

# Wedding Policy



## Wesley Chapel United Methodist Church

**1109 South State Street  
Little Rock, Arkansas 72202  
(501) 374-7893 Telephone  
(501) 371-0465 Fax  
[www.wesleychapel@gmail.com](mailto:www.wesleychapel@gmail.com)  
WesleyChapelLR@gmail.com**

# Wesley Chapel United Methodist Church

## TABLE OF CONTENTS

Greeting .....	3
Consultation with Clergy .....	3
Guest Clergy .....	3
Scheduling of Rehearsal, Wedding, and Reception.....	4
Planning for your Wedding .....	4
Decorations, Candles, and Flowers .....	5-6
Music .....	6
Photography/Video Recording.....	7
Sound System .....	8
Appendices .....	9-10
Notes .....	11
REMINDERS .....	12
Wedding Forms:	
Wedding Fees Remittance Form.....	13
Wedding Party Information Form .....	14

# THE WEDDING POLICY OF WESLEY CHAPEL UNITED METHODIST CHURCH

This policy is prepared for the purpose of assisting persons making plans for weddings at Wesley Chapel United Methodist Church located in Little Rock, Arkansas, and to help them to have a wedding ceremony that is not only one of the most meaningful experiences of their lives, but also as problem-free as possible. The Church is certainly an appropriate setting for a Christian wedding. This thinking is reinforced because Jesus blessed marriage by his presence at a marriage feast in Cana of Galilee. (John 2:1-11.) Jesus also made reference to the institution of marriage. (Mark 10:6-9 and Matthew 22:30.) In Christian marriage, man and woman are so joined together that their physical union becomes a spiritual bond in which "the two shall become one"; without the presence and blessing of God, as Christians we believe this would not be possible.

To ensure adequate planning and execution of your wedding, we strongly recommend that you obtain the services of a wedding director/coordinator. A designated member of the Wesley Chapel United Methodist Church or the Church Secretary will act as liaison between the wedding party and the Church. If a wedding director/coordinator is not hired to help plan and supervise the wedding, a member from Wesley Chapel UMC or the Church Secretary will gladly assist you, but a fee will be charged according to the Fee Schedule which is a part of this wedding policy.

## **I. THE MINISTER AND THE SERVICE**

- A. The officiating minister requires 6 pre-marital counseling sessions with the couple before, any marriage ceremony can be performed so that arrangements for the wedding can be outlined, the marriage ceremony reviewed, music discussed, and the principles of a Christian home discussed.
- B. One of the pastors of Wesley Chapel UMC will officiate in all marriage services. However, if a minister other than the pastor of Wesley Chapel UMC is to officiate for the wedding ceremony, this must be first discussed and approved by the Wesley Chapel Senior Pastor before any final arrangements are made, in order for the Senior Pastor to extend the proper invitation, which in most cases he/she will be glad to do. The role of the visiting pastor will be determined by the Wesley Chapel pastor in consultation with the couple. All pastors wear liturgical robes and stoles.

Pastors of other churches are welcome to borrow a robe and stole when assisting in a service.

- C. A wedding director/coordinator is in charge of the details of the wedding ceremony, and the officiating pastor is in charge of the wedding ritual. As it pertains to questions concerning the wedding ritual, the officiating pastor's decisions are final.
- D. A printed order of worship e. g. "program" is the responsibility of the wedding party and is subject to approval by the officiating Wesley minister. The officiating minister must be provided with a "draft copy" of the "program" at least ten (10) days prior to the wedding.
- E. An Informal Wedding is one that without a processional, no music, flowers, photographs, nor candles. It requires no rehearsal. Information regarding fees for such weddings is listed in the fee schedule.

## II. REHEARSAL AND WEDDING DATES

- A. A date for the wedding may be placed on the church calendar only after the prospective bride and groom have had an initial consultation with the Senior Pastor to discuss and complete the Wedding Request Form and pay a \$200 deposit fee.
  - 1. The deposit fee will be applied toward other fees assessed for the wedding.
  - 2. The date for the wedding WILL NOT be confirmed or placed on the church calendar until the \$200 deposit is received in the Church Office.
- B. Only one wedding will be scheduled on a given day, and this will be on a first-come, first-served basis.
- C. No wedding shall be scheduled later than 3:00 p.m. on Saturdays or 6:00 p.m. weekdays.
- D. No wedding shall be scheduled for Sunday, on a national or church holiday or the two weeks before Christmas or the two weeks before Easter.
- E. Weddings having music and a bridal procession **must** have a rehearsal, usually held the evening before the wedding.
  - 1. The bride and groom, their parents (where appropriate), their attendants, ushers, and the wedding director/coordinator should be present for the rehearsal.
  - 2. Allow no more than 2 hours for the rehearsal.
  - 3. Appropriate dress must be worn to the wedding rehearsal.

F. Strict observance of the following rules is required as relates to the wedding rehearsal:

1. Everyone in the wedding party should arrive fifteen minutes prior to the rehearsal. *All members of the wedding party are expected to attend and be on time.*
2. Parents should be present for the rehearsal.
3. The ushers and any readers should also be present at rehearsal.
4. **The groom should deliver the marriage license to the officiating pastor at the beginning of the rehearsal.**
5. Food and beverages are not permitted in the Sanctuary.
6. The rehearsal will not be conducted when any member of the wedding party is under the influence of alcohol or drugs.

### III. DECORATIONS

A. Decorations may not hide or modify the worship symbols in the chancel area of the church.

1. The worship symbols include, but are not limited to, the cross, the Bible, the candles, Lord's Table, paraments, and pulpit.
2. Seasonal decorations in the sanctuary related to the church's liturgical year **WILL NOT** be removed for the wedding.

B. Sanctuary furniture

1. Furniture may not be moved without consulting with the church.
2. If approved moving of sanctuary furniture, the actual moving will be carried out by Wesley Chapel Staff.

C. Use of candles

1. Placing candles or candle holders on the pews or on the window sills is prohibited.
2. All candles must be drip-less. Even with the "drip-less" candles, protective coverings must be placed on the floor underneath all of the candles to prevent wax from spilling on the floor, carpet, woodwork, etc.

3. The church has candelabras which may be used for the wedding if arrangements are made in advance (fees included).
  4. Removal of any wax on carpet, furniture, woodwork, etc., is the responsibility of the wedding party.
- D. No flowers, candles, or other decorations may be placed on the organ or piano.
- E. Nails, tacks, staples, glue, tape, etc., may not be used on any woodwork in the Church.
- F. Wire or other material which may scratch or otherwise injure any woodwork may not be used.
- G. Only artificial, e. g., silk petals may be dropped on the floor; fresh flowers or petals **may not** be dropped on the floor in the sanctuary or any other part of the building.
- H. To decorate the Sanctuary and/or Fellowship Hall, the bride (or her designee) must make an appointment with the Church Secretary.
1. The Church Secretary must be advised of the date and time and length of time the florist needs to have the building open so arrangements can be made for a church representative to be on hand at the day and time specified.
  2. The normal schedule for the building to be open is Monday through Thursday from 8:30 a.m. to 2:30 p.m. Saturday and any other times require the opening of the building only by appointment.

#### **IV. MUSIC**

- A. Music selected for a wedding service must be music appropriate for Christian worship. Taped or recorded music played for the service should be sacred and chosen in consultation with the pastor.
1. Since a wedding in a church is a worship setting, secular love songs are inappropriate for this type of worship setting and may not be used.
  2. This policy in no way suggests that there is anything wrong with secular music; it simply is not considered appropriate for this type of worship setting. Rather, it is concern for the sanctity of the service of Christian marriage that prompts these guidelines rather than an attempt to proscribe a certain taste.

B. If the wedding party prefers to use pre-recorded music played through the church's sound system, the bride must make arrangements with the Church's Sound System Operator through the Church Secretary.

1. All pre-recorded music must be on CD (no other format), and the CD must contain only the music to be used during the wedding ceremony.
2. There is an additional fee if the Church's Sound System Operator does the copying to accomplish this requirement.

## **V. PHOTOGRAPHY/VIDEO**

### A. Still photography

1. Photographs may be taken in the sanctuary prior to the wedding. All photographing must be completed and all equipment removed 30 minutes before the time of the ceremony.
2. Non-flashing pictures or natural light photographs may be made during the ceremony from the balcony or from the back of the sanctuary as long as taking pictures does not disrupt the wedding ceremony.
3. The wedding party may return to the sanctuary after the service for an additional 30 minutes of picture taking.

### B. Videotaping and/or audio recording recordings

1. Video recordings may be made from a fixed location (including multiple fixed locations) during the wedding ceremony but must not interfere with the ceremony.
2. Moving around the sanctuary with hand-held video cameras during the wedding ceremony is strongly discouraged. No recording or flash photos should be done during prayer.
3. The officiating pastor shall have final approval of the locations) of all video cameras.

C. It is the responsibility of the person engaging the photographer and/or videographer to make clear the Church's restrictions and rules.

D. These policies apply to professionals engaged by the wedding party for the purpose of both still photography and videography, as well as to wedding guests using their personal cameras.

## **VI. SOUND SYSTEM**

- A. The standard fee for the rehearsal and wedding provides for the following:
1. Two-fixed-position microphones, one at the lectern and one at the pulpit (for soloists, if desired.)
  2. A hand-held microphone available in the choir loft (for soloists.)
  3. A CD player, as a part of the sound system.

Any **special** sound system arrangements, including the use of pre-recorded music must be made at least four weeks in advance of the wedding date.

- B. If additional microphones, public address, or sound equipment is desired, an additional \$50 fee is required, and the wedding party must bear the cost of leasing all additional equipment. The cost of leasing is payable in advance.
- C. Only approved Wesley Chapel UMC personnel/volunteers are allowed to operate the sound system.

## **VII. FACILITIES**

- A. The Church will be open 3 hours before the wedding to allow the wedding party to dress, take pictures, and for the florists to decorate. The Church Liaison will ensure the building is unlocked and locked in a timely manner. All clean-up should be completed by one hour after the wedding has ended.

## **VIII. MISCELLANEOUS**

- A. Smoking in and around the Church is absolutely prohibited. The college is a smoke free environment.
- B. The use of or consumption of alcoholic beverages (including champagne punch) or illegal drugs on Church premises are also absolutely prohibited.
- C. No rice, bird seed, etc., may be used inside the church building, either in the Sanctuary, Fellowship Hall, or hallways.
- D. Any outside catering service must be approved by the Church Office, providing a copy of their license.



**IX. FINANCIAL ARRANGEMENTS**

- A. **Members** of Wesley Chapel UMC and their children are not charged for use of the facility.
- B. **Non-members** must pay a fee for the use of the Sanctuary for weddings and/or the Fellowship Hall for receptions or rehearsal dinners. Payment of fees helps to defray the actual expense of heating and/or air-conditioning the building and the extra custodial services that are required.
- C. **Both members and non-members** must pay costs associated with personnel who assist with their wedding.
- D. The fees outlined below do not pertain in any way to the officiating minister or organist. Arrangements should be made individually between those persons and the wedding party.
- E. Other charges are as follows:

- 1. **Officiating Minister’s Fee** (Members and Non-members).....  
\*to be arranged with the officiating minister, minimum of \$100
- 2. **Facility Use Fees (non-members only)**
  - a. Sanctuary without reception.....\$500
  - b. Sanctuary with reception in Fellowship Hall.....\$650

**3. Custodial Fee(s) (Members and Non-members)**

**NOTE:** The custodial fee is for “normal” custodial services, e. g., opening and closing the facility, providing heat and air, sweeping, mopping, vacuuming, etc. It DOES NOT include kitchen clean-up, washing dishes, etc. If there are any questions concerning the custodial services to be provided by the Church’s Custodian, the questions should be discussed with the Church Secretary BEFORE the wedding.

- a. Wedding without reception.....\$100
- b. Wedding with reception.....\$150
- c. Rehearsal dinner (in addition to the above fees).....\$50

4. **Church Musician Fees** (Members and Non-Members)...(to be arranged with the Musician.)

Fee includes one consultation, rehearsal, and the wedding. Additional charges may be required for any additional consultations.

**5. Sound System Fees** (Members and Non-members)

- a. Rehearsal and wedding.....\$75
- b. Additional microphones, PA, or other sound equipment.....\$50
- c. plus leasing cost.

**6. Informal Wedding fees**

<b>a.</b> Usage fee/Security Deposit ( <b>non-members</b> ).....	\$200
<b>b.</b> Custodian (Parsonage).....	\$50
<b>c.</b> Personnel.....	\$50

**F. All service fees listed above are payable at the Church Office at least ten (10) workdays (two weeks) prior to the wedding. Fees will be returned by business check if the wedding is cancelled.**

\* Please see attached fees form.

# NOTES




## REMEMBER!

- ✓ **Make reservations as early as possible. No date is secured on the Church Calendar until confirmed by the Pastor.**
- ✓ Rehearsal and ceremony are to begin when scheduled. (Clergy and musicians may have other appointments.)
- ✓ Absolutely no alcoholic beverages or illegal drug usage are permitted on the Church's premises.
- ✓ The florist and caterer should contact the Church Office to arrange an exact time to have the facility open to decorate.
- ✓ It is the responsibility of the wedding couple and to see that the policies in this brochure are followed by the florist, photographer, wedding party, and friends of the families and guests.
- ✓ The Church Secretary and the Pastor will be glad to assist in answering questions which may not be covered in this brochure.
- ✓ The Wesley Chapel Senior Pastor is the final authority on any question(s) arising concerning the use of the Church for a wedding.

**Wesley Chapel United Methodist Church**  
WEDDING FEES REMITTANCE FORM

This form is to be completed by the designated Wesley Chapel UMC staff personnel and signed by the Bride as soon as possible after the wedding is scheduled.

NAME OF BRIDE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME OF GROOM: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ANOTHER CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
WEDDING DATE: \_\_\_\_\_ DEPOSIT DUE: \_\_\_\_\_

*A refundable \$200 deposit is due at time of scheduling.*

FACILITY FEES: *(See wedding fee schedules on pages 9-10 for applicable fees.)*

SANCTUARY WEDDING: ..... Amount Due: \_\_\_\_\_  
Reception (Kitchen and Fellowship Hall)..... Amount Due: \_\_\_\_\_  
    Rehearsal Dinner (Kitchen and Fellowship Hall)..... Amount Due: \_\_\_\_\_

PERSONNEL FEES:

    Officiating Minister ..... Amount Due: \_\_\_\_\_  
    Wesley Staff Personnel ..... Amount Due: \_\_\_\_\_  
    Musician ..... Amount Due: \_\_\_\_\_  
    Sound System Operator ..... Amount Due: \_\_\_\_\_  
    Sound System equipment ..... Amount Due: \_\_\_\_\_  
Custodian for Sanctuary Wedding: ..... Amount Due: \_\_\_\_\_  
    If reception is held at church ..... Amount Due: \_\_\_\_\_  
    If rehearsal dinner is held at church ..... Amount Due: \_\_\_\_\_  
**TOTAL** ..... Amount Due: \_\_\_\_\_

**Please Note:**

**PASTOR'S HONORARIUM** is discretionary from bride/groom.  
**SECURITY DEPOSIT** is due at the time the wedding is scheduled with the Pastor and designated staff personnel on the church calendar. **ALL OTHER FEES** (Facility Fees and Personnel Fees) are due no later than 2 weeks prior to the wedding date. **If payment is not received by that date, the ceremony will be removed from the church calendar and made available to other groups to reserve.** All checks must be made payable to Wesley Chapel United Methodist Church and returned to the staff personnel at the church office. Security Deposit will be refunded within two (2) weeks after the wedding with the pastor's, custodian's and staff personnel's assurances that no damage has been done.

**I have read the Wesley Chapel UMC Wedding Policy and agree to abide by all policies noted therein and as such, accept responsibility for full payment of the fees quoted above by the due date.**

SIGNATURE OF BRIDE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE OF GROOM: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE OF STAFF PERSONNEL: \_\_\_\_\_ DATE: \_\_\_\_\_  
DATE DEPOSIT RECEIVED: \_\_\_\_\_ DATE REMAINING FEES DUE: \_\_\_\_\_

Original for Church Office-Administrative Assistant/Copy for Bride and Groom

**Wesley Chapel United Methodist Church**  
WEDDING PARTY INFORMATION FORM

Fill in the appropriate spaces. Return this form, signed by both bride and groom, to Wesley Chapel UMC office with security deposit of \$200.

WEDDING DATE: _____	REHEARSAL DATE: _____
NAME OF BRIDE: _____	PHONE: _____
BRIDE'S ESCORT: _____	RELATIONSHIP: _____
NAME OF GROOM: _____	PHONE: _____
MAID OF HONOR: _____	BEST MAN: _____
USHER: _____	USHER: _____
FLOWER GIRL: _____	RING BEARER: _____
BRIDE'S MAIDS: _____	GROOMSMEN: _____
_____	_____
_____	_____
_____	_____
_____	_____

*(Please list all family members who are to be seated individually.)*

BRIDE'S FAMILY _____	GROOM'S FAMILY _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MUSICIAN: _____	MUSICIAN: _____
MUSICIAN: _____	MUSICIAN: _____
ANOTHER CLOSE CONTACT _____	PHONE: _____
Professional (or other) Wedding Consultant: _____	PHONE: _____

Will any family member need accessibility/mobility accommodations? ( ) Yes ( ) No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_