



*Your
Wedding
Planner*

 **Broadway**
United Methodist Church

B. WEDDINGS

BROADWAY UNITED METHODIST CHURCH WEDDING POLICY

Planning Your Wedding

Marriage was instituted by God, blessed by Jesus in Cana, and still remains God's plan for a man and a woman. It is appropriate that Christians be married in a church, invoking God's Blessing of the founding of a Christian home.

A church wedding is a service of worship in which a Christian commitment is made. We believe that marriage is regulated by God's commandments, blessed by Jesus Christ, and to be held in honor among all people.

In order that weddings in the church may conform to high Christian standards and proceed with decorum and dignity, the following guidelines and procedures are made. These guidelines and procedures will assure your wedding will be both meaningful and cherished.

The pastor, staff, and members of Broadway United Methodist Church wish you all the best as you approach your wedding and begin your new life together.

Scheduling Your Wedding

To reserve a date for your wedding, contact the church office. The Administrative Assistant will provide you with a copy of our Wedding Policy, including the necessary forms to be completed and a list of fees.

Read all the guidelines and procedures, complete the Wedding Reservation Form, and return it to the Administrative Assistant. Once your date has been confirmed, it will be placed on the church calendar and you will be contacted. As soon as possible, please complete the Wedding Information Sheet and return it to the Administrative Assistant along with a non-refundable \$100 deposit. This deposit will be deducted from your total fees, except for those to be paid directly to the responsible person.

Priority will be given to members; therefore, dates for non-members will not be confirmed more than 10 months in advance.

Pastoral Staff

All couples are expected to use the pastoral staff of Broadway United Methodist Church. If the couple wishes to use another pastor, the pastoral staff of Broadway United Methodist Church must be consulted, approve the request, and extend an invitation to the other pastor.

Once the wedding has been placed on the church calendar, it is the responsibility of the couple to contact

the pastoral staff of Broadway United Methodist Church to schedule the required pre-marital counseling sessions (a minimum of four hours recommended). If the counseling sessions will be conducted by another pastor, the pastoral staff of Broadway United Methodist Church will approve this request.

Wedding Service Music

The wedding is a service of worship and the music must maintain reverence and give glory to God. All music must be approved by the church organist, Director of Music, or designated representative of the church. Popular music may not be appropriate for the wedding ceremony, but may be better suited for the reception. The church organist will assist in making suggestions for appropriate music for the wedding ceremony.

The church organist will play for all weddings in the church that require an organist. A substitute may be obtained if a scheduling conflict arises. Any substitute organist must be approved by the church organist, Director of Music, or designated representative.

If a pianist is desired in place of an organist, the church organist can fulfill those duties. If the wedding party requests a different pianist, the substitute must be approved by the church organist, Director of Music, or designated representative.

Soloists, musicians, and their musical selections must be approved by the church organist, Director of Music, or designated representative.

All music details must be finalized two weeks before the wedding.

Fees should be paid directly to the musicians no later than the day of the rehearsal.

Wedding Coordinator

Once your wedding is placed on the church calendar, a wedding coordinator from Broadway United Methodist Church will be assigned by the Administrative Assistant and the name and phone number of the wedding coordinator will be given to the couple. The wedding coordinator will meet with the couple to go over the Wedding Policy, discuss their wishes for the wedding ceremony, and assist the couple in completing the Facility/Services Request. If the couple wishes to use a separate wedding director, the wedding director must also meet with the couple and the wedding coordinator. It is the wedding coordinator's responsibility to make sure your wedding plans are in accordance with Broadway United Methodist Church's wedding policy and to see that your plans are carried out in accordance with your wishes.

The wedding coordinator will provide your florist, photographer, and caterer, if your reception will be held at the church, with a copy of the policies and guidelines and will make sure they understand these policies and guidelines.

The wedding coordinator will be present at the rehearsal to direct the wedding party during the rehearsal according to your plans and to show the wedding party where they will dress on the day of the wedding. She will also assist your wedding director, if you choose to use a separate wedding director.

On your wedding day, she will be available prior to the service to assist the wedding party as needed. If no wedding director is present, she will direct the wedding party into the church as rehearsed.

Custodial Staff

The custodial staff of Broadway United Methodist Church will be available for the rehearsal, the wedding service, and the reception (if held at the church). Fees for the services indicated on the Facility/Services Request will be paid directly to the custodian no later than the day of the rehearsal.

Facilities

The Sanctuary

The sanctuary is a holy place of worship and should be respected in that manner. The communion table, cross, altar candles, and other items in the chancel area will be the central focus of the setting, and any additional decorations will complement these symbols. No article in the chancel area, except for the flags, may be removed to accommodate decorations or the arrangement of the wedding party. The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. Moderation should be exercised with additional decorations. All equipment, supplies, and floral arrangements must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

The Chapel

The chapel is adjacent to the sanctuary and is also a holy place of worship and should be respected in that manner. All criteria of use are the same as the Sanctuary section above.

Fellowship Hall

The W.R. Allen Fellowship Hall is available for rehearsal dinners and receptions. This area has chairs and several sizes of tables. The custodian will arrange the room setup with advance notification. All food and drink is to remain in the fellowship hall and not be taken elsewhere in the church. The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. The hanging of paper decorations from the ceiling is allowed using plastic grid clamps only. Care must be taken not to damage the ceiling tiles or framework.

All equipment, supplies, and floral arrangements must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

Kitchen

The kitchen is available for food arrangement only. Cooking will not be allowed. Pre-made items may be reheated or kept warm. The dinnerware, flatware, and all other kitchen related items including the automatic dishwasher are not to be used.

The Parlor

The parlor located on the second floor is available for the bridal dressing room. Restroom facilities are close by the parlor.

Additional Rooms

Extra rooms are available for the groom and groomsmen dressing. The wedding coordinator will designate any additional rooms as required.

Smoking is not allowed inside the building at any time. The designated smoking area is across

Broadway Avenue away from the church entrance.

The Rehearsal

Please allow at least one hour for your rehearsal. All members of the wedding party, including all family members who will be seated immediately prior to the processional, should be at the church at least 15 minutes prior to the scheduled rehearsal time.

The minister and the wedding coordinator will coordinate the rehearsal. Ushers will be instructed and those chosen to seat the mothers/grandmothers will be shown exactly what they are to do. The wedding coordinator will assist the bride and wedding director, if present, in placing the wedding party; both the processional and recessional will be rehearsed.

All musicians should be present at the rehearsal, especially if musical selections are to be used in the actual service. A separate rehearsal with the organist can be scheduled if needed.

The wedding coordinator will assure that all parties are comfortable with their roles before ending the rehearsal. The rehearsal is the time to make last minute changes to your plans.

The Wedding

The bride and wedding coordinator will decide what time the wedding party should arrive at the church on the day of the wedding. The wedding coordinator will make sure the church is unlocked and the lights are on in the appropriate areas. The wedding coordinator will make sure the temperature in the sanctuary and/or chapel, the parlor, and any other rooms to be used for dressing is comfortable. The wedding coordinator will be available to assist the wedding party, florist, and caterer as necessary.

The Decorations

Once your wedding is placed on the church calendar, you will be given the name of the altar guild members who will be serving the month of your wedding. They will be familiar with these policies and will work with you, the wedding coordinator and your florist to plan the decorations for your wedding. We expect the same care will be exercised in protecting the church furnishings as you would exercise in protecting the furnishings of your home. Any damages done to the church building, furniture, fixtures, or equipment will be the financial responsibility of the bride and groom. The extent of any damage will be ascertained and the cost evaluated by the Board of Trustees.

Paraments in both the sanctuary and chapel will be changed to white for your wedding. See the guidelines the sanctuary regarding items in the chancel area. Seasonal decorations in the church may not be removed. Tasteful outdoor decorations may be used on the front doors and the front railings.

The church has two 7-candle candelabras that may be used, if desired, along with the 2 altar candles. Lighted candles are permitted in the chancel area only by order of the fire marshal. Aisle candles and light attendant arrangements are strictly prohibited. A Kneeling Bench is also available for your use.

ONLY SILK FLOWER PETALS MAY BE USED BY FLOWER GIRLS.

Only bubbles may be used and only outside the church building. Birdseed, rice, sparklers, or any similar material may not be used at any time inside or outside the church building.

The flower cooler will be available for your flowers for the day of your rehearsal and your wedding day. Flowers belonging to Broadway United Methodist Church will not be removed from the cooler to make

room for your flowers. Either the wedding coordinator or one of the altar guild members will meet with your florist concerning use of the cooler prior to the delivery of any flowers to the church. Please let the wedding coordinator or one of the altar guild members know if the altar flowers from your wedding will be left to use for Sunday services. If so, they will be acknowledged in the church bulletin. If flowers for the Sunday following your wedding have already been reserved, your flowers will be placed on the altar in the chapel.

All decorations will be removed immediately following the ceremony and the chancel area set for Sunday services. Items that must be left overnight will be stored in a location designated by the wedding coordinator.

Sound System and Sound Technicians

If the sound system is used, an approved sound technician must be used for all wedding related events at the church. The usage of the sound system is to enhance worship. Usage of microphones and stands should be limited and discretely placed as not to detract from the focus of the worship area.

Sound tracks that are worshipful will be permitted to backup singers or in-lieu-of an organist. All tracks must be approved by the pastor, wedding director, or designated church official. The sound levels will be balanced to maintain a pleasant and worshipful atmosphere.

The Rehearsal Dinner/ Reception

The W. R. Allen Fellowship Hall is available for your rehearsal dinner and your reception. All food and beverages should be provided by a caterer. See the guidelines pertaining to use of the kitchen and other kitchen related items and equipment.

You will need to meet with the wedding coordinator to discuss your plans for your rehearsal dinner or reception at least one month prior to your rehearsal dinner or reception. She will notify the custodial staff concerning how you wish the fellowship hall to be set up. Linens are available for a fee.

No alcoholic beverages are allowed on the church property.