

*Your Wedding
at*

University City United Methodist Church

*3835 West W. T. Harris Blvd.
(Harris Blvd at W. Sugar Creek)
Charlotte, North Carolina 28269*
Web site – www.ucumc.org

*Wedding Administrator (704) 369-8015
Fax: (704) 369-0481*

Your Wedding Guidelines

“and the two will become one” Ephesians 5:31”

Your wedding is one of the happiest and holiest moments of life. As you join your lives to establish a Christian home, the Church rejoices with you and is eager to help make the occasion of your wedding a beautiful and memorable one. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part – their sincerity and deep devotion to God and one another.

In the happy excitement of planning a wedding, you may have many questions so the following guidelines are given to assist you. University City United Methodist Church welcomes the opportunity to be involved in the beginnings of your Christian home through the service of holy matrimony. The Pastors, the Church staff, and the Wedding Coordinators will be glad to assist in any way possible.

Weddings are scheduled for University City United Methodist Church members only.

Facilities Available

For Weddings

Sanctuary (seats approx. 650 on main floor, 250 in balcony)

Chapel (seats approx. 94 people)

For Receptions/Rehearsal Dinners

Hospitality Suite (Worship Center)- (75 -100 people)

Fellowship Hall – (200 -300 people)

The Picnic Grove (adjacent to the Worship Centrum)

Scheduling for food arrangements using an outside caterer must be made through the Wedding Coordinator in consultation with the Trustee’s Facility Use Policy and confirmed on the church calendar.

Pastor (s)

It is our policy for our Pastors to be in charge of any wedding they perform, or are asked to assist in performing, in our Church. Due to the many demands on their time, we recommend that only one of our Pastors be invited to officiate at each ceremony. This allows our other Pastors to attend to pastoral care needs and other emergencies that may arise during scheduled wedding events.

If our Pastors are unable to perform the ceremony, you may request their assistance in securing another minister to officiate. In the event the bridal couple wants to include a pastor from another church/ denomination to perform or assist with the ceremony, an invitation must be issued at the sole discretion of the UCUMC Senior Pastor.

As soon as the date is confirmed on the Church calendar and with the officiating Pastor, you will be contacted by the Wedding Coordinator assigned to you.

Pre-marital Sessions

UCUMC requires that all couples participate in premarital counseling.

We believe that the best way to establish a strong marital covenant between a man and a woman is to prepare you in advance through a series of pre-marital counseling sessions with a pastor. The Pastor Performing your wedding is responsible for your premarital counseling.

The tool Pastor Gail utilizes in her counseling sessions is the PREPARE/ENRICH Marriage inventory. This tool is intended to assist couples in assessing their own relationship. Strength and growth areas are highlighted and lines of communications encouraged. The inventory takes 1 hour to complete, is mailed away for scoring (a fee of \$35:00 is required) and the results shared with you in 1 – 3, 1 hour sessions. Skill areas such as communication, conflict resolution, marriage expectations, spiritual beliefs, finance etc. are discussed in the follow-up session(s). This option is also available to couples who are being married /counseled by other pastors if this additional counseling is desired. To schedule for the Prepare/Enrich inventory please contact Pastor Gail Werstlein, gwerstlein@ucumc.org or 704-369-8007.

If you elect to receive pre-marital counseling from a pastor/counselor outside of UCUMC the facilitatory pastor/counselor will send a confirmation of your counseling to your officiating pastor at UCUMC.

The Service of Christian Marriage

The order of service shall generally follow the ritual of The United Methodist Church, located on page 864 of the United Methodist Hymnal or “A service of Christian Marriage II” found on page 128 of the United Methodist Book of Worship. You will meet with your officiating pastor to plan the order of worship.

Wedding Coordinator

In accordance with Trustees policy, each wedding that takes place on the grounds of UCUMC will have a wedding coordinator assigned by the church. Under the direction of the officiating Pastor, the Wedding Coordinator will consult with you regarding rehearsal and wedding ceremony procedures. As soon as the wedding date is scheduled on the Church calendar, the Wedding Coordinator will contact you for a personal conference to discuss policies and answer questions. The Wedding Coordinator is your direct liaison for church facilities and policies. She is trained to fulfill the role of Wedding Director and will provide the service as you choose.

Barring extraordinary circumstances, all rehearsals and wedding ceremonies are expected to begin at the prearranged times. Stand-ins will be secured for all members of the wedding party who are absent or late. This protects the personal time of Pastor(s), musician(s), and Wedding Coordinator. Rehearsal times must be scheduled to begin between 3:00 p.m. and 7:00 p.m.

Responsibilities of the Wedding Coordinator:

- 1. Meet with the wedding couple to review the wedding policy, answer questions, and review the schedule for arrival times for the rehearsal and wedding day.*
- 2. Assist the wedding couple with securing an appointment with the Minister of Worship and the Arts and the Music Associate, in order to plan the music and review policies pertaining to their area.*

3. *Secure the Sound Technician for the rehearsal, wedding, and other events as requested by the wedding couple*
4. *Arrange for setup and cleanup of the Worship Centrum and ancillary areas.*
5. *Arrange to have the church opened and closed for the rehearsal, wedding, and other events to take place on church property.*
6. *Circulate copies of the wedding information to involved staff members.*
7. *Assist the wedding couple at rehearsal dinner.*
8. *Assist wedding couple and procession on day of the wedding. (4 hours*)*

**On the day of the wedding additional time can be requested at an additional fee of \$25:00 per hour.*

Music

Wedding music is an important component of your wedding and will enhance one of the most important religious rites administered by the Church. Your music should be dignified and appropriate to a worship service. An organ and grand piano are available for use in the sanctuary, plus a sound system for CD's, tapes and DVDs is available. Our chapel contains a small grand piano.

*Please schedule an appointment with the Minister of Worship and the Arts Matt Guild mguild@ucumc.org, or 704-369-8011 regarding the selection of music for your wedding. If you wish vocal music, but do not have a soloist, the Minister of Worship and the Arts will be able to recommend suitable soloists if contacted at least **45 days** ahead of time. Fees will be negotiated with the soloist(s) directly. Vocalists may be hired in consultation with the Minister of Worship and the Arts.*

The Music Associate's (Organist/Accompanist) fee for weddings is \$200, which includes:

One meeting with the bride and groom prior to the ceremony to assist in the selection of music.

Preparation and securing the selected music.

Rehearsal and accompaniment with soloist(s) and other instrumentalists as necessary (at an additional fee).

Playing for the wedding rehearsal.

Playing for the wedding ceremony, including a Prelude Program (approximately twenty minutes in length) and other selected music during the ceremony.

No organist or accompanists other than our Organist/Accompanists may be used unless permission is first obtained from the Minister of Worship and the Arts. Separate practice times for guest accompanists must be arranged in order to avoid conflicts with regular rehearsal schedules. In the event our organist is unavailable for your wedding, the Minister of Worship and the Arts will secure a replacement. However, guest organists may charge fees in excess of the stated charges, or as negotiated by the couple, and therefore, must be contacted by the wedding couple as soon as possible to complete musical arrangements.

Sound/Recording Services

To ensure the sound component of your wedding be of the highest quality, one of our sound technicians must be on duty for the rehearsal and wedding ceremony. The sound technician's fee is \$100, which includes attendance at the rehearsal and wedding, as well as providing an audio recording of the ceremony. The Wedding Coordinator will assist in making these arrangements. There is no sound system in the Chapel, so a sound technician is not needed for weddings in that location. If you have questions concerning these services or any special requests, please contact Matt Guild, Minister of Worship and the Arts 704-369-8011. or mguild@ucumc.org. If special lighting or technical services (video, Power Point) are requested, additional fees will apply. These services are arranged through the Minister of Worship and the Arts.

Decorations

The following policies are provided to guide you in decorating the Sanctuary or Chapel:

- *The altar, pulpit and lectern may not be moved so that they remain clearly visible by the congregation. We request you do not use bibles and hymnals as props.*
- *During certain times of the year, the Sanctuary or Chapel may be specially decorated. Please do not remove these decorations or banners for your wedding. White paraments and/or banners will be used during the ceremony.*
- *Floral urns are not to be removed from the building, but may be used in the reception areas of the Church after a wedding. Protective material must be placed under candles, plants or floral arrangements to protect the carpet and the furniture. Florists will be held responsible for any damage done to the carpet or furniture.*
- *Because flower petals stain the carpet, only silk flower petals may be dropped in the aisles.*
- *All candles to be burned must be **dripless**. Special care should be used when decorating the candelabras to ensure the decorations are not close to the flame of the candles.*
- *Care should be given to protect the furnishings of the church. Only floral tape, wrapped wire or ribbon shall be used to fasten pew bows or decorations.*
- *In addition to pew bows/ribbons, no other areas of the Sanctuary or Chapel may be decorated without prior approval of the Trustee's Committee.*
- *A prayer kneeler is available for use in the Sanctuary and the Chapel.*
- *Any damage done to the building and/or furniture are the responsibility of the bridal couple.*
- *We request all decorations be removed as soon as possible following the wedding and the building be returned to its original condition.*

Reception in the Church

Professional caterers are welcome and the church will attempt to meet the need for tables and chairs. Plates, cups and service pieces are the responsibility of the caterer. We expect the caterer will professionally care for the church facilities and remove all equipment immediately after the reception. Please plan for your receptions to last no longer than three hours.

The following fees will apply to use of the kitchens and/or Fellowship Hall and Hospitality Suit

<i>Fellowship Hall:</i>	<i>\$250 (\$100 refundable*) standard setup.</i>
	<i>Fellowship Hall Kitchen: \$275 (\$150 refundable*) full service – cooking etc.</i>
	<i>\$50 (\$25 refundable*) serving only</i>
<i>Hospitality Suite:</i>	<i>\$35 per section (\$35 refundable*)</i>
	<i>Kitchenette: \$50 (\$25 refundable*)</i>

** Refundable deposit if areas are left in appropriate condition.*

Photographs

Photographs may be made in the Gathering Spaces of all wedding facilities before the ceremony. The wedding party may return to the Chancel area following the ceremony for pictures, which should last no longer than one hour following the conclusion of the wedding service. A professional photographer may only take non-flash photographs during the ceremony.

Videotaping

*Videotaping may be done during the service with non-obtrusive, stationary cameras which do not obstruct the view or the movement of the wedding party, which eliminates manned or automatic videotaping in the chancel area. Videotaping may also be done from the balcony of the Sanctuary or in the area nearest the sound booth. Cordless clip-on microphones may be used in the chancel area when provided by the person making the video. The Wedding Coordinator on duty and/or the pastor(s) **must** approve camera placement at least thirty minutes prior to the beginning of the ceremony.*

Additional Suggestions

If you wish for your wedding flowers to be used at subsequent services of worship, this should be arranged with the Church Office. Contact the church office to reserve the day on the flower calendar and Cathy Stone at 704-369-8025 or cstone@ucumc.org to place it in the bulletin.

- 1. During the wedding rehearsal, ceremony, and reception, a person should remain where the gifts are located to help assure their safekeeping.*
- 2. The Church does not assume responsibility for personal clothing and other valuables left in the church building before, during or after the ceremony.*
- 3. When the Sacrament of the Lord's Supper is requested, our tradition requires that it must be offered to all in attendance at the ceremony, and not exclusively to the wedding party.*
- 4. Childcare is not provided by the church during a wedding.*
- 5. **Please make sure all members of your wedding party are informed of these guidelines.***

***Alcohol:** Since the rehearsal and wedding are religious ceremonies, no alcohol of any kind may be served on church property. In the event that any member of your wedding party is visibly under the influence of alcohol or non-prescription drugs, the Pastor has the discretion to have the person leave the church property or will cancel the rehearsal or wedding ceremony.*

***We ask you not throw rice or birdseed** in the Church facilities or on the sidewalks immediately surrounding the church buildings. Birdseed or potpourri may be thrown as the couple exits the parking lot. A fee may be charged for any additional cleaning this may necessitate.*

***Smoking** is not permitted in any church buildings, or areas directly adjacent to the entrances.*

Marriage License

The marriage license is to be secured from a North Carolina County Register of Deeds office for the fee of \$50 (cash only). The license is filed in the county where it was issued, regardless of the county where the ceremony takes place. Please bring your marriage license to the church at or before the wedding rehearsal in order to insure that the ceremony can take place. It must be signed by the officiating pastor and two witnesses immediately following the ceremony.

Wedding Bulletin

If you desire a printed bulletin as part of your wedding, the preparation and printing is the responsibility of the bride and groom. The officiating pastor will work with you to determine the order of worship.

Dressing Areas

Dressing areas are available for all members of the wedding party and will be shown by the Wedding Coordinator during the initial conference. Please do not have dresses and tuxedos delivered to the church prior to the arrival of the wedding party.

Fees and Honoraria

The total fees for a wedding at University City United Methodist Church are generally in the range of \$800 (see list below). No fee is charged for the use of the Chapel or Sanctuary for a ceremony (including the Bride's and Groom's dressing areas), although there is a \$100 fee for cleaning and restoring this group of rooms. Additional fees will be assessed for the use and cleaning of other rooms, as specified in the Church's Schedule of Fees (www.ucumc.org).

When planning your wedding, the Sanctuary/Chapel, and Bride's and Groom's dressing areas will be reserved for a maximum time limit of four (4) hours each. In unusual or extenuating circumstances, these areas may be reserved for longer periods, subject to an additional fee of \$20 per hour, per room.

Although there is no fee set by the Pastor(s), it is customary to provide an honorarium in recognition of the time required for your pre-marital counseling, as well as preparing and conducting an individualized ceremony and rehearsal. The honoraria for the pastor(s) may be discussed with the Wedding Coordinator, but should be in the range of \$250.

It is the intention of University City United Methodist Church that all members should be able to have a lovely wedding ceremony in our facilities. Therefore, if there are extreme financial conditions, the Pastor and Wedding Coordinator will be happy to explore other options.

Schedule of Fees

<i>Pastor</i>	\$250 (per pastor)
<i>Wedding Coordinator</i>	\$150*
<i>Music Associate</i>	\$200 (or as negotiated)**
<i>Sound technician</i>	\$100***
<i>Maintenance and Security Fee</i>	\$100 (for Sanctuary or Chapel)

*Wedding Coordinators: Laura Jones (704) 549-1609h (704)-519-5241c, email: ljones@ucumc.org
 Judy Steele (704) 875-0132h (704-576-1010c, email: kjloucks@msn.com
 Heather Skeen (704) 948-9071h (704)564-4148c, email: heatherskeen@bellsouth.net*

** In the event additional hours are required from the wedding coordinator, those will be billed at \$25.00 per hour.*

*** In the event that our Music Associate is unavailable for your wedding, the Minister of Worship and the Arts will secure the services of a suitable replacement. However, the substitute musician may have fees that differ from the published amount.*

**** In the event special requests are made concerning technical equipment (Power Point, cameras, etc.) or lighting design, special arrangements must be made through the Minister of Worship and the Arts, and may require additional fees.*

I have had the opportunity to read and ask questions concerning The Wedding Policy, and agree to abide by its provisions:

Signed: _____ (for the couple) Date: _____

Signed: _____ (for University City United Methodist Church)

Wedding Information Form
(Please complete and bring to consultation with Pastor)

Bride's Full Name _____

Address _____

Phone _____ Birth date _____

Groom's Full Name _____

Address _____

Phone _____ Birth date _____

Couple's Address After Wedding _____

Date(s) for Premarital Counseling _____

Marriage License Obtained? _____ Reminded to bring license to rehearsal? _____

Rehearsal Date&Time _____

Rehearsal Dinner& Time _____ Minister to attend? _____

Wedding Date & Time _____

Wedding Site: Sanctuary _____ Chapel _____

Centrum _____ Other _____

Maid/Matron of Honor _____ & Bridesmaids _____

Best Man _____ Groomsman _____

Ring Bearer(s) _____ Flower Girl(s) _____

Who Will Present Bride in Marriage? _____

Organist _____ Soloist(s) _____

Special Music _____

Florist _____

Photographer _____

Kneeling bench _____ Unity Candle _____

Wedding Coordinator _____

Wedding Director _____

Any special requests for the ceremony (furniture placement, etc.)

Notes: _____

Bride's Parents _____

Address(s) _____

Grandparents who will be attending _____

Groom's Parents _____

Address(s) _____

Grandparents who will be attending _____

Others assisting with service _____

Special Additions to Service _____

Wedding Evaluation Form

Please comment on your experiences with each point of contact with University City United Methodist Church. Please complete and return to the Wedding Administrator after the wedding.

Initial contact:

Pastors/counseling:

Marriage Evaluation:

Wedding Coordinator:

Worship and the Arts: (Music, Lighting, Sound)

Planning prior to the wedding:

Experiences on the wedding day:

Other comments or suggestions:

Please complete and return to:

**Ria Holtzhausen
UCUMC
3835 West WT Harris Blvd.
Charlotte, NC 28269**