

SO YOU PLAN TO BE MARRIED. . .AT COKESBURY UNITED METHODIST CHURCH

Congratulations! Of course, you want your wedding to be one of the high moments of your life. And we at Cokesbury want to help you make it so. We are delighted that you have chosen us for your wedding. Our church is a place of worship and we ask that you respect the sacredness of our sanctuary in your wedding decisions. We believe a wedding should be both contemporary (reflecting your unique personalities, styles and preferences) and historical (including traditional generations old covenant vows of Christian marriage). The officially authorized rituals and traditions of the United Methodist Church will be used at all weddings in the church.

A Christian Wedding is a religious ceremony, an occasion of worship, and should be so understood by all who participate and attend. It is a once in a lifetime experience and it should be carefully planned, in the best of taste, relatively free from novelty and uplifting to the mind and emotions of everyone present.

WEDDING GUIDELINES

SCHEDULING YOUR WEDDING

It is recommended that all weddings be scheduled well in advance on the church calendar in order to avoid possible conflicts. Weddings shall be scheduled either through the pastor or the church office. You will need to schedule the rehearsal at the same time you reserve the date for your wedding. If you would like to use the Family Life Center (FLC), Fellowship Hall, and/or kitchen for your wedding reception, you must reserve these rooms at the same time you reserve the sanctuary. A deposit of \$200.00 is due when you schedule your date. We do not schedule weddings the two weeks before Easter or during the month of December. Any exception to scheduling practices must be made through the pastor and the worship committee. The church is not considered reserved until a deposit of \$200.00 has been paid and the officiating pastor has confirmed the date on his calendar. Your deposit will be returned to you within two (2) weeks after the wedding date if no damage is incurred, as determined by the Board of Trustees

GENERAL AVAILABILITY

MEMBERS: Members of Cokesbury will be allowed to use our facilities at no cost to them, with the exception of the custodian fee. A donation to cover utilities is appreciated.

NON-MEMBER CHILDREN AND GRANDCHILDREN OF MEMBERS: Children and grandchildren (who are not members of Cokesbury UMC) of our church members are invited to use our facilities for weddings and/or wedding receptions at a reduced cost.

NON-MEMBERS: If the facilities of Cokesbury are available, they may be used for weddings and/or wedding receptions by persons who are not members of this congregation.

PASTOR

Our pastor is always honored to be asked to officiate at Cokesbury weddings. If a minister other than the current pastor of Cokesbury is desired, or used in addition to our pastor, it is proper that this request be made through our pastor. Our pastor feels that pre-marital counseling is extremely important and requests that you schedule a time to talk with him. He requires at least two pre-marital counseling sessions over a three month period. The pastor also asks that you bring your marriage license with you to the rehearsal, and leave it with him.

WEDDING COORDINATOR

This is your very own wedding and we want to help you make it a cherished event. We suggest that you talk your plans over with our wedding coordinator as soon as possible. All weddings shall be supervised by one of the specially trained wedding coordinators certified by this church. She represents our congregation. Give her your ideas and get her opinion on them. Ask for her ideas. Work the plans out together. She has conducted weddings before and has a clear idea of what will and will not work at Cokesbury. The wedding coordinator works under the supervision of the pastor and will be primarily responsible for allowing the wedding party access to the church facilities. The coordinator will also assist the wedding party with the processional and recessional, and assist with the overall flow of the ceremony.

CUSTODIAN

The church secretary will make arrangements with the custodian. The custodian's fee pays for a general cleaning of the areas used during the wedding and reception after the event and preparing these areas for use by the congregation.

PREPARING FOR YOUR WEDDING

GENERAL

- Smoking is not permitted in the church buildings or on the church property.
- No alcoholic beverages of any kind are allowed on the church property. It is the responsibility of the bride and groom to be sure the wedding party understands these policies and that all persons participating in or involved with the rehearsal and wedding must be completely sober.
- No rice or flower petals are to be used on church property. Fresh flower petals may permanently stain the floors and carpet in the church buildings.
- Birdseed may be used on grassy areas only. Bubbles or balloons are acceptable alternatives.
- It is the responsibility of the bride and groom to have all members of the wedding party be at the church on time for the rehearsal and the wedding. Please remember that punctuality is a matter of courtesy.
- The bride and groom are responsible for apprising the florist, decorators, vendors, wedding party, and guests of these policies. Any property damage must be fully restored at the expense of the bride and groom.

SANCTUARY

- The pulpit and pulpit furnishings are arranged to provide a setting for worship and are not to be rearranged. No furniture in the sanctuary or narthex may be moved or altered.
- The seating capacity for the sanctuary is 350 persons.
- The altar cloths/paraments will be changed to white for weddings unless the bride and groom request that the seasonal colors of the church year remain on the altar for the wedding.
- The altar candles will be lit during the wedding ceremony. Drop cloths or plastic coverings are to be used under all candelabras to prevent the drip of candle wax on the carpet. In the alternative, you may use dripless candles for candelabras and a drop cloth or plastic covering will not be required.
- All potted plants used are to be covered and padded so that they will not damage the carpet.
- No tacks, nails, pins, staples, adhesive tape, hot glue, or anything harmful to the surface of the wood may be used on the communion rails, furniture, or pews in the sanctuary or narthex. These same decorating regulations will apply to the reception areas of the church and the Family Life Center.
- No food or beverages are allowed in the sanctuary.
- Simple decorations are encouraged so as not to detract from the atmosphere of the sanctuary. No decorations may be placed on the altar that will in any way obscure the cross. (Please check with the church office or wedding coordinator for height and width acceptable for floral arrangements.)
- Since our church sanctuary must be prepared for Sunday worship all decorations must be removed immediately after the ceremony for any weddings held on Saturday. The church cannot be responsible for any decorations left following the conclusion of the ceremony.

DRESSING ROOMS

Our parlor and nursery, each with a half-bath, are available for use by the wedding party. The Nursery is located at the back of the sanctuary adjacent to the narthex and is suitable for the bride and her bridesmaids. The parlor is located at the front of the sanctuary adjacent to the altar and is suitable for the groom and his groomsmen. Both rooms are equipped with speakers with adjustable sound which are connected to the sanctuary's sound system, so that the bride, groom and attendants can hear the wedding music. Gentlemen are encouraged to arrive at the church dressed for the wedding. If it is necessary that they dress at the church, arrangements for this can be made upon request. The church will not be responsible for any personal property or valuables left in these rooms by the wedding party or anyone associated with the wedding. Use of the nursery for childcare is not allowed during weddings.

MUSIC FOR YOUR WEDDING

A church wedding is a worship experience and the music should reflect this throughout. The music is to be a part of the praise and prayer of the event and be religious and respectful in form and content. The pastor, wedding coordinator, and church organist are familiar with the customs of the congregation and they will be able to help you in making selections that will make your wedding one of dignity and purpose. All music is to be cleared with the pastor well in advance of the rehearsal. An organ, baby grand piano, and electronic keyboard synthesizer are available for use. Use of the drums is prohibited.

It is suggested that you engage our church organist for your wedding. The fee for the organist also includes the wedding rehearsal. You should contact our organist as soon as the wedding is placed on the church calendar to ensure that she is available for the date and time of the wedding. Our organist should also be informed if a vocal or instrumental soloist will perform so that adequate rehearsal time can be scheduled. Your vocalist is asked to come by the church and survey the set up in our sanctuary in advance of the rehearsal so that proper arrangements can be made for the sound, seating, etc. The same would be true of any guest organist. If you have another preference for an organist please consult the pastor.

SOUND SYSTEM

Cokesbury has a high quality sound system that is available for use at weddings. The pastor wears an inconspicuous lapel microphone and other high quality microphones are used for the piano, vocalists and any other instrumentalist. However, we require that one of our Sound Technicians be used to set-up microphones and operate the equipment. Therefore, no one from the wedding party or anyone else who is not trained to operate the sound equipment is allowed in the Audio/Visual Room or to handle the sound equipment. If any of the equipment is damaged, the bride and groom will be responsible for the cost of repair or replacement.

PICTURES FOR YOUR WEDDING

Naturally you will want to capture your special day on film for yourselves and your friends. But you will not want to distract from the sacredness of the occasion by the flashing of bulbs and the moving around of those taking pictures. Your photographer may take pictures, as inconspicuously as possible, while the bridal party is coming to the altar and during the recessional. No flash pictures are to be taken during the wedding ceremony. After the wedding you may reassemble the wedding party for "reconstructed" pictures. The photographer is to check with the pastor prior to the wedding to insure that he/she understands what is expected. It is the responsibility of the wedding party to see that the wedding guests take no flash photographs during the processional, the ceremony and the recessional. If you have a program printed for your wedding, it is suggested that this notice be in your program. The church office does not provide wedding programs.

A video camera may be used to tape the entire service if the camera is stationed on a tri-pod located in the rear of the sanctuary or along the walls behind the outside pews. Only the "available light" source may be used, no flood lights, etc. The video camera may not be moved during the ceremony.

IT IS THE BRIDE AND GROOM'S RESPONSIBILITY TO INFORM THE PHOTOGRAPHER OF THE ABOVE POLICIES.

FELLOWSHIP HALL/KITCHEN

The Family Life Center gym, Fellowship Hall, and kitchen are available for use for your reception. An additional fee does apply for non-members. (See fee sheet.) The Fellowship Hall has the capacity to seat 175 guests. Folding chairs, rectangular tables, and six (6) round tables are available for use in the Family Life Center. No linens will be provided by the church. Decorations, refreshments, etc. are the responsibility of the bride, groom, and/or caterer. You and your caterer will be responsible for leaving the kitchen clean. The church's kitchen dishes and utensils should not be removed from the church premises for any reason. Ovens and stoves must be turned off before leaving the building. No food or drinks are to be left in the kitchen or refrigerator after the reception and all decorations must be removed. If furnishings are moved, they must be returned to their original place at the end of the reception.

IT IS THE OBLIGATION OF THE BRIDE AND GROOM TO MAKE SURE ALL RULES AND CHURCH POLICIES ARE MADE KNOWN TO THE WEDDING PARTY, GUESTS, AND VENDORS.

WEDDING FEE SCHEDULE

MEMBERS OF COKESBURY

Sanctuary	No charge
Deposit	None
FLC/Kitchen	No charge
Pastor	Discretion
Wedding Coordinator	Discretion
Organist	Discretion
Sound Technician	Discretion
Custodian	\$150.00

NON-MEMBER CHILDREN/GRANDCHILDREN OF MEMBERS

Sanctuary	\$750.00
Deposit	\$200.00
FLC/Kitchen	\$250.00
Pastor	\$250.00
Wedding Coordinator	\$150.00
Organist	\$150.00
Sound Technician	\$100.00
Custodian	\$150.00

NON-MEMBERS OF COKESBURY

Sanctuary	\$2,000.00
Deposit	\$200.00
FLC/Kitchen	\$500.00
Pastor	\$300.00
Wedding Coordinator	\$200.00
Organist	\$200.00
Sound Technician	\$150.00
Custodian	\$150.00

ALL FEES ARE DUE AND PAYABLE TWO WEEKS PRIOR TO THE REHEARSAL.

(Your deposit will be returned to you within two (2) weeks after the wedding date if no damage is incurred, as determined by the Board of Trustees.)

Please make all checks payable to COKESBURY UMC.

COKESBURY UNITED METHODIST CHURCH CONTACT INFORMATION

Church Office	Secretary, Lyn Bridges	552-4061	cokesburysecretary@knology.net
Pastor	Charles Phillips	552-4061	cokesburypastor@knology.net
Wedding Coordinator	_____	_____	
Organist	Suzanne Flowers	552-4061	FSAFlowers@aol.com
Sound Technician	_____	_____	

WEDDING RESERVATION FORM

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Reception Time: _____ Location of Reception: _____

Bride's FULL name: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Groom's FULL name: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Do you plan to leave the altar flower arrangements for the Sunday morning Worship Service? _____

I have read and understand the fees and guidelines presented in the wedding policy for Cokesbury United Methodist Church. The wedding party and wedding vendors will abide by the fees and guidelines set forth in the above-mentioned policy. I have initialed all pages and will provide a copy of this wedding policy to all vendors involved with the event. I agree to be responsible to the church by paying for any damage incurred by my guests and wedding vendors used for my wedding. I understand that Cokesbury United Methodist Church reserves the right to make the final decisions concerning any details not covered by the Wedding Guidelines.

Signed _____ Date _____

OFFICE USE ONLY

Received by: _____ Date received: _____ Total Due: _____

Amount received: _____ Check #: _____ Name on check: _____

Balance Due (two weeks prior to wedding): _____