wedding receptions. For small receptions other rooms are available. Receptions should be scheduled through the church office at the same time the wedding is scheduled.

The church Food Services Manager will advise you on catering and available equipment (tablecloths, plates, cups, and silver) that the church has available for your use. You should advise the Food Services Manager (984-200-2610 or acarrington@esumc.org) of the room set-up at least 4 weeks in advance. You may choose to have a reception catered by the Food Services Manager who will handle plans and financial arrangements.

Outside caterers may be used but must be approved by the Food Services Manager and the caterer must prepare food and clean all dishes and utensils offsite. The kitchen will not be available for use. Wedding receptions extending after 5:00 pm will require additional maintenance and fees. The Kerr Fellowship Hall may be reserved the day before the wedding for decorating. Please schedule this at the time of your reservation.

Do not use rice/confetti/flower petals/sparklers inside the church building. Please only use birdseed or bubbles outside as you exit the building. Sparklers can be used outside and are to be extinguished in sand buckets as soon as they are out. Sand buckets are furnished by the bride.

Use of church audio or video equipment installed in Kerr Hall must be approved by the Calendar and Events Coordinator. If you need help with plans for dancing, music, etc., contact the Calendar and Events Coordinator (calendar@esumc.org). There may be an additional charge if there are AV requirements in Kerr Hall.

The wedding director is not responsible for managing the reception unless agree upon by both parties at an earlier time.

Parking at the Church

On weekdays, Monday-Friday

- Parking is always available in the rear lot of the church, accessible via Dawson Street or McDowell Street.
- After 5:00 pm, parking is also available in the paved lot on the NW corner of the Dawson and Edenton Street intersection (across Dawson from the sanctuary), accessible via Dawson Street or Edenton Street.

On weekends, Saturday-Sunday

- Rear lot of the church, accessible via Dawson Street and McDowell Street.
- Paved lot on the NW corner of the Dawson and Edenton Street intersection (across Dawson from the sanctuary), accessible via Dawson Street or Edenton Street.

A map may be found on the church website (www.esumc.org/parking). Some GPS systems navigate more successfully if you input 122 N. McDowell Street.

Marriage License

Please bring the marriage license to our Administrative Assistant to Discipleship Ministries two weeks before the wedding. In order to obtain a marriage license and certified copy visit the Wake County Register of Deeds site:

<http://wakegov.com/rod/vitalrecords/marriage/Pages/default.aspx>

If you wish, you may include a check made payable to the Register of Deeds (\$10 for each copy requested) for your certified copies with your marriage license. The church office will mail it with your license following the wedding.

Fees and Honorariums

Weddings require special services on the part of the church staff. It is necessary to indicate the financial responsibilities involved. The following fee schedule details these costs.

There is no building use fee; however, there is a maintenance fee to open, close, and clean-up the church for wedding events. Also, the fee for the organist is required when the organist is used (the basic fee covers a consultation with the bride, the rehearsal, and the wedding; when an additional rehearsal is required with the organist, there is an additional fee).

Payment to the Church

- The maintenance and organist fees should be paid by one check made out to ESUMC and brought to the Administrative Assistant to Discipleship Ministries no later than four weeks prior to the wedding, preferably along with your marriage license.

Payment to Individuals

- Fees for soloist(s) and instrumentalist(s) who are not church employees are to be paid directly to the individual(s).
- Honorariums for the officiating minister(s) (given by the groom) and wedding director(s) (given by the bride) are customary and are to be given directly to those individuals. A good time to handle this is at the rehearsal.

Fees

Maintenance

| | |
|---|-----------------------------|
| Wedding (Sanctuary) | \$500 |
| Wedding (Sanctuary under 25 people, no rehearsal) | \$300 |
| Wedding (Brown Chapel-75 people) | \$300 |
| Reception (Kerr Hall) | \$350 |
| Rehearsal Dinner (Kerr Hall) | \$200 |
| Rehearsal Dinner (Room 251) | \$150 |
| Receptions extending after 5:0 pm | \$50 (per hour, per worker) |

Music

| | |
|--|----------------|
| Organist (Associate DOM) | \$350 |
| Rehearsal with soloist (Associate DOM) | \$50/rehearsal |
| Rehearsal with instrumentalist (Associate DOM) | \$50/rehearsal |

Miscellaneous

| | |
|--------------------------------|-------------|
| Church Videographer | \$250 |
| Additional Copies of Video | \$10 (each) |
| Window Hurricane Globe Candles | \$100 |

Receptions

Quoted directly through the Food Services Manager.

Honorariums

| | |
|--|---------------------|
| Officiating Pastor | \$300 |
| Officiating Pastor (out of town wedding) | \$500 |
| Wedding Director | \$200 |
| Assistant Wedding Director | \$100 |
| Acolyte | \$25 |
| Guest instrumentalist(s) | Musician quotes fee |

* Extra costs for clergy are incurred for traveling for out-of-town weddings and this honorarium covers these expenses.

Contact Information

| | |
|---|---|
| Website | www.esumc.org |
| Main Office | (919)832-7535 |
| Fax | (919)829-5780 |
| Gwen Cummings, Administrative Assistant to Discipleship Ministries | (984)200-2616 gcummings@esumc.org |
| Bradley Burgess, Associate Director of Music | (984)200-2634 bburgess@esumc.org |
| Angela Carrington, Food Services Manager | (984) 200-2610 acarrington@esumc.org |

To-Do Checklist

Please keep for you preparations.

Ten weeks out

- ___ Schedule a future meeting with the Associate DOM, Bradley Burgess, to discuss music and the order of service.
- ___ Schedule a future meeting with the ESUMC wedding director, through Gwen Cummings.
- ___ Schedule a future meeting with the officiating pastor for marriage counseling and final confirmation of the order of service.
- ___ If you desire a guest pastor to be involved, ask the officiating pastor's permission.

Eight Weeks out

- ___ Be in contact with wedding director, who will reach out to you.
- ___ Arrange for altar flowers to be left for Sunday's worship, if you desire and it is available.
- ___ Make plan to get marriage license (must be within 60 days of wedding).

Four Weeks out

- ___ Make payment to church for maintenance and organist (See fee schedule on p. 15)
- ___ Finalize in-house reception plans with Food Services Manager, if needed.

Two Weeks out

- ___ Turn in marriage license to Gwen Cummings.
- ___ Request additional pre-service preparation space (beyond the Parlor and Library), if needed.

One Week out

- ___ Prepare fees/honorariums for instrumentalists, pastors, directors, etc. to be given at wedding rehearsal.



Please complete and return to Gwen Cummings (gcummings@esumc.org).

Wedding Date: _____ Time: _____ Minister Requested: _____

Rehearsal Date: _____ Time: _____ Location: _____

Bride's Full Name _____ Preferred _____

Address _____

City _____ State _____ Zip _____

Telephone (cell) _____ (home) _____ (work) _____

Email _____

Birthdate _____

Church Membership _____

Date joined ESUMC _____

Present Martial Status (single, widowed, divorced-date of decree) _____

Bride's Parents _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Parents' Church Membership _____

Groom's Full Name _____ Preferred _____

Address _____

City _____ State _____ Zip _____

Telephone (cell) _____ (home) _____ (work) _____

Email _____

Birthdate _____

Church Membership _____

Date joined ESUMC _____

Present Martial Status (single, widowed, divorced-date of decree) _____

Groom's Parents _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Parents' Church Membership _____

Reception (Y/N) _____ Location _____

New Address after Marriage _____

City _____ State _____ Zip _____

Wedding Party

Maid/Matron of Honor _____

Bridesmaids _____

Best Man _____

Groomsmen _____

Children attendants (at least 5 years old) _____

Other Participants (i.e. guest minister, reader, etc.) and Contact Information

Bride to dress in church parlor? (Y/N) _____

Who accompanies bride and presents her in marriage? _____

Bride's Grandparents to be seated _____

Groom's Grandparents to be seated _____

Other persons to be seated _____

Wedding Details

Number of Guests expected _____

Altar flowers will be (check one): _____ taken by bride _____ left for church use

If left for church use, you may provide an honorary statement for the bulletin at least 1 month prior to wedding date.

Church Window Candles (Y/N) _____ Unity Candle (Y/N) _____

Paschal Candle (Y/N) _____ Processional with Cross/Acolytes (Y/N) _____

Holy Communion (must include all in attendance) (Y/N) _____

Photographer _____ Phone: _____

Pictures Before Ceremony: _____ Sanctuary _____ Courtyard

Pictures After Ceremony: _____ Sanctuary _____ Courtyard

Florist _____ Phone: _____

Videographer _____ Phone: _____

Other Special Requests/Details _____

Please note: Ceremony minister will be assigned by the Senior Pastor. If changes/updates need to be made to this event, please notify Gwen Cummings in writing no later than six weeks prior to wedding date. Changes in start times may not be possible after event is confirmed.

Policy Agreement

I have read this policy and agree to honor its contents.

Name

Signature

Date



Floral Arrangement Rules

Please give this sheet to your florist so they are clear on the expectations of ESUMC.

- You may use two flower arrangements, each measuring 34-36 inches high and 24-30 inches wide, excluding the church vases.
- You may also use a single flower arrangement centered on the altar, measuring between 34-36 inches high and 24-30 inches wide, excluding the church vases.
- A white #4 or #10 paper mache container will fit into the brass altar vases. A liner measuring 9 inches can also be accommodated.
- You may elect to have only greenery on the altar.
- No flowers are to be placed on the altar rail, lectern, pulpit, or piano.
- Delivery should take place no less than 2 ½ hours before the ceremony.

Photography Rules

Please give this sheet to your photographer so they are clear on the expectations of ESUMC.

During the Service

- Photographers and/or guests are not allowed to take flash photography
- Photographers may take pictures only from the balcony during the service, using only existing light or timed exposure
- Interference by the photographer with the seating of guests or family members or the directions of the wedding director is not permitted.

Prior to the Service

- All pre-wedding pictures in the sanctuary or outside must be finished 45 minutes before the wedding and we ask that all photography equipment is removed at that time.
- If pictures in the church courtyard or outside are to be taken before the wedding, please consult your wedding director so the doors will be unlocked to this area.
- Bridal pictures/portraits are permitted in the church. Special arrangements need to be made with the Administrative Assistant to Discipleship Ministries to reserve the sanctuary or courtyard.

After the Service

- The photographer will have 30 minutes after the wedding inside or outside the church for pictures.
- All photo equipment must be removed from the sanctuary within 45 minutes after the ceremony.

Rehearsal

- Photographers who attend rehearsals should be unobtrusive. Time will be allotted for consultation following the rehearsal.

Group Photos

- Please notify family members who are to be in group pictures. It is recommended these be taken first.
- If at any time the wedding director views the posing of any of the wedding party as inappropriate, she has the right and the responsibility to stop the photographer from taking such a picture.

The best entrance for photo equipment is through the Curtis Entrance (rear of the church). If the photographer has any further questions he/she may contact Gwen Cummings at (984) 200-2616.

Please give this sheet to your videographer so they are clear on the expectations of ESUMC.

Pre-Service Set-Up

- Videographers must have their equipment in place and operational one hour before the wedding is scheduled to begin.
- Only stationary equipment will be allowed.
- Video cameras may be placed in the doorways on the far right or left side of the chancel area and/or in the balcony. Video equipment should not be visible to the congregation.
- Audio connections can be made to the house sound system if needed, with prior arrangements.
- The use of floodlights and movie cameras are prohibited
- Personnel must be unobtrusive in the narthex area and sanctuary prior to the wedding, and may not interfere with the logistics or directions from the wedding director.

Rehearsal

- Videographers who attend rehearsals should be unobtrusive. Time will be allotted for consultation following the rehearsal.

The best entrance for video equipment is through the Curtis Entrance (rear of the church). If the photographer has any further questions he/she may contact Gwen Cummings at (984) 200-2616.