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Wedding GUIDELINES

Court Street UMC
In Historic Downtown
Lynchburg



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Message from the Pastor

The Wedding ceremony within the Sanctuary should be a worship experience. It is the time when couples are offered God's blessings through Christ; therefore, everything included in the ceremony should be to the honor and glory of Him. The United Methodist Church has its roots in the Anglican Church of England and is traditional in its worship. The items within the Chancel area are a part of the worship setting and shall not be moved unless approved by the Pastor.



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Overview

A Message to the Bride and Groom

The Wedding Committee and all staff involved in your wedding planning want to help you make your wedding as reverent, Holy, and beautiful as it can be. May God bless you at this wonderfully happy time in your life and in all the years together you have ahead of you.

Responsibility of The Family

The Family/Celebrants are required to carefully read and understand the Guidelines for Weddings at Court Street UMC. The engaged couple must then contact the Church office to secure dates compatible with them, the Pastor and the Church for the wedding and the rehearsal. No wedding is scheduled until this has been done.

Selecting the Pastor

The Pastor of Court Street UMC typically performs the ceremony. However, if the family, because of strong ties, desires to have a guest pastor perform or assist with the ceremony, this request must be presented in writing for the Court Street United Methodist Church pastor's approval. The pastor of Court Street UMC will issue the invitation to the visiting pastor.

Pre-Marital Counseling

Pre-marital counseling is required for all persons married at Court Street UMC. Counseling is usually provided by the Pastor conducting the service but may be provided by another qualified professional at the discretion of the Pastor.

Marriage License

The marriage license, obtained from the Clerk of Circuit Court, must be in the hands of the officiating pastor as early as possible, but definitely at the rehearsal. A wedding can only be performed with a license.

Church Representative(s)

The Church representative will be present at the rehearsal and the wedding to open and close the building, assist the minister, run the soundboard, and assist guests with church facilities. The wedding party will provide a Wedding Director to direct the placement of the wedding party and help with the processional, the recessional, and related matters. The Church office will furnish you with the representative's name early in the week preceding the wedding so a consultation with the bride can be arranged to discuss any special arrangements.



Use of Facilities

The Sanctuary is available for weddings for church members and non-members on a first-come, first-serve basis. Our Sanctuary accommodates approximately 300/350. The Church is customarily open for 3 hours on rehearsal day and 5 hours on the wedding day. If you need more time, please make the request to the church. A room suitable for the bride and bridesmaids to dress is available. Men are required to come dressed for the wedding. If women wish to dress at the church, make-up and hair must be done before arrival. Make arrangements for someone to pick up any personal belongings from the wedding party. This must be done before the church representative locks the building since they will not be available to reopen the door.

The wedding party is responsible for leaving the Sanctuary and Church as it was found, including removing all decorations, boxes, etc. The party will also be responsible for any damage or unusual clean-up associated with the wedding. The services and religious activities of the Church and its groups have precedence and priority in using the facilities; however, the areas you have reserved will be available as scheduled.

Rehearsals

The rehearsal time will be set in consultation with the Pastor, Organist, and church representative, customarily in the late afternoon (no later than 6:00 p.m.). Recognizing that the pastor and the organist may have other commitments, rehearsals should begin at the appointed hour. The bride and groom are responsible for notifying all wedding party members of the rehearsal time. Please emphasize the importance of being on time for the rehearsal.

The rehearsal is directed by the Pastor, who is in charge of the service and will be assisted by the church's representative. If programs are to be used at the wedding, they should be brought to the church at the time of rehearsal.

Music for The Ceremony

The pastor must approve all music in consultation with the organist and/or the music director. Using other music, such as string quartets, pianists, etc., for the wedding is permissible. We have a list of organists familiar with our organ and are glad to provide their information.



Flowers and Decoration

The Florist you select is asked to follow these guidelines.

The cross may not be removed or hidden by flower arrangements. The flowers should be lower than the crossbar of the cross (30' at the highest point). Only the candles provided by the church (at no extra charge) are to be used in the Chancel and in the floor candelabra. These are oil candles and must not be moved once in place. Non-drip candles may be placed in the windows as long as glass globes cover them to comply with the fire code. This would be appropriate for an after-dark wedding only. No candles are to be attached to the pews. Any seasonal or church decorations in place may not be removed except for the altar florist arrangement, which an appropriate wedding arrangement may replace.

Nails, wires, tape, or any other means of supporting floral arrangements that might damage the church or the furnishings are not permitted. The florist is asked to contact the church office to schedule times for decorating. If the couple desires to leave flowers for use in the worship service on Sunday, please indicate this to the Church Administrator when the wedding is scheduled or as soon as possible. The Chancel furniture must stay in place. The Church unity candle may be reserved through the Church office if desired. The use of confetti, rice, birdseed, bubbles, flower petals, or any other substance is prohibited on the Church property, the one exception being that flower girls may use artificial petals.

Photography and Video Cameras

We recognize the importance of documenting such a special day and have set forth a policy to help achieve that goal while also honoring the sanctity of worship. All devices must remain on silent while in the sanctuary. A video of the wedding may be made from the back of the sanctuary, and a small, unmanned camera may be placed behind the altar. Picture-taking may be taken before the wedding. Please schedule this 45 minutes before the wedding so ushers can seat guests 30 minutes before the wedding. Photographs may also be taken after the wedding, but be mindful of the time it takes to clean up and close the church.

Cell Phones and Electronics

Because a wedding is a service of worship that should not be interrupted by the ringing of cell phones, etc., all phones and devices must be silenced during the rehearsal and the wedding ceremony. This information must be printed in your program or relayed to guests by the ushers.



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Wedding Programs

If wedding programs are desired, the pastor may provide a copy of the order of worship and some sample programs for review. The musicians will provide the music titles.

Please print the following in your program:

“Photography (flash or otherwise) by guests is not permitted during the wedding service.”

“All cell phones and electronics are to be silenced upon entrance into the sanctuary.”

The couple accepts responsibility for program arrangements. Programs should be at the church in time for the rehearsal.

Wedding Receptions

If you wish to use the church building for your reception, arrangements should be made when the wedding is scheduled. Please remember that alcoholic beverages are not permitted on church property. Confetti, rice, birdseed, bubbles, etc., cannot be used on church property. All food prep is to be done before arriving at the church, and all needed items are to be furnished by the caterer, including warming and serving dishes. The caterer and their staff will clean up from the reception area.

The reception can be held in the Wesley Guild room beyond the double doors at the back of Bishop Early Hall or in the Refectory on the ground floor. Please plan for at most 50 guests in the Wesley Guild or at most 100 guests in the Refectory.

Additional Questions

Our church administrator is here to assist you with any further inquiries. Feel free to contact her via email, phone, or in person during our office hours. Your questions are always welcome, and we are here to provide you with the support and information you need. Thank you for considering Court Street UMC for your wedding, and we look forward to helping you in any way we can.

Phone: 434-845-3427

Email: 621CourtStumc@gmail.com

Office Hours: M-F 9:00 AM - 2:00 PM



Wedding Fee Schedule

Members of Court Street UMC and their immediate families are not charged for Sanctuary and building usage.

Officiating Pastor

We do not have a set fee for the minister; however, an honorarium is customary. Understanding that the minister has invested a sizeable amount of time in counseling, rehearsal, and ceremony, \$250 is suggested based on the size of the wedding party. We urge you to discuss this with the church representative if there are questions.

Organist

Wedding \$300, Special music requiring additional time with organist up to \$500
(Organists other than CSUMC's organist may have different fees).

Sanctuary Usage

Wedding: \$900 inclusive.

Damage Deposit

\$500 - refundable after the wedding.

Receptions

\$900

A \$200 reservation fee is to be submitted with the signed contract. All remaining payments are due one week before the wedding. Checks should be made payable to Court Street United Methodist Church and forwarded to the church office; the reservation fee will be deducted from the total upon payment.

*Please understand that the wedding fee includes building usage in addition to the Sanctuary, the large room to the back of the Sanctuary, known as the Bishop Early Hall, the parlor to the left of the Court Street entrance foyer, the Wesley Guild Room which is located beyond the double doors at the back of the Bishop Early Hall and the two restrooms on this level of the building. **Members of the wedding party, guests, and photographers only have permission to go on other building levels if otherwise approved.**



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Wedding Agreement

This agreement may be canceled with a written notice one month before the wedding date. If this Agreement is canceled after the one-month window, the deposit is not refundable.

The undersigned persons have read and agree to the attached Wedding Guidelines for Court Street UMC and the terms and conditions of which are incorporated as part of this agreement and acknowledge their responsibility for all fees listed in the Wedding Guidelines and any damage that may occur.

Your signature represents our agreement with the terms and conditions herein, including responsibility for all fees listed in the Wedding guidelines and any damage that may occur.

Contact Information

Bride's Name

Bride's Signature

Date

Groom's Name

Groom's Signature

Date

Bride's Phone

Groom's Phone

Details

Event Overview

Date & Time

Rehearsal Date & Time

Staff person's signature reserving the facilities

Date

Fees associated with the event