

Westover United Methodist Church Wedding Guidelines & Policy



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February 2021



It is our desire to be helpful in guiding people in their wedding plans and services. Weddings in the church have but one purpose: Namely, the establishing of Christian Homes.

I. **Ministers/Officiants:** As the wedding service is a Worship Service, it is appropriate that the plans should begin with the *consultation with the Pastor of Westover United Methodist Church (heretofore as Pastor) as early as possible*. Where it is the wish of the bride or groom to invite another Clergy person to participate in the ceremony, they should make this known to the Pastor, who will then extend the appropriate invitation. Every couple is encouraged, when possible, to be married at the home church of either the Bride or Groom. The Westover United Methodist Church (heretofore as Westover or Church) policies regarding the use of the ministers, other than the Pastor of Westover, are as follows:

- Ministers from other Christian denominations are welcomed to share in weddings at Westover with permission from the Pastor. The Pastor will determine if another United Methodist Minister(s) may conduct or assist in the service.
- No wedding shall occur in the Sanctuary that is officiated by non-clergy even if licensed online. Such ceremonies may take place in the Fellowship Hall with the Pastor's permission.
- The Pastor will go over the plans and requirements with the prospective Bride and Groom. Both bride and groom are expected to be present for the initial interview, if possible. (The Pastor may give the couple appropriate materials and books on marriage preparation to read and study.)
- After consultation with the Pastor, the wedding date & time, and rehearsal date & time (if requested) will be placed on the Church Calendar. Fees and deposits, as outlined below, shall be paid at this time for non-members.
- When a family member, friend, or outside Director is used, that person is required to follow Westover's Wedding Guideline & Policies.
- When the officiating minister is a guest, they shall follow Westover's Wedding Guidelines & Policies and any further instructions given by the Pastor.
- In all cases, because a wedding is a service of Sacred Worship, the Pastor has the ultimate authority regarding how the service is conducted.

II. **Wedding Music:** The Music Director of Westover (heretofore as Music Director) will be contacted for all church weddings. It is the custom to offer the right of refusal to the Music Director. If it is the wishes of the couple to invite another musician(s), the Pastor will notify the Music Director of the couple's request. The couple's musician(s) will need to be approved by the Pastor and/or Music Director. If approved, it is the couple's responsibility to have the guest musician(s) contact the Pastor as soon as possible.

A. A Church Wedding is a sacred service invoking the Blessing of God on the founding of a home. Music for the wedding should be in keeping with the spirit of Christian Worship in the church. Sacred music should be used unless other suitable music is approved. The Music Director will approve all music selections for the Wedding Ceremony with the consent of the Pastor. If a different musician(s) will be playing during the service, it is the Couple's responsibility to provide these Church Guidelines & Policies to the musician(s).

B. The Music Director will meet with the Couple to counsel in selecting the music.

C. The Music Director will be present at the rehearsal.

D. If the Audio Visual (AV) System is required, the Couple will coordinate with the Music Director to determine how many microphones will be required. The AV System/equipment may only be handled by the Music Director or other trained personnel approved by the Music Director or under the direct supervision of the Music Director.

III. **Paraments:** It is the responsibility of the Church to assure that the correct Paraments are on the altar for the wedding service. Paraments for weddings are usually white. However, at the couple's request, the current liturgical season's paraments may be used even if they are not white.

IV. **Rehearsal:** Members of the wedding party shall be punctual to the rehearsal and to the wedding as courtesy dictates. The Pastor will guide the rehearsal with input from other professionals if deemed appropriate and necessary.

V. **Dressing at the Church:** The Bride and her attendants may use designated church rooms, which are equipped with a mirror and other accessories for the use of the wedding party.

VI. **Decorations:** Our Sanctuary is a place of simple and dignified beauty. It does not require overelaborate decorations to make it a beautiful church service.

A. FLOWERS - Fresh Flowers may be used on the Altar. Disposition of the flowers, after the ceremony, is the responsibility of the Couple. The couple may want to leave these to the church for use in the following Sunday Service. If this is the case, let the Pastor know.

B. CANDLE - The Church will provide alter candles. The Bride is responsible for any candelabras, such as might be used with a unity candle. Precautions must be made to ensure that wax does not spill or drip on the carpet or furnishings.

C. Only Hurricane candles are allowed in the windowsills and shall be placed on glass for protection. No candles may be placed/used in or on the pews.

D. KNEELING RAIL - If the couple wishes to use a kneeling rail, please let the Pastor know. If the couple does not wish to use the church kneeling rail, they may secure one on at their own expense.

E. DECORATIONS - No tacks, wires, tape (of any type), temporary hooks (3M type), or nails may be fastened to any part of the sanctuary furnishings, including the walls, doors, woodwork, pews and floors. Ribbons may be secured to the pews by means of rubber bands. Again, no candles may be placed/used in or on the pews.

F. PULPIT & COMMUNION TABLE - It will be the Pastor's responsibility to reposition the pulpit & communion table before, during and after the wedding.

VII. **Photograph:** Pictures may be taken at the end of the aisle near the vestibule at the time of the recessional. If pictures of the wedding party at the altar is desired, the party may reassemble after the conclusion of the ceremony for such pictures. As a matter of courtesy to the wedding guests, it is recommended that the "after service" picture time be kept to a minimum. Any photographs requiring the presence of the Pastor or other participating professionals will need to be made first, so that they may leave as soon as possible.

A. Wedding guests are asked to PLEASE Do Not take any pictures during the service. Pictures may be taken after the service or at the Reception. The Wedding is a religious ceremony and picture taking is not allowed during the service.

B. Sanctuary Video Cameras are permitted at the discretion of the Pastor if they remain stationary and do not block the aisles.

C. Pre-Wedding Photo - The wedding party may want to assemble prior to the wedding to take special photos (Grandparents, Family Photos). This must be scheduled early enough as not to interfere with the guests' arrival.

VIII. **Cleaning:** Cleaning service for the Sanctuary, Fellowship Hall and Wesley Hall requires a Fee. If the Couple desired to use their own cleaning company, it should be a professional and licensed company approved by the Church that performs deep cleaning and understands how to preserve the Sanctuary/Fellowship Hall/Wesley Hall while performing deep cleaning. This should be determined early in the planning process, but no later than 4 weeks prior to the Wedding Rehearsal.

IX. **Alcohol:** No Alcoholic beverages shall be served or consumed on the Church property, in any of the Church buildings or in vehicles in the Church parking lots. **There is no exception to this policy.** The use of alcohol will automatically forfeit the Security Deposit and at the discretion of the Pastor or designated representative the Wedding/Reception may be terminated.

X. **Rice:** The throwing of rice is **not permitted**. Instead of rice, consider using birdseeds after the wedding as the bride and groom are leaving. Rice is harmful to birds and makes the floors/steps slippery and dangerous. Birdseed must be used outside ONLY and must be swept/blown away from the steps, sidewalks and rugs prior to leaving the Church property. This is part of the Church Cleaning requirement.

XI. **Reception:** The Fellowship Hall or Wesley Hall may be used for the reception. The Fellowship Hall and Wesley Hall are part of the Church and must be treated with the same respect. The wedding party is responsible for leaving the Fellowship Hall or Wesley Hall clean (see Cleaning above and fee schedule below).

XII. **Fees for Church Members:**

A. To be considered a Church Member for Wedding Benefits one of the following criteria must be met:

1. Either the bride or groom must be a Member of Westover United Methodist Church at least 3 years prior to the Wedding Date.

Or

2. Either the bride or groom must be an immediate family member (Child, Grandchild or Great-Grandchild) of a Westover Member. A Member of Westover United Methodist Church is defined as being a member of the Church at least 3 years prior to the Wedding Date.

B. **Facility Rental Fees:** No **Rental Fees** are required for the use of Church's Facilities. Four hour maximum when using the Fellowship Hall or Wesley Hall for rehearsal dinner and/or reception.

C. **Minister Fees:** There is no set fee for the Pastor for Church Members; however, etiquette and tradition prescribe that the Pastor receives an honorarium. See the fee schedule for non-members below.

D. **Cleaning Fees:** There is a charge for clean-up. These fees are payable by check to Westover United Methodist Church and turned into the Church Office two weeks prior to the wedding date. Note: The Couple must contact the Church Office to request Church's Custodian Services.

1. **Sanctuary Only - \$150.00** (No Fellowship Hall)
 2. **Sanctuary & Fellowship Hall (reception only) - \$225.00**
 3. **Sanctuary & Fellowship Hall (rehearsal dinner & reception) - \$300.00**
 4. Wesley Hall (Education Building) - **\$75.00**
 5. All parties are responsible to ensure that all Church Facilities used are left orderly, regardless if the Church's Custodian is used.
- E. **Music Director Fee:** There is a fee for the services of the Music Director. It is the Couple's responsibility to arrange this contact (see Wedding Music above) and payment.
- F. **Childcare:** Childcare is not provided by the Church. It is the Couple's responsibility to provide this service. The Church's Safe Sanctuary policy shall be adhered to at all times. If you will be providing childcare, please obtain a copy of the Church's Safe Sanctuary Policy from the Pastor.

XIII. **Fees for Non-Church Members:**

A. **Facility Rental Fees and Deposit:**

1. **Sanctuary Only - \$800.00**, half payable by check to Westover United Methodist Church at the Church Office when the Wedding Date is placed on the Church Calendar. The remainder payable by check to Westover United Methodist Church and turned into the Church Office two weeks prior to the wedding date.
2. **Fellowship Hall (four hours) - \$300.00** (rehearsal and/or reception), half payable by check to Westover United Methodist Church at the Church Office when the Wedding Date is placed on the Church Calendar. The remainder payable by check to Westover United Methodist Church and turned into the Church Office two weeks prior to the wedding date.
3. **Wesley Hall (four hours) - \$200.00** (rehearsal and/or reception), half payable by check to Westover United Methodist Church at the Church Office when the Wedding Date is placed on the Church Calendar. The remainder payable by check to Westover United Methodist Church and turned into the Church Office two weeks prior to the wedding date.
4. **Deposit - \$300.00** refundable Deposit, payable by check to Westover United Methodist Church at the Church Office when the Wedding Date is placed on the Church Calendar. This \$300.00 Deposit will be forfeited if the property is damaged or not left clean, as determined by the Pastor and/or Westover's Board of

Trustees.

B. Refund of Fees and Deposit:

1. All Fees and Deposit are refundable if unforeseen events render the facilities unfit or unsafe for inhabitants as determined by Pastor and/or Board of Trustees. (Fire, tornados, flooding, etc.)
2. Partial Fees refundable if a cancellation is requested by the Couple 30 days prior to the event. Minus the \$300 Deposit and 10% of the Fees paid in advance.

C. Change of Date Fee: In the event the wedding date should be changed, contact the Pastor as soon as possible to check availability. A \$50.00 Fee will apply, to be collected when the new date is put on the Church Calendar.

D. Minister Fees: The Fee for the Pastor is \$300. This includes planning, premarital counseling (which is required), rehearsal, and coordination.

E. Cleaning Fees: There is a charge for clean-up. These fees are payable by check to Westover United Methodist Church and turned into the Church Office two weeks prior to the wedding date. Note: The Pastor will contact the Trustees to coordinate services with the church's cleaning company. If the Couple desired to use their own cleaning company, see Cleaning above.

1. **Sanctuary Only - \$150.00** (No Fellowship Hall)

2. **Sanctuary & Fellowship Hall (reception only) - \$225.00**

3. **Sanctuary & Fellowship Hall (rehearsal dinner & reception) - \$300.00**

4. Wesley Hall (Education Building) - **\$75.00**

5. All parties are responsible to ensure that all Church Facilities used are left orderly, regardless if the Church's Custodian is used.

F. Music Director Fee: There is a fee for the services of the Music Director. It is the Couple's responsibility to arrange this contact (see Wedding Music above) and payment.

G. Childcare: Childcare is not provided by the Church. It is the Couple's responsibility to provide this service. The Church's Safe Sanctuary policy shall be adhered to at all times. If you will be providing childcare, please obtain a copy of the Church's Safe Sanctuary Policy from the Pastor.

XIV. **General Rules:**

- **No Alcoholic Beverages** on or inside Church Facilities and Property at any time, including inside Vehicles on the Church Parking lots.
- **No Smoking** inside any of the Church Facilities at any time. A clearly marked Smoking area is provided in the paved parking lot behind the Education Building near the trash receptacles.
- **No Food or Beverages** inside the Sanctuary, Hobby Chapel, or Carter Parlor at any time.
- **No Littering** on the Church property or surrounding areas.
- **No Loud Music** in the Church parking lots or inside the Church Facilities at any time.
- **No Pets** allowed on or in the Church property or Facilities. Please leave your pets at home.
- **Church Facilities & Premises** shall be cleaned and locked by 11:00 PM the day of the wedding, unless prior arrangement has been approved by the Pastor and/or Board of Trustees.

WEDDING PARTY INFORMATION
(Leave a Copy of this sheet in Office)

BRIDE: _____

GROOM: _____

WEDDING DATE: _____

TIME OF WEDDING: _____

RECEPTION AT CHURCH: _____

REHEARSAL DATE: _____

REHEARSAL TIME: _____

REHEARSAL DINNER AT CHURCH: _____

WEDDING DIRECTOR: _____

FLORIST: _____

CANDLES AND CANDELABRAS: _____

PHOTOGRAPHER: _____

MUSICIAN: _____

SOLOIST: _____

WEDDING PARTY INFORMATION (cont)
(Leave a Copy of this sheet in Office)

Groom's Great Grandparents:

Usher:

Bride's Great Grandparents:

Usher:

Groom's Grandparents:

Usher:

Bride's Grandparents:

Usher:

Groom's Mother:

Usher:

Bride's Mother:

Usher:

Maid/Matron of Honor:

Best Man:

Bridesmaids:

Groomsmen:

Contract and Statement of Responsibility
(Original in Office, Copy to Couple)

I have read the **Wedding Guidelines/Policies of Westover United Methodist Church**, and agree to abide by these Guidelines/Policies. I understand that I am responsible for any Fees, Deposits, damages, or misconduct that may occur.

Signature: _____

Printed Name: _____

Contact Number _____

Date: _____ Relationship to Couple: _____

Signature of Westover Representative: _____

Printed Name: _____

Contact Number: _____

Date: _____ - Title _____

Rehearsal Date and Time: _____

Wedding Date and Time: _____

Bride's Name: _____

Address: _____

Home Phone _____ Cell _____ Work _____

Groom's Name: _____

Address: _____

Home Phone _____ Cell _____ Work _____

Rooms to be used: Sanctuary ___ Fellowship hall ___ Wesley Room ___

Church Contacts:

Westover Pastor

Rev. Sung Moy

300 Powell Drive Raleigh NC 27607

Phone: 919-851-4431 (Church Office)

845-206-3914 (Cell)

pastor@westoverumc.org

Westover Music Director

Bruce Smith

Phone: 919-244-0459 (Cell)

smithjazz@nc.rr.com

HELPFUL NOTES:

Processional Typical Christian Wedding:
The Order of Seating:

Groom's great grandparents' right.
Bride's great grandparents' left.
Groom's grandparents' right.
Bride's grandparents' left.
Groom's parents right.
Bride's mother left.

The mothers of the bride and groom are seated after all guests are seated, and immediately before the start of the processional music. They are typically escorted to their seats by a brother of the bride or groom, or by another usher. After they are seated, the Minister (s), groom, and best man enter by a side door and wait at the altar.

Groomsmen escort the bridesmaids (OR enter by a side door and face the entrance of the Bridesmaids)
Ring bearer and/or flower girl
Maid or Matron of Honor

The bride escorted by her father or other close male family member or friend. At the front of the aisle, her escort can remain standing with her until the minister asks, "Who gives this woman in marriage?" to which he responds, "I do," or "Her mother and I do." OR her escort walks with the bride to the front of the aisle, and then takes his seat in the front row.

Recession:

- ❖ The bride and groom will walk down the aisle first.
- ❖ Followed by the flower girl and ring bearer (this is optional).
- ❖ Maid/Matron of honor and best man will follow next.
- ❖ Followed by the bridesmaids and groomsmen.
- ❖ The parents will then follow the wedding party. Following the exit of the entire bridal party, the head ushers typically return to the front of the church and escort the mothers of the bride and groom down the aisle. The fathers follow behind them.
- ❖ Then, the ushers return to the front of the church and signal guests to exit one row of pews at a time.

A wedding processional with a small bridal party.

If you only have a few people in your bridal party, it is a good idea to send them up one by one. For example, if you had a best man, maid of honor, flower girl, and ring bearer this should be the order:

Groom takes his place at the front.
Best man enters.
Maid/Matron of Honor walks up aisle.
Ring Bearer
Flower Girl
Bride, with escort if she has one.

With such a small wedding party, it is probably not formal enough to warrant a formal seating of the mothers and grandmothers. However, if you still want to do this, let the best man seat the grandmothers and the groom seat the mothers as part of their entrances.

Recession:

- ❖ The bride and groom will walk down the aisle first.
- ❖ Followed by the flower girl and ring bearer (this is optional).
- ❖ Maid/Matron of honor and best man will follow next.
- ❖ The parents will then follow the wedding party. Following the exit of the entire bridal party.

Suggestion(s):

It is a good idea to have either a coordinator, or a friend with a written list to help line up the bridal party and directing each person when to go. They should also remind each person to smile when they are walking down the aisle!

Additional Information to consider during initial discussions:

1. Music styles in general, do you prefer Majestic, regal loud or quiet, modern, prayerful, well-known hymns, or light classical?
2. How many people do you anticipate attending?
3. How many Bridal attendants?
4. How many Groomsmen?
5. Will the Groomsmen be part of the procession and or Recessional?
6. Are there any others in the procession? Flower girl(s) ring bearer, etc.
7. Will the Bride use the same music as the procession?

8. How many mothers, grandmothers and great grandmothers will be seated?
9. Will they have special recognizable music or will they just be seated at the appropriate time?
10. At the start of the wedding what will take place at that time? Maybe a pause before special music starts? (I.E., mothers will be seated, Processional will start, bride stops in front of the minister, etc.)
11. Who is the wedding Director, and how can they be reached?
12. Is anyone assisting with the ceremony along with the Westover Minister?
13. Who are the soloists and how can they be reached?
14. What music will the soloist be performing?
15. At what point will the solo take place?
16. How long before the service do you want the music to begin?
17. At what point will the Postlude be finished? For most weddings, this is the recessional when the bridal party and family members are escorted out.
18. Are you using the traditional wedding ceremony, or will it vary?
19. Will a video camera be used to record or stream the service?
20. Will pictures be taken before the wedding to save time afterwards?
21. Will a Catering Service be used?
22. Will babysitting be needed? For the Rehearsal and/or wedding?
23. Will any special considerations need to be made for Handicapped guest? (Wheelchairs, etc.)