



WEDDING GUIDELINES

Congratulations to you both! A wedding is one of the happiest and holiest occasions in your life. As you join your lives to establish a Christian home, our church rejoices with you and offers counsel and support. The worship service of Christian marriage is regarded by United Methodists as a sacred occasion when two people declare a desire to be united by the Church in a new covenant relationship before God, their families and their friends. The following policies have been established by the Worship Committee and ministers of University United Methodist Church to help make your wedding a joyous and safe occasion in keeping with the spirit of Christian marriage and Christian worship.

FREQUENTLY ASKED QUESTIONS

Who may be married at University United Methodist Church?

Weddings are performed for members of UNIVERSITY UMC, their immediate family members, UNC students who have consistently participated in the United Methodist campus ministry and others at the discretion of the clergy.

I have not joined, but have attended UNIVERSITY UMC while a student at UNC. May I be married at UNIVERSITY UMC?

UNC students who have a history of attending UNIVERSITY UMC while in school and have been involved with the UNC Wesley Campus Ministry may submit an application to be married at UNIVERSITY UMC.

How do I submit an application for my wedding?

You may submit an application no earlier than one year in advance of your desired date. This should be done on the first day of the month in which you wish to be married. (For instance, for a June 16, 2019 wedding, one may apply no earlier than June 1, 2018.) To submit an application, please fill out the wedding reservation form in full and present it to UNIVERSITY UMC. You may obtain this form directly from the church office or website at www.universityumc.church. When your application is received, you will be sent a written acknowledgement when your application is approved. Your non-refundable deposit of \$150.00 made out to UNIVERSITY UMC is due within two weeks after you receive the acknowledgement. Once your deposit is returned, your wedding date will be confirmed on the UNIVERSITY UMC calendar.

This fee will be part of the total wedding fees. After your application is approved, the availability of the minister, organist, Wedding Director and custodian will be determined. The church will accept requests for clergy, but there is no guarantee that specific person will be available at the time you request. Note: It is important that the couple not make deposits or sign any contracts with possible wedding vendors prior to receiving full confirmation of the requested wedding date from UNIVERSITY UMC. This includes rehearsal dinner sites or reception sites.

May I serve communion during my ceremony?

If communion is to be a part of your ceremony, the entire congregation should be invited to participate and a UNIVERSITY UMC minister should preside over this portion of the ceremony.

May I be married on a holiday?

You may not schedule your wedding on the following holidays or weekends of those holidays. There are no exceptions. UNIVERSITY UMC also discourages scheduling weddings on UNC home football game Saturdays. Inadequate restaurants, lodging, rehearsal dinner sites and parking complicate matters and do not allow for a pleasant wedding experience.

2017/2018

Holy Week and Easter – March 25 2018 to April 1 2018

Memorial Day–May 28 2018

Church Event – June 3 2018

Labor Day –Sept 1-3, 2018

Thanksgiving - November 22-25, 2018

Christmas / New Year's – Dec 22 – 31, 2018

Any UNC Home Football Game Day

How many people will the church accommodate?

The Sanctuary will hold 700 people and Grumman Chapel holds 100. Both spaces are available for weddings.

Is counseling required?

UNIVERSITY UMC believes that premarital counseling is very important to Christian based marriages. Two months prior to your wedding, each couple must have completed premarital counseling with either the pastor conducting your ceremony or a UNIVERSITY UMC approved counselor. Exceptions to this schedule are at the discretion of UNIVERSITY UMC clergy. In addition to counseling, the minister who

will officiate your wedding will also meet with you to help plan your wedding. If UNIVERSITY UMC clergy do not provide premarital counseling, the church will provide a list of approved counselors.

Which UNIVERSITY UMC minister will conduct our wedding?

The ministers who may conduct weddings on behalf of UNIVERSITY UMC include the Reverends Justin Coleman (Senior Pastor), Tobi Nguyen (Pastor of Discipleship), Laura Isaac (Pastor of Youth & Congregational Care), Manuel Wortman (Minister of Visitation), and Molly Shivers (Extension Minister). A fully completed wedding application requires listing three minister choices. The church accepts requests for ministers, but there are no guarantees that that particular minister will be available on a particular date. Your minister will be confirmed six months prior to the wedding.

Can a guest minister assist in our wedding?

If you choose to invite another minister to assist in the wedding, you must make this known to the UNIVERSITY UMC minister. Following United Methodist custom, our minister will then extend the official invitation to your guest minister and go over details of the upcoming ceremony. Any non-United Methodist clergy will assist our UNIVERSITY UMC clergy who will lead the wedding service.

WEDDING COORDINATOR AND DIRECTORS

UNIVERSITY UMC's Wedding Coordinator is responsible for all worship services of Christian marriage. Once your wedding date is approved and officially on our church calendar, all questions will be handled by our Wedding Coordinator up to six months prior to your wedding. Approximately 4-6 months prior to your wedding date, the Wedding Coordinator will assign one of our experienced Wedding Directors to direct your wedding. She will contact you and will meet with you personally to discuss all details about the wedding service and to insure your special day runs smoothly. This Director will stay in touch with you throughout the months prior to your wedding. She will then be present at both the rehearsal and wedding to help coordinate the ceremony. The fee for the service of the Coordinator and the Director is \$ 375.00. The use of a second Director will be required if the wedding party consists of more than eight attendants on either side. The fee for the second director will be \$ 125.00

MUSIC

Our Director of the Ministry of Music, Tim Baker, will participate in all rehearsals and weddings. He will be glad to assist you in selecting the appropriate music for your ceremony. Additionally, Tim will play the organ and/or piano during the ceremony. Please plan to set up an appointment three months prior to the wedding date to discuss music. The use of recorded music is not permitted. If you choose to use another organist, please submit their name and credentials to Tim Baker and the Music Committee for approval. If approved, Tim Baker will extend an official invitation to the guest organist and meet with them. If you choose to use a guest musician, musical group or soloist, please plan to discuss this with Tim Baker in

order to properly incorporate them into the service. Music will begin 30 minutes prior to the service and will play after the service until all guests have recessed.

SANCTUARY DECORATIONS

Two floral arrangements may be placed at either side of the chancel area in the Sanctuary. These flowers are to be left in place at the altar honoring the bridal couple in our Sunday morning services. No silk flowers are to be used at the altar and aisle runners are not permitted. All candles are to be lit with the church's lighter and extinguished with the snuffer after all photographs are completed at the altar. The use of a Unity Candle is permitted and must be provided by your florist. No other candelabra are to be used. The church does not permit any decorations to be placed in the windows and none of the chancel furniture is to be moved. Please advise your florist that no tacks, tape or wire is to be used when attaching decorations, only florist clips. No rice or bird seed is allowed. The church is decorated during Advent and decorations will not be removed for weddings.

PHOTOGRAPHY

The use of video equipment and its placement must be discussed and approved by your Wedding Director. Video cameras may only be used in the balcony on a stationery tripod. Any photography to be taken in the Sanctuary or Narthex must be completed at least 45 minutes prior to the ceremony, prior to guest arrival. A still shot without flash may be made from the rear of the balcony during the ceremony. A picture with flash may be made in the foyer/narthex area as the bride enters the sanctuary and again as she exits. A photographer may go no farther down the center aisle than five pews from the back at any time. If all pews are filled, he must remain behind them. It is suggested that all brides discuss these rules with their photographer at the time of their initial meeting and then have them meet the Wedding Director upon arrival at the church on wedding day to review all restrictions. Photography by guests during the wedding ceremony is not permitted. Couples are asked to include the following in their wedding bulletin: Thank you for joining us in reverent worship by turning off all cell phones and cameras.”

ALCOHOL and SMOKING

Both the use and the possession of alcoholic beverages are prohibited on all UNIVERSITY UMC property, throughout both the day of the rehearsal and the day of the wedding. Please inform all members of your wedding party accordingly. The facility and all church property is smoke free.

CUSTODIAL CARE

As weddings and rehearsals are scheduled at times when the church is normally closed, the services of our Facilities Manager are necessary. The Facilities Manager will arrive early to open the church, prepare all areas to be used, and clear and clean up after the ceremony before locking up the church. It is important

to remember that since the church will be closed prior to the wedding, all members of the family and wedding party are not permitted to arrive any earlier than two hours prior to the time of the wedding.

FEE SCHEDULE FOR UNIVERSITY UMC

Wedding Coordinator and Director..... \$ 375.00

This includes all consultations and meetings prior to the wedding and the rehearsal.
An additional \$125.00 will be added if the wedding party includes more than 8 attendants on either side.

Wedding Ceremony / Worship Service \$ 600.00

This includes the minister's honoraria and Music Directors fee. This reflects the time spent consulting with the bridal couple, planning the service, preparing the music and providing leadership at the rehearsal and wedding.

Custodial and Facility Fee..... \$ 200.00 member

\$ 950.00 non-member

This includes custodial services and building supervision during the rehearsal and wedding.

Rehearsal Dinner at Church (facility fee)..... \$ 175.00 members

\$ 250.00 non-member

Reception at Church (facility fee)..... \$ 175.00 members

\$ 250.00 non member

All fees are due on or before the Monday three weeks prior to the wedding weekend. Please make out one check for the combined total of fees, payable to **University United Methodist Church**. Checks made out to individual staff persons cannot be accepted by the church office.