



## **Mount Zion United Methodist Church Wedding Information and Policies**

### **PURPOSE**

The purpose of the Mount Zion United Methodist Church wedding policy is to outline the requirements for conducting a wedding on church premises. The church is not to be considered as a public wedding venue. The church facility serves as a sacred place for conducting wedding events for members and regular attenders.

### **WHAT IS A WEDDING?**

A church wedding is a service of worship. When a man and a woman enter into Christian marriage, they pledge to each other their faith and trust, and they enter into a covenant with God. Music, flowers, decorations, candles, etc., should be selected to elicit in all participants a combined sense of reverence, dignity, and joy. The planning process itself should be entered into with a sensitivity for the integrity of the church and the consideration of all concerned. To this end, the Church Wedding Coordinator, Church Staff, and the Worship Team stand ready to help the couple and their families achieve an experience that will be profoundly Christian in nature and memorable in beauty.

Weddings at Mount Zion U.M. Church are conducted by the ordained pastors of this congregation. Other clergy may assist at the invitation of one of Mount Zion's pastors.

It is the couple's responsibility to read and become familiar with church policies and to see that they are observed by the wedding party, director, florist, caterer, photographers, musicians, and all others participating in the service.

Any of these policies may be waived at the discretion of the Lead Pastor of Mount Zion for informal ceremonies involving the couple and no more than 20 witnesses.

### **STEPS IN SCHEDULING AND PLANNING**

1. The Church Office should be contacted at least six months prior to the desired wedding date to make initial inquiry of availability of facilities (for rehearsal, rehearsal dinner, ceremony, and reception) and pastor.
2. Within two weeks of initial inquiry, the wedding couple must meet with a Mount Zion pastor to discuss the requirements and expectations agreed upon by the pastor and the Staff/Parish Relations Committee. With the pastor's approval, the wedding date will be placed on the church calendar.
3. The Church Staff will provide the bride and groom with this wedding policy. The appropriate deposit(s) should be received by the church within ten days of the placing of the wedding on the church calendar.
4. The couple should contact the Director(s) of Music Ministries to assist with the selection of music.
5. The couple should contact the church office at least six months prior to the wedding date to schedule premarital counseling sessions.
6. The couple is required to provide a Wedding Director. The church does not provide a Wedding Director. The Wedding Director will work with the Wedding Coordinator in planning as it relates to this policy.



7. The bride and the Wedding Director should contact the Wedding Coordinator no later than 60 days prior to the wedding to schedule a meeting to discuss specific issues related to the rehearsal, wedding ceremony and the use of the church facilities.

### **GENERAL BUILDING USE POLICIES**

1. The rehearsal should be completed and the sanctuary closed two hours from the scheduled starting time of the rehearsal.
2. The building will be opened up to four hours prior to the scheduled time of the wedding to allow for the florist to decorate, the wedding party to prepare, and the photographer to take pictures. All members of the wedding party, photographer, etc. must vacate the building two hours from the end of the wedding ceremony. Special arrangements must be made with the Wedding Coordinator to arrive or remain in the building beyond this time.
3. Weddings will be scheduled to begin no later than 7:30 p.m.
4. **NO ALCOHOLIC BEVERAGES** are permitted on the church premises.
5. No food is permitted in the church building except in designated areas for the rehearsal dinner and/or reception.
6. Fire regulations and church policy prohibit smoking in the building, and regulate maximum capacities for the facilities.
7. The throwing of rice, confetti, etc., is prohibited on the church premises. Birdseed or soap bubbles are permissible only outside of the church buildings.
8. Ordinarily, weddings are not scheduled for Easter, Christmas or other holiday weekends, or on Sundays.
9. It is not the policy of Mount Zion U.M. Church to provide a nursery or nursery facilities for young children at weddings.
10. Fresh flower petals may be dropped in the sanctuary aisle only when an aisle runner is used.
11. No dancing is permitted on church property.
12. If any tables and chairs are moved from classrooms or storage, it is the responsibility of those who moved them to ensure they are replaced as they were.

### **THE CEREMONY**

The officiating pastor will go over the standard order of service. Any additions or changes should be discussed with him or her during the counseling sessions and will be at the discretion of the pastor. Communion is not ordinarily served as a part of the wedding ceremony at Mount Zion U.M. Church. Exceptions will be considered for active members only on a case-by-case basis. If approved, all wedding guests must be invited to partake, and the couple must provide the communion elements.



## **MUSIC**

Music suitable for the marriage service directs attention to God and expresses the teaching of the church. The Director of Music Ministries will give recommendations and approve all musical considerations. If vocal music is to be performed, its text must be in keeping with the teachings of Scripture and the Church. This precludes the use of most secular or "pop" music within the wedding itself. Unless other arrangements are made, the Church Musician plays for weddings at Mount Zion U.M. Church and should be engaged by the bride for both the rehearsal and the wedding. Soloists and other musicians may participate in the service at the invitation of the Director of Music Ministries.

## **AUDIO/VISUAL**

If voice/instrument amplification, recorded music, or projection are utilized, a trained technician from Mount Zion must be engaged to set up and operate the equipment during the rehearsal and the ceremony.

## **THE REHEARSAL**

All members of the wedding party should arrive 15 minutes earlier than the scheduled time of the rehearsal. Rehearsals will not be scheduled later than 7:00 p.m. A Wedding Director will be provided by the couple and will direct the rehearsal. The Wedding Director will work with the Wedding Coordinator and officiating pastor on matters of logistics and church wedding policy. If the Rehearsal Dinner is held at the church, the fellowship hall and kitchen may be reserved for up to 4 hours for decorating, preparation, serving, and clean up.

## **THE RECEPTION**

The Wedding Coordinator is available for advisement concerning the reception. Any outside caterer must follow the church's policies regarding use of the facilities.

## **DECORATIONS**

The church sanctuary possesses a design of elegant and symbolic simplicity. Decorations should enhance its beauty and not obscure its purpose as a place of worship. The chancel furnishings (pulpit, communion table, altar candles, etc.) should not be moved. The chancel rail may be moved if desired. The registry table, round table, and welcome center in the narthex may be moved. A florist may have access to the building 4 hours prior to the scheduled time of the wedding to begin decorating and must abide by the following decorating policies. This is ample time for the decoration of the sanctuary to be completed. NO NAILS, TACKS, TAPE or other means may be used to secure flowers or other decorations to sanctuary or narthex furniture, walls or fixtures. Pew bows are acceptable if attached by tying or elastic bands. Tape that is completely removed after use is acceptable in the fellowship hall.

Christmas and Easter decorations provided by Mount Zion U.M. Church may only be moved or altered by the Church's Wedding Coordinator.

## **PHOTOGRAPHY AND AUDIO RECORDING**

All photography (video and still) and audio operations must follow specific policies:

1. Photographers/videographers will be under the direction of the Wedding Director in cooperation with the Wedding Coordinator at all times.
2. They must remain unobtrusive (with movement and sound) at all times.
3. No flash equipment may be used during the service by photographers or guests.



**FEES AND CAPACITIES OF FACILITIES**

Listed below is the schedule of fees, reflecting the estimated cost of arranging and operating the facilities for weddings, rehearsals and receptions. For Non-Members a \$250.00 non-refundable deposit (which will be applied to the balance) must be paid at the time of registration, and the balance is due no later than **10 days** prior to the scheduled wedding date. All deposits and fees for facilities and janitorial services should be made payable to Mount Zion U.M. Church; honoraria should be made payable to the individual involved (i.e., the musician, the pastor, audio/visual technician, etc.). For the purposes of this policy, a non-member wedding is one in which neither the bride nor the groom nor their parents are full members of Mount Zion UMC but attend regularly. **Non-member fees are effective at time of inquiry, and will apply even if bride and/or groom become members prior to the scheduled wedding date.**

<b><u>For Weddings:</u></b>	<b><u>Member</u></b>	<b><u>Non-Member (Regular Attender)</u></b>
Wedding Fee	No charge	\$150.00 per hour (5 hour minimum)
Wedding Coordinator Fee	“Love offering”	\$100.00
Janitorial Fee	\$100.00	\$100.00
Maximum seating: 350		

**For Receptions or**

<b><u>Rehearsal Dinners:</u></b>	<b><u>Member</u></b>	<b><u>Non-Member</u></b>
Fellowship Hall:	No charge	\$100.00 per hour
Janitorial Fee:	\$100.00 per use	\$100.00 per use
Maximum Capacity: 250		
Table Seating: 150		
Standing: 250		

**Audio/Visual Technician:**

<b>Member:</b> “Love offering”	<b>Non-Member:</b> \$200.00
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**Church Musician:**

<b>Member:</b> “Love offering”	<b>Non-Member:</b> \$300.00
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**Officiating Pastor:**

<b>Member:</b> “Love offering”	<b>Non-Member:</b> “Love offering”
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## THE BRIDE AND GROOM'S CHECKLIST

It is the responsibility of the bride and groom to relay all information to the proper individuals and to see that the policies are followed.

- Tentatively schedule wedding/rehearsal date on church calendar with Church Office.
- Receive a copy of the wedding policy.
- Meet with pastor, schedule counseling, and confirm wedding date.
- Read and become familiar with all wedding policies.
- Return the required deposit(s) to the Church Office within 10 days of meeting with a Mount Zion pastor and having the wedding date confirmed.
- Contact the Wedding Coordinator and schedule a meeting to discuss wedding related issues and use of facilities.
- Contact the Director(s) of Music Ministries to discuss music for the wedding and to schedule musicians.
- Schedule Church Musician to play for wedding if applicable.
- Schedule an Audio/Visual Technician from the Church to operate the sound and/or projection.
- Balance of fees are due ten days prior to the wedding date and are to be remitted to the Church Office.

## CHURCH CONTACT INFORMATION

### Mount Zion United Methodist Church

Mail: 15772 NC 50 North, Garner, NC 27529

Phone: 919-772-8415

E-mail: [info@mountzion-umc.org](mailto:info@mountzion-umc.org)

Web: [www.mountzion-umc.org](http://www.mountzion-umc.org)

Lead Pastor:

Leonard Rex

Director of Music Ministries:

Julie An

Wedding Coordinator:

Wendy Hewett