

Wedding Policies
First United Methodist Church
Independence, Kansas

Adopted: September 16, 2002

Revised: November, 2016

1. Members and immediate family of members may use the buildings of First United Methodist Church for a wedding, rehearsal dinner and/or reception if the rooms needed are not in use for ministries of the church, (building use policy and fees apply). The buildings are not available for the wedding of non-members.
2. The pastor of First United Methodist Church will schedule all weddings held in the church. The appointed pastor will conduct all wedding services. Elders of other United Methodist Churches are invited to collaborate with the current appointed pastor. Pastors from other faith traditions will co-officiate at the direction of the appointed pastor.
3. The wedding, rehearsal, and appointments for premarital conversation should be scheduled with the pastor and the office administrator at least 60 days prior to the date desired for the wedding.
4. A couple seeking to be married at First United Methodist Church will have three premarital conversations with the pastor. The agenda for these conversations will include:
 - a. Time for getting acquainted, sharing stories.
 - b. Participation in Premarital Conversations Workbook designed to increase a couple's awareness of their relationship strengths and potential work areas.
 - c. Planning for the wedding service.
5. Your wedding is the Christian celebration of your love and commitment to each other and to God. At First United Methodist Church, we want to minister to you, through your wedding service. This sacred ceremony, in which you enter into a covenant with God and one other, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence in your wedding and purposely asking for God's blessing upon the marriage. Weddings conducted at First United Methodist Church must be in keeping with the faith traditions of the United Methodist Church.
6. Music chosen for the service should be appropriate to the worship of God. Selections will be reviewed and approved by the pastor. CD's must be received two weeks prior to wedding. Proof of music purchase is required, if on copied CD, to honor copyright regulations.
7. Couples are responsible for contracting for the services of an organist, pianist and/or other musicians. The fees for such services are negotiated with the musicians. Guest organists must be approved by the choir director or church organist prior to using the organ and are expected to coordinate practice times with the church organist.
8. The First United Methodist Church has a Wedding Coordinator, **whose services must be used. The Wedding Coordinator** helps with arrangement of the facilities, the rehearsal and the wedding. A fee is given to the coordinator for his or her services.
9. The furnishings in the sanctuary, including the Chancel and Altar, are not to be removed or rearranged except by agreement of the pastor or the Wedding Coordinator.

10. **Candles for the altar are provided by the church.** Two seven branch candelabra and pew candle stands are available. The couple will need to provide ‘no drip’ candles and plastic drop clothes for the candelabra and ‘no drip’ candles for the pew candle stands. If a wedding candle is used in the service, it also is provided by the couple.
11. Only the designated photographer may take pictures in the sanctuary during the processional. There will be no flash pictures taken during the service itself. During the service, pictures may be taken without flash from the back or the balcony. The service may be videotaped from the balcony. No pictures may be taken from choir loft during ceremony.
12. There is to be no smoking in the church building or on the church grounds. Alcoholic beverages and illegal drugs are not to be consumed in the building or on the premises of the church. No beverages allowed in the Sanctuary or Chapel, with the exception of infants. Firearms are not to be carried into the building.
13. Couples may make arrangements with the congregation's nursery coordinator to make the nursery available during the wedding service. Do not leave children unattended in the nursery.
14. No rice! After the service, wheat and bird seed may be distributed outside the building and thrown outside the building.
15. An aisle runner may be used but must not be tacked down.
16. The church is not responsible for the loss or damage of personal items brought to the church for use in the wedding or wedding reception or for the loss or damage of gifts brought to the church. The wedding party is expected to remove personal items immediately after the wedding.
17. Use of the kitchen and serving pieces are governed by policy established by the United Methodist Women.
18. Building Use Policy and Equipment Use Policy are to be reviewed and followed.

19. **Fee Schedule:**

Wedding Fee Schedule:

Members

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| • Deposit required in the amount of \$100 refundable after event based on condition/cleanliness of facilities | \$100 (refundable) |
| • Sanctuary Utilities, Preparation and Clean-up | \$200 |
| • Chapel Utilities, Preparation and Clean-up | \$100 |
| • Reception or Rehearsal Dinner in Gault Parlor and Dining Room:
Use of Serving Pieces: Set by the United Methodist Women | \$50 |
| • Reception or Rehearsal Dinner in Wesley Center:
Use of Serving Pieces: Set by the United Methodist Women | \$200 |
| • Personnel: | |
| Clergy | \$150 |
| Musicians | Negotiated with the Musicians |
| Wedding Coordinator | \$150 |
| Audio System Technician | \$45 |
| • Media Equipment and Technician | \$100 |