

Shiloh United Methodist Church

Wedding Policy

Updated 12/12/2006

WELCOME

We are happy that you have chosen to be married in the Church. It is evidence of your recognition of the sacredness of the marriage relationship. The decision to marry is one of the largest single decisions anyone can make in this life. Therefore, it should not be entered into hastily or without counsel. Many things need to be carefully thought through, for the decision to marry is a decision to give one's life to another until one or the other person dies.

The following information is offered to aid in the planning of your wedding. The word "your" has been underscored because it is your wedding. It need not be, and should not be, a carbon copy of someone else's wedding. While the minister is responsible for keeping the ceremony in agreement with good taste and the doctrine of the church, your desires are important and will be considered.

SETTING THE DATE

The wedding date and hour should be set as far in advance as possible. The proposed time and date should be tentatively cleared with the church office. There can be only one wedding on any given day. No date or time can be finalized until the pastor approval is received. **A deposit is required to hold your date** and can be applied to your total fee. Under no circumstances should wedding invitations be ordered until this approval has been secured. **All Fees are to be paid in full 30 days prior to rehearsal.**

THE OFFICIATING MINISTER

Our pastor must approve every wedding performed at Shiloh United Methodist Church. Should you prefer another minister or assisting minister, approval must be made by our pastor and the invitation extended through him/her.

All couples being married at this church will be expected to meet with the officiating pastor well in advance of the ceremony for counseling and wedding planning. Final plans should never be made until after consultation with the pastor.

MUSIC

Music used with the ceremony should be in keeping with the sacredness and dignity of the wedding service. Instrumental and solo music will be the responsibility of the bride and groom. **A Shiloh Sound Technician must operate the sound system during rehearsal (if needed) and the wedding. Contact the church office for the coordinator's phone number.** Sound Technician is paid directly.

FLORAL/CANDLE DECORATIONS

It is important to us that your florist be familiar with our wedding rules. We, therefore, request that you have him/her read the following information:

The florist is required to make arrangements with the church office prior to decorating the church and before the delivery of flowers.

Pads must be placed under palms, ferns, and floral pieces that are not in watertight containers.

Pew markers or aisle candles may be used, but shall be fastened to the pews in such a way that there is no damage to the finish. Decorations may not be attached to other woodwork or wall surfaces.

Drip-less candles only may be used to prevent damage to furniture or carpeting. **In the event of damage, the bride and groom will be held liable for cleaning and reimbursement.**

We will not be responsible for any floral pieces left behind following the ceremony.

AISLE RUNNER

If you choose to use an aisle runner, 65 feet will be needed to reach from the base of the steps to the rear of the sanctuary. Arrangements should be made with your florist.

PHOTOGRAPHY

Flash photographs may not be taken after the wedding party is in place at the chancel. Pictures may be taken during the processional and recessional. The entire ceremony may be video taped if it can be done unobtrusively. **This information must be shared with the photographer(s).**

NO RICE, CONFETTI, BIRDSEED, OR POTPOURRI

Due to the associated clean up problems, we find it necessary to ask that there be no rice, confetti, birdseed, or potpourri thrown inside or outside the building.

DRESSING ROOMS

Wedding parties are welcome to dress here at the Church. The request for dressing rooms should be made when the wedding plans are confirmed.

THE MARRIAGE LICENSE

Be sure to bring your marriage license to the church at the time of your rehearsal or before. The pastor will then fill it out and have it ready for your signatures the day of the ceremony. **Notice! The wedding ceremony will not be performed until the pastor is given the official wedding license!**

FEES

The wedding fees are listed on "Attachment A Wedding" (Members) or "Attachment B Wedding" (Non-members). A Wedding Information sheet needs to be filled out and returned with your deposit.

The fees have been established as reasonable compensation for the use of the facility as well as work and services performed by our staff on your behalf. These fees **must** be **paid 30 days** prior to the time of the rehearsal.

RECEPTIONS

Receptions may be held in the Family Life Center as long as they do not interfere with the Saturday Worship Service (5:30 pm, setup begins at 12:00 pm). You may cater your own reception or hire a professional, either way; the persons who are handling the catering are responsible for the arrangement of tables and chairs. **Tables and chairs must be returned to their original location.** Kitchen appliances and utensils are available for your use, provided they are cleaned and returned to their proper storage.

NO SMOKING PLEASE!

Smoking is prohibited throughout the building, including the restrooms. There are smoking disposal containers outside both entrances to the FLC. The Bride and Groom are expected to make these rules known to all members of the wedding party.

NO ALCOHOLIC BEVERAGES/DRUGS

Alcoholic beverages and drugs are absolutely forbidden in the building, as well as anywhere on the property. It is also expected that members of the wedding party will refrain from consuming alcoholic beverages immediately preceding both the

rehearsal and the ceremony. **The Bride and Groom are expected to make these rules known to all members and guests of the wedding.**

MISCELLANEOUS

If you wish to include the pastor and spouse in the Rehearsal Dinner and/or the Wedding Reception, please let them know in advance so plans can be made.

The Bride and Groom are asked to let the pastor know about their wishes concerning his/her dress, i.e., robe, tuxedo or suit, once the wedding colors are decided.

The pre-marital counseling sessions will allow the opportunity to ask any additional questions you may have.

Due to building maintenance we can not offer our Family Life Center for rehearsal dinners.

CONGRATULATIONS AND BEST WISHES!

WeddingPolicy.doc -12/12/06