

## WEDDING POLICY

Speed Memorial Church (SMC) 328 US Hwy 31; Sellersburg, IN 47172

(812) 246-3262 Office Hours: 9am–1pm Monday–Friday

### Wedding Forms and Fees

- No charge for members for the use of the facility. However, we encourage you to consider a donation to the church in honor of your wedding.
- Non-member fees are \$350.
- A \$350 deposit is to accompany the application. All damage deposits will be returned by mailed check if, after an inspection is completed by the custodian, it is determined that no damage was incurred, and all rooms were returned to their original order.
- All remaining fees are due four (4) weeks prior to the wedding date.
- An application must be submitted for all weddings. Wedding dates are not confirmed until approved at a SMC council meeting and the refundable deposit (\$350) is received. Also, for non-members, the \$350 use of sanctuary fee is due at the same time as the refundable deposit.

### Wedding Rehearsal

- Rehearsals are generally scheduled the day before the wedding.
- Rehearsals usually last 1 hour. If you need additional time, advance notice and additional fees are required.
- All persons immediately connected with the wedding party should be on time and present.

### Church Representative

- Assists bride with details of the wedding ceremony and rehearsal to assure that church property is used properly and respectfully, and that the wedding and rehearsal proceed in a timely manner.
- Is not responsible for securing musicians, photographers, florists, videographers, ministers, or off-site receptions.
- Must be present at consultation and wedding party uses any time the church facility is used.
- Oversees use of church facilities and assures that the Wedding Policy and timing requirements are adhered to by the wedding party and contracted service providers.

### Minister Performing Ceremony

- The pastor at SMC is typically available to officiate at all weddings held in our sanctuary. Counseling is also available. We are open to interfaith wedding services, as long as the wedding remains an experience of holy worship. Any outside pastor must be approved by SMC Church Council two (2) months prior to the ceremony.
- The pastor must be scheduled prior to securing the wedding date on the church calendar to assure availability
- Conduct the wedding in accordance with biblical guidelines and the state law.

## **Music**

- Keep in mind that a church wedding is a worship service.
- Music should be in accordance with the reverence for entering the House of the Lord.
- Instrumental music such as violin, harp, brass, guitar, and flute are appropriate for worship. Fees for these musicians are the wedding party's responsibility.
- Soloists are allowed. The wedding party is responsible for the fees.
- Recorded music and video presentations must be approved by the church representative no later than (4) weeks prior to the wedding.
- SMC organist and/or pianist is available to be hired and should be contacted as soon as the wedding is scheduled. Any outside pianist must be approved by the church representative and pastor. The SMC organ can be used only by the SMC organist.

## **Bride and Groom Dressing Rooms**

- Facilities are provided so that the bride and her party may dress at the church.
- A separate space is provided for the groom and his attendants.
- SMC provides a four-hour block for weddings, including the ceremony. This means you will have access to the church three hours before your scheduled ceremony. If you require more time for preparation or pictures, before or after the ceremony, advance notice and additional fees are required.
- Personal items need to be removed from the dressing areas within 30 minutes of the wedding ceremony's conclusion. It is suggested that personal items be packed and removed prior to the wedding.
- SMC is not responsible for lost or stolen items.

## **Photography and Videography**

- It is the responsibility of the bride to instruct the photographer and family that flash pictures are not permissible in the Sanctuary during the ceremony.
- Photographers and videographers are welcome, but they are required to remain stationary, unobtrusive, and refrain from using artificial light during the ceremony. An exception is made for the processional, recessional, and the kiss.
- Photography should be done as discreetly as possible.
- Photographs may be taken in the Sanctuary no earlier than (3) hours prior to the start of the service and no later than (30) minutes after the service.
- No flash equipment is to be used during the wedding service. Flash equipment may be used prior to and after the ceremony.
- Church lights are preset for the beauty of the wedding service and are not dictated by the needs of the photographer.
- The SMC church representative will meet with the photographer and videographer for a tour and review of policies.
- It is recommended that personal cell phone video or photography be discouraged during the wedding ceremony.

## **Audio Support and Sound**

- The SMC audio technician will arrive approximately one hour before the ceremony.
- The SMC audio technician will be available for rehearsal.
- Musicians are permitted to have a short rehearsal after the SMC audio technician arrives.
- Musicians who need to use the church sound system are required to contact the church representative no later than 4 weeks prior to the ceremony for assistance.

## **Decorations**

- All pulpit furniture, paraments, and other Sanctuary appointment must remain in place, unless approved by the church representative and pastor.
- Decorations may be used, but they must not mar tables, chairs, pews, or floor. No nails, tacks, or glue may be used.
- Candelabras with battery-operated candles may be used. Dripless candles may be used.
- Silk petals must be used by the flower girl. An aisle runner is preferable, but not mandatory.
- There may be no candles of any description used in the aisles.
- Some couples like to leave wedding flowers for Sunday use in the church. This is certainly appropriate and, if you wish to do so, please tell the church representative in advance so that proper notation may be made in the church bulletin expressing our joy in your marriage and appreciation for your gift.

## **Wedding Party Members**

- Members of the wedding party will recognize that the church is the House of God and will conduct themselves with respect for themselves and the church.
- Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- Use of alcohol, drugs, or smoking is not permitted on the SMC campus.
- Appropriate and modest dress is requested for all wedding participants.

## **Misc.**

- Birdseed may be tossed and bubbles blown outside the SMC building.
- Confetti, rice, or similar material are not permitted on church property.
- Smoking, the use of tobacco products or E-Cigarettes are not permitted on any part of the SMC campus.
- The use of drugs and/or alcohol is not permitted on any part of the SMC campus.
- No food or drink is allowed in the church sanctuary.
- Animals, other than service animals, are not permitted in the building without approval from the church representative and the pastor.