

## **DUMC Wedding Policies**

A wedding is one of the happiest and most sacred moments in a lifetime. As man and woman join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding ceremony beautiful and memorable. The true beauty lies in the spirit and attitude of those who take part in the ceremony. In making plans, it should be remembered that the wedding ceremony itself is the most important and sacred part of the occasion. The following guidelines have been prepared to help you plan your wedding and to suggest procedures that are in keeping with the spirit of Christian marriage and worship.

### **Primary Church Contacts**

Elaine Gensemer, Ministry Coordinator  
Dr. Bob McKibben, Senior Pastor  
Margie Davis, Church Secretary  
All the above can be reached at 251-626-2287

### **Reservation Procedures**

The first step in reserving the church for a wedding is to contact the Director of Ministries at DUMC. If the calendar is clear for this date, the bride or groom is responsible for coordinating with one of DUMC's pastors to provide services for the wedding. If both the church calendar and the pastor's calendar are clear for the date requested, a wedding information sheet will be completed and returned to the church office. ONLY after this form has been returned to the church office will the wedding be placed on the official church calendar. No announcements about the place and date of the wedding shall be made until a letter of confirmation is received from the church office.

Weddings will not be scheduled more than one year in advance for members and not more than six months in advance for non-members. No weddings will be scheduled during Holy Week, on New Year's Day, Independence Day, Labor Day, Thanksgiving, Christmas or other days at the discretion of the church office.

### **Ministers**

It is the policy of Daphne United Methodist Church that one of the pastors on staff perform the wedding. If the bride and groom have a special pastor friend or relative they desire to perform or participate in the wedding, this request must be communicated to the senior pastor at Daphne UMC. It is courteous for the senior pastor to invite the guest pastor to our church for the privilege of marrying.

### **Premarital Counseling**

Premarital counseling sessions are required before a bride and groom will be united in marriage at Daphne United Methodist Church. Three sessions are to be conducted with both the bride and groom present for each session. The presiding pastor conducts these sessions and appointments are to be made directly with the pastor. Counseling sessions are to be completed no less than one month prior to the wedding. On occasion, when the bride and groom live out of town, arrangements can be made for another pastor to provide counseling services. These counseling sessions are essential for building a solid foundation on which your marriage will stand.

## **Facilities Available**

- The main church Sanctuary comfortably seats up to 275 guests.
- The Fellowship Hall will accommodate up to 80 guests for a seated rehearsal dinner or reception, or up to 150 for a meet-and-greet reception.
- The Community Life Center can accommodate a very large reception in the gymnasium, with a commercial kitchen available for caterer use. Also available is the Gathering Room, which can accommodate up to 24 for a rehearsal dinner.
- On the day of the wedding, separate space is available to be used for changing and preparations. The bride's room is located adjacent to the ladies' restroom at the rear of the Sanctuary. The groom's room is the choir room located behind the choir loft. If additional space is needed for larger wedding parties, the Fellowship Hall may be reserved in addition to the Sanctuary.

## **Music**

The music you choose for your wedding should reflect the worship setting of the ceremony. Secular music is not appropriate for the wedding service and should be reserved for the rehearsal dinner or reception. Musicians, including pianist and soloist, should be secured by the bride and groom, with all fees paid directly to the musician. If the bride and groom would like suggestions for potential musicians, they may contact DUMC's Minister of Music. The Sanctuary houses a piano and an electric organ. If use of the electric organ is desired, the musician must first meet with DUMC's Minister of Music for approval. If the church's sound system is used for microphones or prerecorded music, a sound technician must be secured through the church. This sound technician will be available at the wedding rehearsal and the wedding ceremony.

## **Decorations**

It is the responsibility of the bride and groom to communicate the following guidelines to the florist and any other decorators.

Some church furnishings may be moved to allow adequate space for the bridal party at the front of the church. These include: the pulpit, the communion table, flags, baptismal font, and choir chairs. The bridal party will be responsible for moving these furnishings just prior to the rehearsal. An additional fee will be charged if the custodian replaces the church furnishings.

- All decorations placed in the chancel area should enhance the spirit of worship.
- No candles may be carried down the aisle.
- Any candles used in the chancel area must have plastic underneath for carpet protection.
- Flowers may be placed on the communion table or on side flower stands.
- Properly potted plants and greenery may also be used in the chancel and Narthex areas.
- No live petals may be scattered or dropped on Sanctuary carpet.
- Flowers and decorations are to be attached to the pews with proper clamps.
- No nails, tacks, or tape are permitted on walls, pew or woodwork.
- Delivery and pick-up of any rented decorations and flowers should be coordinated through the bridal party, not the church office.
- The church is not responsible for receiving rented items or flowers.
- The church is not responsible for the care, safety or storage of rented items.

- All decorations and flowers should be removed from the Sanctuary immediately following the ceremony.
- The wedding party should make every effort possible to ensure that the Sanctuary is prepared for Sunday worship following the wedding.

### **Photography**

It is the responsibility of the bride and groom to communicate the following guidelines to the photographer.

Your wedding is an event you will want to remember with photographs. Since the wedding ceremony is a time of worship, photographers are asked to refrain from using flash photography during the ceremony. Any photographs taken during the ceremony should be taken from a location that is least distracting to both the wedding party and the guests who have come to worship. We recommend that as many pictures as possible be taken prior to or following the service.

Video cameras may be used in the rear of the Sanctuary or on either side aisle. Locations should be set before the ceremony begins and remain stationary during the ceremony.

### **Caterer**

If a caterer will be used for either the rehearsal dinner or the reception, it will be the bride and groom's responsibility to rent all items needed for the event, including serving pieces, utensils, plates, etc from the caterer. These items will not be available from the church. The bride and groom will also need to make arrangements for the caterer's arrival, set-up and clean-up. The church is not responsible for receiving advance deliveries or providing the caterer access to the church prior to the event.

### **Marriage License**

A marriage license may be obtained at the office of the Judge of Probate. Both the bride and groom must be present to sign the application. The license must be given to the minister at the rehearsal. After the ceremony, the minister will sign the license and return it to the Judge of Probate for recording.

### **Suggested Schedule of Wedding Ceremony**

See page 864-A The United Methodist Hymnal: *A Service of Christian Marriage*

### **Miscellaneous**

- DUMC is a non-smoking campus. Smoking is not allowed in any building or on the church grounds.
- No alcoholic beverages are to served or consumed on DUMC property at any time.
- If members of the wedding party appear to be under the influence of alcohol prior to the service, the pastor reserves the right to dismiss them from participating in the sacred service of marriage.
- No rice is to be thrown on the campus of DUMC.
- Bibles, pew cards, hymnals and kneeling cushions are permanent fixtures and are not to be moved.

- One floral arrangement may be left as an altar flower arrangement for the following Sunday morning worship service by signing the flower calendar in the Narthex and communicating with the church secretary.

**Schedule of Fees**

	Church Members**	Non-Members***
Use* of Sanctuary		\$350
Use* of Fellowship Hall		\$100
Use* of CLC		\$500
Use* of Gathering Room		\$50
Use* of Commercial Kitchen		\$50
Minister's Fee	\$150	\$250
Sound Technician's Fee	\$25/hour (avg. 3 hrs)	\$25/hour (avg. 3 hrs)
Custodial Fee	\$50.00	\$50.00

\*\*To qualify as a church member, the bride, the groom, the bride or groom's parents, or the bride or groom's grandparents must be a member in good standing at DUMC for at least one year prior to the wedding.

\*\*\*Non-members will be granted use of the facilities for a wedding only in special circumstances and at the discretion of the senior pastor.