

# **Matthews United Methodist Church**

## **Wedding Policy**

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### **Statement**

The buildings and property of Matthews United Methodist Church are a means to provide opportunities for the congregation and community to share in Christian fellowship and outreach. This Wedding Policy is an extension of the Facility Policy and Procedure Manual, and their purpose is to ensure we utilize our campus in keeping with our mission to Reach, Teach, Praise and Serve.

This policy governs all the church property (both real and personal) and facilities for the purpose of weddings. These policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to God's people.

The terms "facility" or "facilities", as used in this document, includes all property under control of the church as well as all buildings located on that property. This includes parking lot areas, grounds, and court yards.

### **General Policies and Information**

At Matthews United Methodist Church, we affirm marriage as a sacred, lifelong covenant that brings two people of faith into union with one another and into deeper relationship with God and the religious community. As United Methodists we do not discriminate in the use of our facilities because of race, color, sex, ethnicity, gender identity or national origin, including same-sex couples.

While The United Methodist Church does not recognize marriage as a sacrament, we celebrate and cherish this union as an expression of the couple's faith, grounded in their relationship with God and one another. Marriage thus reflects a continued willingness to grow together in Christ and a commitment to cultivate a covenantal bond that encompasses intimacy, grace, and love.

No clergy person at any time may be required or compelled to perform, or prohibited from performing, any marriage, union, or blessing of any couple, including same-sex couples. All clergy have the right to exercise and preserve their conscience when requested to perform any marriage, union, or blessing of any couple.

This information is prepared to help you plan one of the most significant events of your life: the creation of a Christian home.

- The first step in planning your wedding is to contact the Event Coordinator 704-847-6261 (ext. 127) as early as possible. At that time, the coordinator will review the dates and location (sanctuary or chapel) for your rehearsal, wedding, and reception to determine availability and ask your preference of ministers to officiate your ceremony.
- The next step is to meet with a staff pastor by contacting the church office (704 847-6261). This will enable you to schedule a convenient time for the three of you to meet. If the couple wishes to invite a pastor from outside Matthews UMC to officiate, the request must first be approved by the Senior Pastor who will invite the visiting pastor to officiate the ceremony. This meeting and the Pastor's approval are required to confirm a wedding here at Matthews United Methodist. The officiating pastor will counsel with the couple several times prior to the wedding ceremony.

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- After your initial meeting with the pastor your wedding date may be confirmed on the calendar. One of our wedding coordinators will then be assigned to contact and meet with you to discuss plans for the ceremony.
- Kathy White, our Music Ministry Associate oversees all wedding music. She should be contacted at (704-815-1940) once you have secured your wedding date on the church calendar. If she provides music for your ceremony, then ample time is needed for selecting and planning this important aspect of the ceremony. If other musician(s) are desired, Kathy must review music selections and approve musicians wishing to use the church's instruments (organ or piano). Please refer to the Schedule of Fees for musician(s).
- The sanctuary seats approximately 1100 (including the balcony); the chapel accommodates 40-50 guests.

### **Scheduling and Payment**

- The custodial fee (deposit) is due at the time your reservation is confirmed. (Please refer to the Schedule of fees). Please Note: **This fee is non-refundable.**
- The balance of all fees (except for the officiating pastor) must be paid to the church and to the attention of the Event Coordinator two weeks prior to the wedding. (Refer to Wedding Fee Schedule page for all fees)
- **Weddings will not be performed at our church during the following times: Holy week, Sundays, Thanksgiving weekend, New Year's Eve, New Year's Day, Independence weekend, Labor Day weekend, Memorial Day, Annual Conference, and during the month of December. Also, weddings are discouraged during the two weekends of the Children's Consignment Sale and the weekend of the Arts & Crafts Extravaganza, the week of Music & Arts camp, Rainbow Express camp as well as VBS due to the high volume of traffic, people, and room usage.**

### **Ministers and Ceremony**

- One of the ministers of MUMC is expected to perform the marriage ceremony. However, requests to invite non-staff clergy to officiate must be approved in advance at the discretion of the Senior Pastor. If you wish to include a relative or family friend as one of the assisting ministers, they must be invited to participate by the officiating pastor from Matthews UMC.
- The style and order of the service will be discussed with the officiating pastor during the counseling sessions.
- The Sacrament of Communion may be celebrated as part of the ceremony with the consent of the officiating pastor. In keeping with United Methodist Doctrine, Holy Communion must be offered to everyone in attendance.

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### **Music**

- Musicians from Matthews United Methodist Church (traditional and/or contemporary) are available for your special day! Any sacred, traditional, or contemporary music that is appropriate for a worship service can be performed for your wedding. **Please call Music Ministry Associate/Organist Kathy White (704-815-1940) as soon as possible after scheduling your wedding to discuss music needs for your ceremony, and to set up an appointment.**
  - Our music staff members will work with you on appropriate selections and may be able to assist you in securing additional instrumentalists or soloists. Since a wedding ceremony is an act of worship, sacred, classical, and religious music is encouraged. Music selections must be submitted to the Music Ministry Associate at least one month in advance of the wedding to allow appropriate review.

### **Decorations**

Our sanctuary does not require elaborate decorations to make it suitable for a lovely wedding service. The following guidelines are given to preserve the worshipful atmosphere and sacred beauty of the sanctuary, as well as to protect its furnishings.

- Floral arrangements may be placed on the pedestals in the chancel area. Instead of two arrangements, one arrangement behind the Communion table may be used. It must not obscure any part of the cross, and must be removed before Sunday worship services, unless prior arrangements have been made for it to remain.
- Flowers and greenery used in decorations must be delivered and in place at least one and one-half hours prior to the ceremony. Any florist wishing to deliver flowers earlier must check with Facilities Personnel/Event Coordinator/Wedding Coordinator. This will prevent any scheduling conflicts. If the family wishes to leave flowers for Sunday services, please contact our Worship **Administrative Assistant, Shannon Remley, at [ShannonR@matthewsumc.org](mailto:ShannonR@matthewsumc.org).**
- Candelabra may be used, but candles must be driplless and are not provided by the church. The wedding couple will be held responsible for any damage from candles, plants or floral arrangements to buildings or furniture. A unity candle stand is available with the church.
- All decorations and equipment must be removed from the church immediately after the ceremony (and reception) due to lack of storage space at our facility.
- All seasonal decorations provided by the church must remain in place.
- All furnishings and paraments shall remain in place.
- Nails, tacks, staples, and tape may not be used on the church walls or furnishings to secure decorations.
- Pews may be marked by bows or flowers and attached with ribbon or special clamps.
- No aisle cloth runner may be used.

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### **Photography and Videotaping**

We have strict policies regarding photography and videotaping in the church and ask that each wedding party respect and abide by them. The wedding party is responsible for communicating our campus photography/videotaping policies to filming staff.

- Photographs may be taken in the sanctuary prior to seating the first guests, and again after the recessional is completed.
- Photographs may be taken in the other areas of the church prior to the ceremony. Family members and the wedding party must be ready to enter at the appropriate time.
- One photograph may be taken as the couple enters, and one as they exit to the back of the sanctuary or chapel.
- Timed exposures may be made from the narthex gathering space or balcony during the ceremony.
- **Flash pictures are not allowed** during the ceremony by commercial photographers, family, or friends. Please ask your ushers to inform guests who arrive with cameras of this policy.
- An unmanned stationary video camera may be placed in the designated area in the chancel. Additional, manned videotaping may be done from the balcony.
- Video equipment must be operated independently from the sanctuary's sound system.
- Dress: Photographers and video technicians are reminded that the rehearsal and the wedding are held in a place of worship (sanctuary or chapel). **Please dress accordingly. Shorts and tee shirts are not acceptable attire.**

### **General Restrictions and Information**

- Smoking and/or the consumption of alcohol are not permitted anywhere on our church campus.
- Rice and confetti may not to be used as a send-off for the couple on the church grounds. Birdseed is appropriate outside church buildings.
- Members of the wedding party and guests may not attend the rehearsal or wedding under the influence of alcohol or illegal drugs. The rehearsal and wedding **will be stopped** by the Pastor if alcohol or drug use is suspected.
- Members of the wedding party are reminded that the rehearsal and the wedding ceremony are held in a place of worship. Please dress accordingly.
- MUMC provides sound and lighting technicians for all weddings performed in the church sanctuary. Fees can be found on Page 7.
- Disruptive or inappropriate behavior will not be tolerated. MUMC has the right to cancel.
- All children participating in the wedding ceremony must be at least 3 years of age or older.

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- The church is not liable for lost, stolen or damaged personal property.

### Receptions

- Arrangements for reserving The Commons or any other rooms for a reception or rehearsal dinner need to be made through our Event Coordinator.
- Any outside caterer must be approved in advance by our facilities department @ 704-815-1914. All outside caterers who utilize the main kitchen are required to provide a refundable \$300 deposit along with the latest Sanitation Rating and Certificate of Insurance. This deposit will be returned in full after a successful inspection of the kitchen and related facilities following the wedding. The caterer is also required to attend a planning meeting with a Facilities representative prior to the wedding so that kitchen policies and procedures can be communicated.
- Wedding Coordinators are not involved in the planning of a wedding reception. Receptions or rehearsal dinners need to be made through our Event Coordinator @ 704-815-1914. The wedding party is responsible for all reception decorations. Table linens are available upon request based on the number of tables needed for reception. A fee to launder the linens will be assessed.

### Wedding Fee Schedule

The Custodial Fee is due to confirm the wedding date on the church calendar. The wedding coordinator is available to answer any questions concerning the balance, which will be due two weeks prior to the wedding ceremony. Checks should be made payable to Matthews United Methodist Church and sent to the attention of our Event Coordinator no **later** than two weeks prior to the ceremony. **Guest musician's fees should be paid by the wedding couple directly to the musicians.**

### Ceremony Options

These fees are to be paid directly to MUMC.

Option 1: Sanctuary	\$ 275
Option 2: Chapel	\$ 150

**Pastor (s)** \$200-300 [each participating minister; paid directly to the Pastor(s)]

- Premarital counseling sessions.
- Create order of service with the couple's input.
- Prepare a unique meditation for the wedding service.
- Attend rehearsal dinner and/or reception, as requested.

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### **Organist**

\$250 (Sanctuary or Chapel)

These fees are paid to the Scheduled Organist.

- Music appointment/consultation with the couple (and other family members) approximately one hour in length.
- Registering and practicing all music.
- Playing the wedding rehearsal and wedding service (including a 30-minute prelude).
- Emailed and hard copy of the wedding music for use in the wedding program.
- Rehearsal with soloists and instrumentalists is an additional fee, as is purchasing and learning major works of music not already in the organist's library.

### **Vocalist**

\$200 (2 Songs)

These fees are to be paid to the Scheduled Staff Vocalist, if applicable on the day of rehearsal.

- Music appointment/consultation with the couple (and other family members) approximately one hour in length unless otherwise communicated with the couple.
- Preparing and practicing all music.
- Singing at the wedding service. A soloist is required to communicate with the organist prior to the wedding date.
- Emailed and hard copy of the wedding music for use in the wedding program.
- Rehearsal with soloists and instrumentalists outside of the scheduled rehearsal and wedding is an additional fee, as is purchasing and learning major works of music not already in the vocalist's library.

### **Wedding Coordinator**

These fees are to be paid to the Scheduled Coordinator, if applicable on the day of rehearsal.

Sanctuary (includes rehearsal) \$ 300

Chapel (includes rehearsal) \$ 200

- Meet with the couple to review all church event policies, available facilities, services, and equipment.
- Review policies/responsibilities of MUMC, wedding party and outside vendors.
- Becomes the main contact for the couple to answer any questions they may have.
- Assist the officiating minister by directing the rehearsal and ceremony.

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### **Custodial**

Sanctuary (this is non-refundable)	\$ 140.00
Chapel (this is non-refundable)	75.00
The Commons	100.00
Kitchen	100.00
Gym	125.00
Small S.S. Room	25.00
Large S.S. Room	40.00
Sanctuary Reception area	75.00
Refundable deposit for outside catering (see above)	300.00
Refundable non-member deposit (see below)	500.00

### **Sound/Lighting**

\$ 250.00

These fees are to be paid to the Scheduled MUMC Staff Member on the day of rehearsal.

- Sanctuary (present at rehearsal and provides a microphone to pastor)
- Any deviation from the regular sound/lighting provided must be discussed and approved by the Sound Technician and additional fees may apply.

### **Reception Coordinator**

\$ 200.00

These fees are to be paid to Scheduled MUMC Staff Member on the day of rehearsal.

- Meet with the couple on available dates and locations for wedding ceremony and reception.
- Meet with the couple about set up for rehearsal dinner and reception.

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### **Non-Member Refundable Deposit**

To provide the use of our church to non-members for weddings, we require a \$500 deposit to be held until after the ceremony is completed and the facilities are inspected for damage. If there is none, the deposit will be refunded in full. Damage are things such as spills on carpet that require cleaning, damage to property, etc. The custodial fee covers normal cleaning such as vacuuming, dusting, and trash removal.

### **Helpful Phone Numbers**

#### **Organist**

Kathy White  
704-847-6261, ex. 116 or 704-815-1940

#### **Wedding Director/Coordinators**

Tyleta Morgan  
704-849-9198

Jill Willis  
**Jillmary1207@gmail.com**

Kelly Smith  
**Kds.aewas@gmail.com**

#### **Reception Coordinator**

Julia Thompson  
704-815-1914  
**julia@matthewsumc.org**

#### **Church Information**

Phone Number: 704-847-6261  
Address: 801 S. Trade Street, Matthews, NC 28105  
[www.matthewsumc.org](http://www.matthewsumc.org)

*Please contact your wedding coordinator with any questions you may have.  
Thank you in advance for your cooperation with these policies.*