

## Introduction

A Christian marriage ceremony is a service of Christian worship in which a couple solemnize their commitment to God and one another to live together as husband and wife. Christian marriage is understood as a sacred covenant reflecting Christ's covenant with the church. Everything about such a service is designed and intended to witness to the fact that this is a Christian marriage.

The church rejoices with couples who desire to celebrate a Christian marriage and establish a Christian home. The church is committed to making their wedding beautiful and meaningful. The policies set forth here are intended to assure that weddings held in the Aldersgate United Methodist Church are conducted in a manner that honors the true meaning of both Christian marriage and Christian worship. The ministers and staff of the church are happy to assist in every way possible to this end.

**The Marriage Ceremony:** The marriage ritual used in wedding ceremonies in the Aldersgate United Methodist Church is the ritual found in the Book of Worship of The United Methodist Church. Any changes in that ceremony must be agreed to by the minister performing the service.

**Minister Performing The Ceremony:** *One of the ministers of the church is to be in charge of all weddings in the church. Where a couple desires that another minister be involved in the ceremony, this should be discussed with the minister of the church* and an invitation extended to the visiting minister by the minister of Aldersgate.

**Pre-marital Counseling:** The ministers of the church require pre-marital counseling for all couples. This is to be arranged with the pastor who is officiating.

10/3/17

## Wedding Fees and Compensation

### Use of the Facilities

	<u>*Non-Member</u>	<u>Member</u>
<b>Wedding:</b>		
Sanctuary	\$250.00	No Charge
Chapel	\$150.00	No Charge
<b>Reception:</b>		
Parlor	\$150.00	No Charge
Room 22	\$150.00	No Charge
Christian Activity Center	\$250.00	No Charge
Courtyard	\$100.00	No Charge

**\*All non-member requests will require a \$100 non-refundable deposit when reserving a date. This deposit will be applied to the costs detailed above.**

### Compensation for Services

*(to be paid by members as well as non-members:)*

Wedding Coordinator	
Member.....	\$250.00
Non-Member.....	\$300.00
Organist/Pianist.....	\$250.00
Sound Technican.....	\$ 50.00

### Janitorial Services

*(to be paid by members as well as non-members)*

Rehearsal/Wedding.....	\$125.00
<i>(includes movement of pulpit/altar furniture)</i>	
Rehearsal Dinner.....	\$100.00
Reception.....	\$100.00

### Optional

Removal of Choir Loft Chairs....	\$ 75.00
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**Note:** *All charges must be paid prior to the wedding rehearsal. Names of involved church staff can be provided by the wedding coordinator, for individual compensation prior to the rehearsal.*

# Aldersgate United Methodist Church

## POLICIES GOVERNING WEDDINGS AND RECEPTIONS



*“For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh.”*

*Matthew 19:5*

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(334) 272-6152

## **Facilities Available...**

**Ceremony:** Sanctuary (seating capacity 750)  
Chapel (seating capacity 150)

**Reception:** Parlor, Room 22, or Christian Activity Center. Please see our Wedding Coordinator for specifics.

**Dressing Rooms:** May use two Sunday School Rooms

## **Arrangements**

**Wedding Coordinator:** A wedding coordinator approved by Aldersgate United Methodist Church will assist your wedding planner/coordinator or traditionally direct all weddings held in the church or on church grounds. She will meet with you at the church to view the two dressing rooms, the sanctuary or chapel, and any other areas of the church that will be used the day of the wedding.

**Reserving a Date:** Reserving a date for the wedding must be arranged with the minister. Requests for wedding dates for non-members will not be confirmed on the church calendar for more than four months prior to the wedding. Non-members are defined as those persons whose names are not presently on Aldersgate's membership roll. All non-member requests will require a \$100 non-refundable deposit when reserving a date. This deposit will be applied to the costs detailed in the "Fees" section of these policies.

**Marriage License:** The marriage license should be obtained and delivered to the minister during working hours no later than three days prior to the rehearsal. The minister will send the license in for the Probate Court records following the wedding ceremony.

## **Guidelines**

**Decorations:** The church facilities do not require elaborate decorations for an effective, meaningful ceremony. However, the extent to which the facilities are decorated is left to the discretion of the couple, with the approval of the church's wedding coordinator. The following special rules shall apply:

### **Candles**

- No candles may be used down the aisles or in the windows.
- Only dripless, automatic candles may be used; steps should be taken to protect all furniture, floors and other items from damage from candles.
- The church has several candelabras which are available for use.

### **Flowers**

- In placing floral arrangements on the altar, nothing should be placed in front of the cross.
- No artificial flowers may be used on the altar.
- Flowers and other decorations must be removed immediately following the service.
- To avoid scheduling conflicts, florists must arrange in advance for a time to decorate the church.

### **Wall Decorations, Etc.**

- No tacks, nails, tape or other items that will harm the walls or furnishings may be used to attach decorations.
- Decorations that are already in place may not be taken down without the approval of the wedding coordinator. When they are removed, they must be replaced as they were prior to the wedding.

### **Furniture**

- The altar and baptismal fount may not be moved.
- In addition to the altar and pulpit furniture, a kneeling bench is available to be used in the ceremony where that is desired.

### **Music**

Musical selections and instruments must have the approval of the Minister of Music and the minister of the church. The selections must be submitted to the wedding coordinator at least one month before the wedding for approval.

Organists and pianists, other than those employed by the church, must be approved by the Minister of Music of the church. The wedding coordinator will assist you in contacting the church musicians. The church musicians will attend the wedding rehearsal and will begin playing thirty minutes prior to the wedding. Vocalists from outside the church may be used in the service with the approval of the Minister of Music, the minister, and the wedding coordinator. Only members of Aldersgate who are approved to do so, may operate the church's sound equipment.

### **Photographs**

No flash photography is permitted during the wedding ceremony. Wedding photos may be taken with flash photography prior to or following the wedding.

Audio or video recordings may be made from the rear of the sanctuary or chapel. No flood or spot lights may be used.

## **Responsibility For Personal Items**

Aldersgate United Methodist Church will not be responsible for personal items brought to the church. Arrangements may be made through the janitor on duty to have the items locked in the church vault.

## **Additional Regulations**

- Smoking is not permitted in any church building.
- Alcoholic beverages in any form may not be served on the church premises.
- No food or drink may be carried into the sanctuary or chapel.
- The wedding party is responsible for any damage to the church or its property. The janitor on duty will check for damage following the wedding.

Due to insurance regulations, no rice may be thrown in the church or on the walkways.

## **Aldersgate United Methodist Church Wedding Nursery Guidelines**

A nursery for children under the age of four (4) may be provided during the service if requested. Our nursery staff is CPR certified, Safe Sanctuary trained, and have had background checks performed. If you would like a nursery during the wedding, please follow our guidelines provided.

1. Contact the wedding coordinator no later than two weeks prior to the wedding so that reservations of the rooms can be made. We will need the number of children, their ages, and emergency contact information at the time of reservation to assure that the nurseries will be staffed appropriately. Because of this we suggest that the nursery be provided for family members and wedding party members only.
2. The nursery will open thirty (30) minutes prior to the wedding and will close thirty (30) minutes following the service. Parent or guardian must remain on church property while your child is in our nursery.
3. Payment of the nursery staff is your responsibility. Each staff member shall be paid a minimum of 2 hours at the rate of \$10 / hour. This can be paid by check or cash either to the wedding coordinator before the service or directly to the nursery staff following the service.