

MONROEVILLE FIRST UMC WEDDING GUIDELINES

The buildings and grounds of Monroeville FUMC are dedicated to God for the sacred purpose, education, fellowship, and service to the community. Please help us keep our facilities dignified and beautiful by observing these guidelines.

In order that you may have a sacred and dignified wedding ceremony, you are urged to make thorough preparations. Specific plans for the ceremony should be discussed with the minister during pre-marital counseling sessions. We consider a wedding ceremony to be a service of worship so it should be planned with care and carried out in reverence. The beauty of the ceremony is not determined by the elaborateness of the decorations, but rather by the spirit of love, trust, and faithfulness in the attitude of the participants.

These policies have been prepared with these thoughts in mind. Please be sure to give a copy of these guidelines to your wedding coordinator, caterer, decorator, and/or florist.

Officiating:

If a pastor from this church is officiating, you must clear the wedding and rehearsal dates with him or her. If an outside person is officiating, that person **MUST** be invited by the resident pastor. Regardless of who officiates, you will be required to participate in three pre-marital counseling sessions. (Between 4-6 hours total)

Confirming Your Reservation:

A reservation is considered confirmed after:

1. The exact date and time of the wedding (and rehearsal if needed) is cleared through the church office.
2. The reservation deposit has been made.
3. The name of the officiating minister (and any assistants) has been listed and he/she has agreed to participate.
4. The Wedding Guidelines have been read carefully and all paperwork has been filled out, signed and returned to the Church Office.

Facilities for Weddings:

1. No Sanctuary furnishings may be moved without the permission of the resident pastor. The Altar table and Cross may not be moved or obstructed. The Pulpit may not be moved.
2. Absolutely NO food or drink is allowed in either the Sanctuary or the Chapel.
3. Absolutely NO alcoholic beverages are permitted on the church campus. Smoking is not permitted inside the buildings or near entrances.
4. The person booking the facility will be personally responsible for all damages or breakages to that facility during the event. No other rooms other than what has been booked are to be used without permission from the Church office.
5. Hymnals, Bibles, etc., are not to be removed from the pews.

6. Non-flammable material must be placed under all candelabra, vases, pots, baskets, etc., to protect the carpet and furnishings. Altar candles are provided by the church.
7. No thumbtacks, fasteners, glue, tape, etc., nor any other items may be used which might deface the furnishings or walls of the church. This also applies also to the handrails outside the Sanctuary.
8. No rice may be thrown. Bird seed and/or rose petals are acceptable.
9. All decorations, floral arrangements, etc., must be removed the day of the ceremony.
10. DO NOT have the Outside doors and the Narthex doors to the Sanctuary open at the same time. The heating/cooling units will not be able to maintain a comfortable temperature for your guests if you do so. Also, it may damage the units for which you will be held responsible.
11. If the church sound equipment is to be used (Sanctuary or Wesley Hall), it must be approved by Rev. Pam Barnhardt, (925) 238-2500.

Music and Photography:

The music for your ceremony must be in keeping with the atmosphere of worship which pervades the whole worship service.

1. Music may be arranged through our Organist/Pianist, Ms. Nancy Carleton (251) 564-4512. The base fee is \$300.00 and additional costs may be incurred depending on the requirements for the wedding, ie., rehearsal music, special anthems, extensive preludes, etc.
2. If you would like to use your own musician, contact Ms. Carleton so that she may meet with him/her to ensure that the outside musician is familiar with our instruments.
3. This church allows NO flash photography during the ceremony. It is considered to be inappropriate and distracting. Photography is permitted from the balcony or other unobtrusive locations so long as there is no noise or distraction. Photographers and videographers are not permitted to stand on the furniture nor may anything be placed on the furniture that might cause damage. Violations of these parameters will result in the violator not being allowed to work on this campus in the future.

Fees Are as Follows:

Norman Barnett Hall:	Members	No Charge
	Non-Members	\$200.00
Wesley Hall:	Members	\$200.00
	Non-Members	\$500.00
Sanctuary: (weddings) (capacity seating 200)	Members	\$100.00
	Non-Members	\$200.00
Small Chapel:(weddings) (capacity seating 75)	Members	\$75.00
	Non-Members	\$125.00

NOTE: No Date is reserved until the \$100 deposit is paid

Bride and Groom Wedding Information

Bride's Full Name: _____ Phone: _____

Maid of Honor: _____ Phone: _____

Groom's Full Name: _____ Phone: _____

Best Man: _____ Phone: _____

Wedding Director: _____ Phone: _____

Photo/Videographer: _____

Officiating Minister: _____

Organist/Pianist: _____ Phone: _____

***Person responsible for putting the church back in order following the ceremony:**

Name: _____ Phone: _____

Name: _____ Phone: _____

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Will there be a rehearsal? (Circle One) Yes No

If yes, Date and Time: _____

If yes, will there be an after-rehearsal dinner? Yes No

If yes, will the dinner be held at this church: Yes No

If Yes, Caterer's Name: _____ Phone _____

Will the wedding reception be held in Norman Barnett Hall or Wesley Hall? Yes No

If so, Caterer's Name: _____ Phone _____

I Wish To Reserve The Following Facility For:

DATE:

AMOUNT

Rehearsal Dinner: Norman Barnett Hall
Wesley Hall

Wedding: Chapel
Sanctuary

Reception: Norman Barnett Hall
Wesley Hall

Non-Wedding Function: Norman Barnett Hall
Wesley Hall

TOTAL:

NOTE: No Date is reserved until the \$100 deposit is paid

I have read the policies and guidelines and the facilities use agreement of Monroeville First United Methodist Church. I agree to abide by them in the preparation and throughout to the completion of the event(s).

Reserving Party Signature _____

Printed Name: _____

Church Representative _____

Printed Name _____