

Mandarin United Methodist Church

Wedding Policies

Scheduling

Weddings are scheduled based on availability of the church building and one of our pastors. You may receive a wedding date up to one year from the date of making the reservation and paying the deposit fee. The date will not be confirmed until the deposit is paid.

Weddings are not scheduled on holiday weekends to include, but not limited to, the Saturday before Palm Sunday, Holy Week, Thanksgiving, the week before and after Christmas, New Year's Eve, New Year's Day or Sundays. Other dates may not be available based on church events.

The marriage license must be received in the church office for the Pastor performing your ceremony two weeks before the wedding date.

Our Pastors

The pastors of our church will work with you to help you make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a lifelong covenant of growth and love.

One of our pastors will officiate at your wedding. If you desire for other clergy to assist, a request must first be made to the officiating pastor. Christian Pastors of denominations in full communion with the United Methodist Church are welcome to assist, under the direction of our pastor. Our pastor is responsible for everything that happens on the church property.

The United Methodist Church requires premarital counseling for the couple regarding the meaning of Christian marriage, preparation for a healthy marriage, and other concerns raised by the couple. You may schedule your counseling with Rev. Janis Kinley who may be contacted at 904-553-6208.

The church continues to be interested in your marriage after the wedding. The pastors are available for pastoral conversation at any point throughout your marriage.

Wedding Coordinator - Cassie Froeba

To insure that every detail of your wedding is properly planned and carried out in accordance with our church policies, we provide the ministry of a Wedding Coordinator. You will need to make an appointment with her at least two months (but not more than six months) prior to your wedding to review plans, clarify policies, discuss options and resolve any questions you may have about the wedding and rehearsal.

At the rehearsal, the Wedding Coordinator will lead the participants through every detail of the wedding and insure that each person understands what is to happen on the day of the wedding.

At the wedding, the Wedding Coordinator will see that everything runs smoothly from the time you arrive until after the wedding when you are ready to take pictures. The Wedding Coordinator will be available to assist the wedding party two hours prior to the wedding. Every wedding which includes music and invited guests must include the services of our Wedding Coordinator.

If a personal wedding coordinator is to assist the bride and her attendants, that person will work under the supervision of our Wedding Coordinator.

The Wedding Service

The wedding is a service of worship in which we celebrate God's gift of human love and affirm the covenant between man and woman in holy matrimony. Our pastors will use the United Methodist Order of Worship for the Service of Christian Marriage. The decisions you will need to make regarding the service include:

- Do you want one or more congregational hymns?
- Do you want a family member or friend to read a scripture lesson?
- Will you have solos or special music?
- Will you light a unity candle?

Children are welcomed as members of the wedding party but they must be mature enough to participate effectively in the service. Children in the wedding party must be assigned to a member of the child's family, not in the wedding party, who can provide guidance or removal of the child, if necessary, during the ceremony.

Decorations

Since our church is already furnished as a place of dignity and beauty, few decorations are needed and these should be carefully planned.

It is the responsibility of the bride and groom to arrange with a florist for decorations. In the placing of flowers, palms or other decorations, care must be taken to insure that the floors, carpets, walls and furnishings not be damaged.

Furniture on the Chancel and on the floor may not be removed or rearranged. Decorations will not be hung or suspended from fixtures or furnishings. No decorations may be hung from our candelabra. Ribbon or simple arrangements of flowers may be used to mark reserved pews. Except for these markers, no other decorations will be attached to the furniture. No nails, screws, wires, scotch tape or push pins will be used in decorating.

The altar is central to the service. Plants and flowers may not block the view of the altar.

No rice, bird seed, flower petals or confetti may be thrown either in the church building or on the church grounds.

Flowers may be left for Sunday worship service and an announcement of your marriage will be in the church bulletin. Please talk with the Wedding Coordinator or the Communications Administrator.

If you would like to use a unity candle in your ceremony, you may do so. You are responsible for providing the candle. The church has a candle stand that you may use if you like. Our Wedding Coordinator can assist you in viewing the stand we have available and arrange for it to be set up if you choose to use it.

Church Policy for Florist (Please provide this information to your florist)

1. The building will be open for flowers to be delivered two hours before the wedding.
2. All decorations must be removed no later than ONE HOUR following the ceremony. The company/person placing the flowers and removing them will be responsible for any damage incurred. If the bride and groom are leaving the flower arrangement(s) in the church, our property sexton will move them to the proper place.
3. Bows and flowers may be used on the pews, attached by ribbon ONLY. NO tape, tacks, staples, wire, plastic, nails or glue may be used to secure such decorations in the church.
4. Upon request, a stand for the unity candle can be furnished by the church. No bows, ribbons, flowers or other decorations may be placed on or around the candle stand/candelabra.
5. No flower petals are to be dropped by flower girls. This includes synthetic petals of any kind.
6. Due to safety concerns, we do not permit the use of an aisle runner.
7. Construction of unique or artificial settings is not permitted.
8. There will be NO SMOKING or ALCOHOLIC BEVERAGES on the church property.
9. Adequate precautions must be taken to protect the carpet, woodwork and furnishings. The commercial supplier is responsible for damage.

Church Policy for Wedding Photographers (Please provide this information to your Photographer)

A copy must be signed by the bride/groom and the photographer then returned to the church office. Please make another copy for the photographer to keep for reference. A copy of this document has been rendered in a .pdf format for your convenience. Click on the link below to return to the Wedding page and then scroll to the bottom of the page.

Because a wedding is a worship service of joy and dedication, we expect photographers and videographer to treat the wedding service with respect and dignity. The following are the policies of Mandarin United Methodist Church:

1. We encourage photos to be taken prior to the ceremony.
2. Pictures may be taken of the bridal party in the Narthex preceding the wedding processional.
3. The photographer must remain stationary throughout the service, either at the back of the sanctuary or at the center cut out.
4. Pictures may be taken (WITHOUT FLASH) from the rear of the church during the ceremony.
5. Pictures may be taken (WITH FLASH) from the rear of the church during the recession.
6. A video camera may be set up in the choir section behind the wedding banner, sound booth balcony or in the rear of the sanctuary. There can be NO MOVEMENT from one location to another during the ceremony and no use of artificial light.
6b. The set up of all photography equipment must be completed no later than 30 minutes prior to the ceremony beginning.
7. Formal wedding pictures may be taken prior to or following the ceremony.
8. It is suggested that photographers arrive 1 - 1/2 hours before the wedding so they can get their equipment in place before guests arrive.
9. Pictures must be completed within 45 minutes of the completion of the wedding. After 45 minutes, the sexton has been instructed to begin turning off lights and securing the building.

Bride or Groom Signature _____

Date _____

Photographer Signature _____

Date _____

****Please return this signed page to the church office. Thank You.**

Music

Music is a vital part of this sacred service. Its purpose is to maintain and help create a spirit of Christian worship. All instrumental and vocal music should be chosen in consultation with our organist. She will suggest appropriate music for your service in consultation with the soloist and pastor. Music must be appropriate for worship and reflect Biblical themes and Christian perspective. Secular music, such as show tunes, are not appropriate. The Pastor and Organist have final authority regarding music selections.

It will be your responsibility to contact the church organist as soon as possible to discuss the date, time and music. Arrangements for a vocal soloist should be handled privately, although our Music Director will be glad to suggest the names of qualified and experienced singers. It is the responsibility of the bride and the groom to see that the soloist contacts the organist to arrange for a rehearsal. This rehearsal should be scheduled for a time other than the wedding rehearsal.

The cost of the organist is included in the wedding fee. The soloist's fees should be negotiated and paid separately.

The bride and the groom will need to schedule a time to consult with the organist to choose music for the wedding. In addition to processional and recessional music, we suggest the following places during the ceremony where music could enhance the service. Choose the spots carefully as it is possible to use too much music in the service.

- At the seating of the mothers.
- A hymn may be sung by all in attendance prior to the processional music.
- During the lighting of the unity candle (choose a song where the words relate directly to this act)

If music is chosen requiring additional rehearsal time, an additional fee may be required.

Photographs

Pictures are a cherished part of weddings. Because a wedding is a sacred occasion, certain procedures must be followed and it is the responsibility of the bride and the groom to inform the photographer of the policies of this church.

Flash pictures may be taken in the Narthex before the processional and after the recessional. **No photographs may be taken by guests during the ceremony.** A time exposure of the ceremony may be taken unobtrusively from a stationary position by the

professional photographer. It is the usher's responsibility to ensure that no photography occurs during the service.

If a picture of the bride's processional is desired, the photographer must stay in the center cut out pew and may not enter the Chancel at any time.

If the service is to be videotaped, the camera must be stationary and use natural light. The photographer may not move around the building or stand in the aisle. The camera may be located in the Chancel behind a banner, in the sound booth or at the rear of the sanctuary.

Photographs and videotaping must be completed within 45 minutes of the completion of the wedding. After 45 minutes, the sexton has been instructed to begin turning off the lights and securing the building.

Sanctuary Sound

If you desire use of microphones for your wedding, a sound technician will be required at an additional fee. This fee includes only the service of the sound technician.

The Wedding Party

We expect members of the wedding party to conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

Immediately prior to both rehearsal and wedding, we ask that members of the wedding party refrain from the use of alcoholic beverages. No member of the wedding party who is under the influence of alcohol will be permitted to participate in the wedding. No alcoholic beverages may be served on the church premises at any time.

Smoking is permitted only at the designated receptacle in the parking lot and is not permitted in any buildings or on the sidewalks/walkways.

The bride and groom must ensure that these policies are made known to and followed by all members of the wedding party.

Dressing Rooms

The Bride's Room is available for the bride and her attendants to dress at the church. The Bride's Room will be available two hours prior to the start of the ceremony. The same courtesy will be extended to the groom and his attendants upon request.

Since the church cannot be responsible for personal belongings, we request that you remove everything from these rooms immediately following the wedding.

Fees

We consider weddings a ministry at Mandarin United Methodist. However, there are certain necessary charges to cover the cost of building maintenance and utilities, as well as the time and skills invested in your wedding by our staff. Effective with weddings confirmed after September 15, 2014, the fee for a wedding is \$1200.00 for non-members and \$950.00 for church members that are active and contributing members.

Your wedding date will be confirmed on our calendar when the deposit of \$200.00 is received. Payment may be made in the form of cash or a check that is made payable to Mandarin United Methodist.

The sexton fee includes opening and preparation of facilities two hours before the wedding, being available to assist the wedding party and guests, cleaning and closing. Other arrangements may be made by special request and at an additional cost.

Simple Weddings

It is possible to have a simple wedding, without music or guests, in the sanctuary at no charge except a donation to the church of \$100.00 for maintenance and utilities. This arrangement must be approved by the pastor. An honorarium for the pastor is up to the couple.

Rehearsals

The wedding rehearsal will be directed by the officiating Pastor and the Wedding Coordinator. Rehearsals begin at 5:30 PM and will proceed in a dignified manner. All members of the wedding party including both sets of parents and ushers should be present by 5:30 PM.

Church Staff

Below is a list of church staff members that can be of assistance to you.

Rev. Deborah McLeod, Senior Pastor

Rev. Jeffrey St. Clair

Rev. Will Wold

Rev. Michael Groos

Barbara Frye, Church Organist

Sandy Webb, Music Director

Cassie Froeba, Wedding Coordinator

Sandy Strickland, Administrative Assistant

Contact Information

All staff can be contacted during normal business hours at 904.268.5549.

Our office hours are Monday-Thursday: 9:00 AM -5:00 PM, Friday: 9:00 AM – 12:00 PM.