

## Hardinsburg United Methodist Church

### Guidelines and Policies for Weddings

The Hardinsburg United Methodist Church has been providing ministry in the name of Jesus Christ since 1828 in our community. An important part of the ministry has been the celebration of weddings. We celebrate with you on your upcoming occasion and pray for God's blessing on your new marriage. Our building is very special to us because it provides our congregation a place of worship and growing together in our faith. We hope you will respect our church, and we ask that you follow our guidelines and policies.

We are eager to help make the occasion of your wedding beautiful and meaningful. The wedding is a service of Christian Worship and as such, our Christian faith and traditions must be respected. The church and staff want to do everything possible to make your wedding day special. \* There are, however, certain Guidelines and Policies that have been designed to preserve the dignity of worship, to protect church property, and to insure the integrity of our heritage as Hardinsburg United Methodist Church.

### Wedding Fees

The initial wedding fee is to help cover the utility costs of maintaining our building, custodial fees and technician fees. Officiating minister and musician fees are separate. **\*\* To qualify for member fees the bride and/or groom or one of their living parents must be an active attending member of Hardinsburg United Methodist Church.** The Wedding Reservation Rates Form is available through the church office. If you decide to use our church for your wedding, the church event coordinator will go over all Rental Guidelines and Policies before the reservation is made.

## **Minister**

All services held in our church must be officiated by the pastors appointed to serve our congregation unless a guest pastor has been approved by our pastor. The wedding service must meet with the approval of our pastor and follow within the guidelines of our Wedding Policy and within the disciplines and traditions of the United Methodist Church.

We expect our pastor to meet with an inquiring couple for a minimum of 2 times prior to the wedding. All wedding services will be developed by the pastor in consultation with the couple. All elements of the service must meet with the approval of the pastor.

The honorarium for officiating pastor is at the discretion of the wedding party. A suggested rate can be found on the Wedding Reservation Rates Form.

## **Arrangements**

A tentative date for a wedding may be scheduled by calling the church office at 270-756-5901. The tentative date will not be officially reserved until, the pastor has been consulted, the church event coordinator has approved that the date is available on the church calendar and the Security/Damage Deposit has been received (this will be refunded upon inspection if there are no damages). \* Any damages exceeding the Security/Damage Deposit will be the responsibility of the contracting party.

**\*\*Again, before announcing any date for a wedding, please clear date with appropriate parties of the church.** We recommend that you clear this date as far in advance as possible.

**Non-Members** will not be able to reserve a wedding date until 9 months before the wedding. This is established to insure our members have first opportunity to reserve their wedding date.

**The Church is not available for weddings on the following days:**

- \*New Year's Eve and New Year's Day
- \* Holy Week (Palm Sunday thru Easter Sunday)
- \*Thanksgiving Day and day after
- \*December 24, 25 and 26.

**\*\*Please Note** Christmas decorations will be in the sanctuary beginning the first Sunday of Advent (end of November) through twelve days after Christmas.

- There is an extra fee for scheduling weddings after 5:00 pm, and 6:30 pm is the latest a wedding can begin.

**Facilities Available**

The Sanctuary is available for weddings. (Meeting room and restrooms may be used by the wedding party to get dressed on day of wedding).

**\*\*Classrooms and offices are not to be used for wedding purposes\*\*** (If additional rooms are needed it must be approved by event coordinator).

Memorial Hall is available for receptions and rehearsal dinners.

Fees for these facilities can be found on the appropriate Rental Rates Form.

**Please refer to the Prohibited Items and Damages section.**

## Music

If you choose an organ/piano for your wedding ceremony our organist/pianist may be contacted to perform this duty. If they are unable to play at your wedding or you choose someone else, they must meet with approval of our pastor and/or organist. **It is your responsibility to contact the church organist and schedule them for your wedding.**

- The organist/pianist fee is negotiated personally with them based on number of songs, soloist, etc.

## Sound and Video System

Our church has a sophisticated sound and video system. Our technicians are the only ones to operate this system. **We ask that members of the wedding party DO NOT operate, adjust or plug into our audio and video system.** Please contact one of the church technicians early to make sure one is available on the rehearsal and wedding dates.

\*\* Any recorded music, slideshows, video, etc. must be given to the church technician no later than 2 weeks prior to wedding date.

**Professional 3<sup>rd</sup> Party audio/video production crews are welcomed at the approval of the church and must bring their own equipment. Again, we ask members of the wedding party and professional audio/video staff not to operate, adjust or plug into our audio or video systems.**

\*\*Electronic Sign Display- If you want your wedding day displayed on the electronic sign, information to be displayed must be provided 2 weeks prior to wedding.

Updated June 2019

## **Picturing Taking and Video**

Since your wedding is a worship experience, we ask all family and guests to respect the ceremony and service. Photographs may be taken during the processional and recessional ONLY. Photographs by professionals during the ceremony must be approved by the officiating pastor.

Video equipment must be used from a stationary point unless given special permission by the officiating pastor. **We Do Not Allow roving videographers during the service.**

## **Wedding Photographer**

Photographer is the only one permitted to use time exposure with no flash during the ceremony. This is a worship service and nothing is to distract from the ceremony. It is very important that the photographer remain inconspicuous during the service.

Pre-wedding photos must be completed 45 minutes prior to the beginning of the ceremony.

Updated June 2019

## **Wedding Rehearsal**

Members of the wedding party need to be reminded that throughout the wedding rehearsal they are in a holy place dedicated to the worship of God and should act accordingly.

The officiating pastor is in charge of rehearsal and wedding.

The rehearsal time should be scheduled with the church event coordinator. All rehearsals will begin promptly at the scheduled time. All members of the wedding party are expected to be present. The Wedding License must be given to the officiating pastor at the rehearsal.

\*\* Please notify church contact person when rehearsal is completed.

## **Wedding Reception/Rehearsal Dinner**

Memorial Hall is available to rent for rehearsal dinners and wedding receptions. Please refer to Memorial Hall Rental Rates form for pricing; however, Hardinsburg United Methodist Church activities have first priority. In the event of an unscheduled activity such as a funeral dinner, the HUMC reserves the right to cancel any activity without prior notice. Weddings will be given special consideration.

## Wedding Decoration Guidelines

In decorating for the wedding celebration, it is important that all symbols of the church be respected. Significant church symbols such as altar and cross cannot be moved or covered up with decorations. The type of decorations to be used for decorating the church (Sanctuary and Gathering Space) must be approved by the church event coordinator and pastor.

- All floors, walls, windows and furnishings must be respected and protected in the placement of flowers, ferns, any greenery and other decorations. **NO Decorations shall be attached to the Walls, Windows, Floors or Furnishings.** The flower girl may only drop silk petals onto floor.
- **ABSOLUTELY NO** nails, pins, tacks, tape, glue, staples, screws or anything that would mark, scratch or stain pews or furnishings.
- Ribbon or Wrapped wire that will not mark the surface may be used on the ends of the pews to fasten bows. **NO TAPE.**
- Candles- Only Non-Drip candles are acceptable. The only exception would be the unity candle, in which wax candles may be used. Candle arrangements of any kind, such as candelabras, candlesticks, unity candles and memorial candles **must have** adequate protective sheeting placed beneath them.
- Aisle runners are not recommended for safety reasons.
- Decorators must remove all debris from setup before wedding.
- **ABSOLUTELY NO rice, bird seed, glitter, confetti, bubbles, etc., can be used INSIDE our building.** \*\* Bird seed and bubbles may be **outside**. Please pass these out after the ceremony.
- **ABSOLUTELY NO food or beverages in Sanctuary.**
- All decorations, equipment and personal items must be removed immediately following the wedding ceremony or post-wedding pictures.
- For an additional fee our custodial staff will remove decorations. (Please refer to Rental Rate Form)
- Please schedule a time with the church event coordinator when decorations will be placed in sanctuary.
- **Please give a copy of decorating guidelines to your florist and/or wedding decorator.**

**The church must be left in the same condition it was found.**

## **Outside Decorations**

Outside decorations for church must meet with the approval of church event coordinator and pastor.

## **Gathering Space/Reception Area**

Wedding decorations may be used in this area with approval of the church event coordinator. \*Same guidelines apply for placing decorations in this area as in the sanctuary. Any church décor or furnishing that you would like to move must be approved by the church event coordinator.

## **Wedding Dressing Rooms**

The Bridal Party may use the meeting room to dress and prepare for the wedding. Please be respectful of this facility and the furnishings.

- Please **do not** hang anything such as clothing or mirrors on doors, door facings, dividing curtain, walls or windows (Hanging rack will be available).
- Please **do not** place heated hair tools such as curling irons, flat irons, etc. on floors, chairs, tables, or any furniture. Must have a protective surface for these items.
- Please **remove** all personal items and belongings from all areas of the Meeting Room following the ceremony. Please place garbage in trash cans.
- Any snack/beverages in the bride/groom dressing area must be pre-approved by event coordinator.
- ALL personal items must be out of restroom area 45 minutes before wedding ceremony.
- **Classrooms and Offices are not to be entered.**
- If additional rooms are needed, please make arrangements with church event coordinator.

**Meeting Room must be left in the same condition it was found.**



## Prohibited Items and Damages

- **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE PERMITTED ON HARDINSBURG UNITED METHODIST CHURCH PROPERTY. (INCLUDES-BUILDING, GROUNDS, PARKING AREA).**
- **NO FIREARMS OR WEAPONS PERMITTED ON ANY OF HUMC PROPERTY.**
- **NO SMOKING PERMITTED ON ANY OF HUMC PROPERTY.**
- **HUMC is NOT responsible for lost or stolen items.**
- **Persons must be 21 years of age to use the facilities.**
- Rice, bird seed, bubbles, confetti, glitter, etc. **May Not** be used inside building. **\*\*Bird seed and bubbles may be used outside.**
- To preserve the beauty of the Sanctuary, **FOOD AND BEVERAGES ARE NOT ALLOWED IN SANCTUARY.**
- **Any damages exceeding the Security/Damage deposit will be the responsibility of the contracting party.**
- **Any damage to tables, chairs, any furnishings and décor during use will be the user's responsibility and will be replaced at the current cost.**
- **Call Mary Ann Ramsey, Custodian, at 270-617-4333 two days prior to the scheduled activity and tell her the beginning and ending time of the event.**

*Signature of contracting party*

1. \_\_\_\_\_ *Date* \_\_\_\_\_

2. \_\_\_\_\_ *Date* \_\_\_\_\_

*Pastor* \_\_\_\_\_ *Date* \_\_\_\_\_

*Event Coordinator* \_\_\_\_\_ *Date* \_\_\_\_\_