

INDEPENDENCE FIRST UNITED METHODIST CHURCH

WEDDING POLICY

Revised December 2016, reviewed annually

Independence First United Methodist Church (IFUMC) believes that weddings are important services of religious covenant making, celebrations for each couple, the members of their families and the church. Therefore, serious and prayerful consideration in both preparing for and planning these services is in order. Church members and non-member friends alike are invited to review and accept the following policies and guidelines before scheduling any date (there is no separate policy for church members vs. non-members.)

GENERAL REQUIREMENTS

- An understanding of our denomination and our church is essential. We would like to invite you to be part of our community.
- Both parties' attendance and completion of premarital counseling sessions with the pastor.
- A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage.
- Only licensed pastors under appointment may officiate IFUMC weddings. Guest clergy may be used with the approval of the Pastor. Guest clergy should include proof of license and good standing with a Christian denomination.
- The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the Pastor prior to the rehearsal.

THERE MAY BE SPECIAL EXCEPTIONS - *These will be left to the discretion of the Pastoral Staff.*

SCHEDULING

The responsibility, arrangements and conducting of all weddings at First Church will be made through the church office and only confirmed by the Pastor. Therefore, no public announcement regarding the use of the church as the setting for the marriage should be made prior to contacting the Pastor.

A date for both the wedding and rehearsal will only be official when cleared as stated above and after the church office receives a **Security Deposit in the amount of \$200.00**. The balance of the fees due must be received on or before the Monday preceding the wedding.

DATE: No wedding shall be scheduled more than 12 months in advance. No weddings will be scheduled on holiday weekends. (**Please note:** The building may be reserved for a total of 4 hours for the wedding and 3 hours for the rehearsal/rehearsal dinner. Rehearsal dinners are not included in the wedding fee. Please ask the church office for additional information on the cost of having the rehearsal dinner at the church.)

TIME: No wedding shall be started on Saturday after 6:00 P.M.

THE SERVICE

The standard marriage service or marriage liturgies of the church will be used unless discussed with the pastor at the premarital conferences. Plans for all music and musicians will also be discussed during premarital conferences with the pastor.

FLORISTS AND CATERERS

If a florist or caterer is used, they are to contact and consult the church office manager (254-6900) so as to coordinate arrangements, identify their needs and to properly schedule access to the building. The caterer is to be informed that the church equipment used by them is to be cleaned following their use. Caterers are expected to follow the church usage guidelines. All floral equipment is to be picked up within 48 hours following the wedding.

During the initial conference, discussion should be held as to floral and other decorations so that appropriate plans and selections may be made. The use of furniture and/or other equipment brought into the church for the service or reception should be discussed with the pastor. All Sanctuary furnishings moved for the service must be replaced immediately following the ceremony.

RECEPTIONS

The church Fellowship Hall will be used for receptions held at the church. Provisions for the use of equipment and supplies of the church are to be discussed with the office manager when the church is reserved.

COMFORT AND BUILDING CARE GUIDELINES:

- A. The use of alcoholic beverages (including champagne) is strictly prohibited on IFUMC property, including the parking lot. Tobacco products may be used out of doors only, and only if waste is properly removed. Your security deposit will not be returned if alcohol is consumed on the property either by the wedding party or by guests.
- B. No flash pictures shall be taken during the ceremony. The use of video cameras shall be discussed at the initial session with your pastor. (Time exposure pictures may be taken during the ceremony.) **Video:** the church does not videotape the service. If a videographer is to be used, the couple should visit with their pastor regarding movement and restrictions.
- C. Aisle runners: IFUMC does not allow the usage of aisle runners for weddings. Flower petals are allowed, but must be completely cleaned up to assure return of the security deposit.
- D: Breakage of any equipment which may occur should be reported to the church office manager and/or wedding coordinator.
- E. If the refrigerators are used for storage of food items, those items must be removed the day of the wedding.
- F. Decorations and items used in the wedding shall be removed immediately following the wedding. Pew bows/arrangements may be used but must be mounted using holders designed for use with pews to avoid damage to the pews. Lit candles may only be used in the front of the church.
- G. No rice or birdseed is to be used.

- H. The church is not responsible for valuables or any other items left on church premises.
- I. The church custodian will unlock and be present 45 minutes before the wedding. If access to the building is absolutely needed beyond these hours when the building is unlocked and supervised by the custodian; then arrangements need to be made with the wedding coordinator.
- J. The Bride and Groom dressing rooms are the only classrooms to be used, including the nursery.
- K. All children are to be supervised by an adult at all times.

FINANCIAL RESPONSIBILITIES, HONORARIUMS AND FEES:

The balance must be in the church office on the Monday before the wedding day. Please make all payment in the form of a check payable to "Independence First United Methodist Church."

A. USE OF THE SANCTUARY, BUILDING AND EQUIPMENT - \$100

B. PASTORAL - A minimum honorarium of **\$100** will be expected and will be payable with the other fees directly to the church.

C. CUSTODIAL - \$75 If the custodian is needed for the rehearsal night, an additional fee of \$25 will be charged.

D. ORGANIST - a minimum honorarium of **\$100** will be expected and will be payable with the other fees directly to the church. It is expected that our staff organist will be used unless previously arranged and discussed with the pastor. *The couple will be responsible with coordinating the date of the wedding with the organist. If it is not possible for the organist to play on the date selected, it will be the responsibility of the couple to secure a pianist as the organ may only be played by the IFUMC organist or her designee. (Our organist is Angy Bounds: 816-737-3844).*

The wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate to the occasion. The selection of all music is accomplished in consultation with the church organist (pianist) and pastor officiating the service who will have final approval of all music played.

E. SOUND TECNICIAN - \$50 – if the sound recording and Multi-Media system is to be used for the service, the church will contact and provide a technician for both the rehearsal and the wedding.

F. WEDDING COORDINATOR - \$100 – the church will contact and provide a coordinator for both the rehearsal and the wedding and other times of access.

G. USE OF FELLOWSHIP HALL - \$50

TOTAL COST - Depending on usage, and the couple's wishes, the cost of the wedding could fall anywhere between **\$300** and **\$475** in addition to the refundable security deposit.

I have read and do agree to the foregoing guidelines and agreements and have made a security deposit in the amount of **\$200**. I understand the Security Deposit will be returned after a favorable inspection of the facility and return of the key.

COUPLES NAMES _____

SIGNATURE _____

PHONE NUMBER YOU MAY BE REACHED AT:

Home _____

Work _____

Email _____

DATE SIGNED _____ **WEDDING DATE/TIME** _____

RECEPTION DATE/TIME _____

RECEPTION LOCATION _____

USE OF STAFF ORGANIST? _____

NUMBER OF ATTENDANTS _____

ADDRESS FOLLOWING THE WEDDING _____

SECURITY DEPOSIT PAID _____ **RECEIVED BY** _____

TOTAL FEES PAID _____ **RECEIVED BY** _____

SECURITY DEPOSIT RETURNED _____

SECURITY DEPOSIT

Rented space must be returned to an approved condition. As the renter of the space, it is your responsibility to see that everything is taken care of before leaving the premises. Please use the following checklist to ensure the return of your security deposit.

FELLOWSHIP HALL:

Please Note: If you are renting the Fellowship Hall, please be aware that the classrooms and children's chapel are not part of the rental fee. Any disturbance to these areas will cause forfeiture of deposit.

- Key to the building is returned within 48 hours of event
- All trash is to be taken out to the trash dumpster and new trash bags placed in trash cans
- All tables are to be wiped clean
- No trash is left on tables or in children's area
- The floor is swept of any crumbs or debris and the floor is mopped if sticky or excessively dirty.
- If tables/chairs or items are moved, they must be moved back to how they were found.
(Suggestion: photograph the space prior to using.)
- Nothing is broken or missing
- Restrooms are left the way they were found
- All doors are locked/secured upon leaving the building

SANCTUARY:

- Key to the building is returned within 48 hours of event
- No debris/trash is left in the pews, hymnal racks or floor
- Nothing is missing or broken
- All furniture is put back to it's original location
- All doors are locked/secured upon leaving the building

LIBRARY:

- Key to the building is returned within 48 hours of event
- The table is wiped clean
- All furniture is put back to it's original location
- Nothing is missing or broken
- All doors are locked/secured upon leaving the building

Note: If your event requires that the doors be left unlocked, a door monitor must be posted at each unlocked door for the duration of the event, to make sure those that are entering the building are there for your event.

Space is reserved for a set amount of time. A \$5 charge will apply for every 10 minutes past the time reserved. Please be courteous to those that are waiting for you to vacate the building.