



Providence United Methodist Church
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REVISED FEBRUARY 2010

POLICIES AND ACCOMODATIONS FOR WEDDINGS AND WEDDING RECEPTIONS

The vision of Providence United Methodist Church is to “*be the body of Christ, glorifying God and serving others*”. A Christian wedding is a service of worship that glorifies God. As two people join their lives together in the context of a Christian wedding, they enter more deeply into the life of the church, which is the body of Christ. The pastors, musicians and wedding directors of Providence United Methodist Church are eager to serve those who desire to make their vows of marriage here. While it is true that weddings have in recent years become more complex and even commercial in nature, the true beauty of the service lies in the spirit of those who participate.

In the excitement of planning a wedding many questions arise. The following procedures of Providence United Methodist Church will help you in planning the service in collaboration with the pastor, staff and wedding committee of the church.

SCHEDULING

Our sanctuary and chapel are available to members and their children. The pastors will be glad to work with persons who are not members on weddings in settings outside the church. Exceptions to this policy may be made only at the discretion of the Senior Pastor.

All arrangements for weddings, receptions, and rehearsals should be made by calling one of the pastors and scheduling a date on his/her calendar. **The date is tentative and is not confirmed until the pastor has cleared the date on his/her calendar and the senior pastor’s assistant has cleared the date on the church calendar.**

The “Record of Wedding” (information sheet) then needs to be returned to the senior pastor’s secretary in a timely manner. She will forward this to the pastor and to the music office (organist). It is not necessary to have all the details on the Record of Wedding. These items can be completed when you meet with your director but the Record of Wedding must be returned before a Wedding Director can be assigned.

After the completion of the above the senior pastor’s assistant will then confirm in writing your wedding date and time. Nothing is confirmed until the Pastor has scheduled the date on his/her calendar and the senior pastor’s secretary has cleared the date on the church calendar.

The scheduling of a wedding indicates that the wedding party agrees with the content of this booklet and Providence United Methodist Church policies

DATES EXCLUDED - NO WEDDING WILL BE SCHEDULED ON:

- Sundays
- New Year's Eve, New Year's Day, Independence Day, Thanksgiving Day, the Friday or Saturday following Thanksgiving, the two Sundays before Christmas, Christmas Eve, Christmas Day
- Holy Week including the Saturday before Palm Sunday and the Saturday before Easter
- Annual Conference (Annual Conference begins on Wednesday of the first full week of June and concludes the following Sunday)
- Labor Day Weekend
- On the Saturday before the first Sunday in Advent and on the Saturday after Epiphany no wedding will be scheduled before 5:30 p.m.
- Other dates may be excluded at the discretion of the pastors.

PASTORS

One of the PUMC clergy will be in charge of and present for all weddings. If you wish for a pastor from outside PUMC to assist in the service, the PUMC pastor in charge should be consulted first. The PUMC pastor shall extend any invitation to another minister. Clergy whose charge conference memberships reside in PUMC and former clergy may officiate in weddings, again, at the invitation of the senior pastor.

WEDDING COMMITTEE

PUMC has a wedding committee that assists the pastors by directing weddings. The wedding committee's membership is nominated each year by the Committee on Lay Leadership and approved by the Charge Conference. Members of the committee have been trained in Christian and social procedures, seek to extend the hospitality of the church to guests and are present at each wedding. These persons are assigned by the committee to serve as director at the rehearsal and wedding and are available to counsel with the bride prior to the wedding on matters beyond the service itself. A wedding committee member will contact you after your wedding has been placed on the church calendar. If you have engaged the services of an outside professional wedding coordinator, that person's role is confined to activities **off** the church campus (rehearsal dinner, reception, portrait etc). The PUMC Wedding Director's role is related to everything that happens on the PUMC campus. The PUMC Wedding Director's honoraria is \$500 and is to be paid directly to the director at the rehearsal.

CHURCH USAGE FEES

A Church Usage fee of \$175 will be charged for all weddings. This fee will support the work of the church sexton, crucifiers, acolytes and sound system operator. This should be paid to the church business administrator at least one week before the date of the rehearsal. The check should be made payable to Providence United Methodist Church and mailed or delivered to the PUMC Business Office.

This is in addition to the Wedding Directors' fee, the organist and other musician's fee. The groom is responsible for the minister's fee.

The church will provide you a DVD of your wedding.

PRE-MARITAL SESSIONS

After your wedding is on the calendar, please contact the pastor to schedule the first pre-marital session. At least two required sessions of approximately forty-five minutes to an hour in length are held prior to the wedding. The focus is on preparation for marriage, the meaning of the service itself, and resources that strengthen Christian faith within the context of a family.

REHEARSAL

A rehearsal is required prior to the wedding conducted by the PUMC pastor and a member of the wedding committee. **The rehearsal time is 6:00 p.m. unless otherwise approved by the wedding director and the pastor.**

MUSIC

The wedding service is a sacred service; therefore, only music appropriate to worship is suitable. Careful consideration should be given to the choice of music including processional and solos. Many excellent selections of sacred music are available and the organist will assist you in your choices. Approval of all music will be at the discretion of the music department. Recorded music is not allowed.

No arrangements for outside musicians are to be made before contacting the PUMC music department. Outside instrumentalists and types of instruments will also be at the discretion of the PUMC music department and the organist.

It is the policy of PUMC that the staff organist will play for all weddings. If someone other than the church organist is desired, the organist must approve him or her. The PUMC organist will extend the invitation to the guest organist.

An appointment must be made with the church organist well in advance of the wedding date to select music. After you receive confirmation of your date, call the church music office to schedule an appointment with the organist. The organist will arrange for other musicians if soloists and instrumentalists are desired. The organist has an established fee schedule for their services and other musicians and will discuss it with you when you meet.

PROCESSIONAL CROSS AND ACOLYTES

It is highly suggested that the Processional Cross and acolytes are a part of each wedding at PUMC. You must use one of the church's trained crucifers and acolytes. Your wedding director and the music office will arrange for their participation. The Processional Cross will lead the entire wedding party into and out of the sanctuary. The congregation shall stand for the entire processional and recessional.

CHILDREN

The participation of pre-school-aged children in weddings is not encouraged. The final decision as to whether small children will be allowed to be a part of the processional will be at the discretion of the wedding director.

The church cannot provide childcare space for weddings or rehearsals.

SPECIAL DECORATIONS

When you select your wedding date keep in mind that during certain times of the year special decorations are in the sanctuary. These times are Advent, Christmastide and Palm Sunday. If you find these decorations inappropriate for your wedding, please schedule your wedding for another date. These decorations may not be altered or moved.

OTHER POLICIES

- The wedding party may have access to the church **no more than 2 hours prior to the wedding.**
- Smoking is not permitted anywhere in church facilities
- Alcohol is prohibited on the premises at all times. Under no circumstances may any of the wedding party come to the rehearsal or wedding under the influence of alcohol.
- An iron and ironing board are available.
- **No petals, birdseed or any other material** can be thrown at the send off at the church.

RECEPTIONS

If you plan to use Charter Hall or the Atrium for your reception; please contact the church business administrator concerning fees and policies regarding the use of these spaces and to confirm availability of these spaces.

FLORAL AND PHOTOGRAPHY POLICIES

Please give your florist, photographer and videographer a copy of the policies below to prevent any misunderstanding.

FLOWERS

You may use one center altar arrangement or two side arrangements that will be placed on tables next to the altar for your wedding. There are several ways you may use the altar flowers after your wedding. You may ask someone who is not a member of the wedding party to take the flowers to the reception after the pictures are finished or you may leave the flowers for use on Sunday morning. If another church member has previously made arrangements for altar flowers, your flowers will be placed in the atrium. You may place an acknowledgement in the bulletin. To make arrangements to leave the flowers at the church, please contact the altar guild chairperson. Your director will give you her name and number.

INSTRUCTIONS FOR FLORISTS

Our sanctuary is a place of exquisite and dignified beauty. It does not require decoration for a beautiful church service such as a wedding. Efforts to change the appearance of the Chancel by elaborate decorations only mar the grandeur of this sacred place. The following regulations are given to preserve the proper atmosphere in the church and to safeguard the furnishings.

- a. Decorations should enhance the church as a church, not make it appear that a garden party is to take place. No artificial material may be used.
- b. The church provides the two altar candles as a part of the church's appointments. The church also provides a wedding kneeler, two candelabras, candles and globes for the sanctuary windows.
- c. The Cross on the altar shall not be hidden from view or moved. No floral arrangements may exceed 25" in height; the height to the bottom of the arm on the cross. There is a brass container for altar flowers that may be used. It is 14" x 6 1/4" x 4" (Florist Size 300) or (Florist Size 5) if you choose to use two side arrangements. The wedding director will rearrange any floral arrangements that do not meet these specifications. The altar table is seven feet long. Floral arrangements may not hang over the edge of the altar.
- d. No furniture may be moved. No decorations may be placed on the pulpit, lectern, piano, organ console, or communion rail.
- e. No aisle cloth may be used.
- f. No tacks, pins, tape, nails, wires, plastic, or glue may be used to fasten any decoration to the furniture or building. Floral arrangements may be attached to the pews only with cloth ribbons. Arrangements may be attached to the candelabras only with chenille stems.
- g. The furniture, floor, and carpets must be fully protected at all times from moisture. Florists will be held responsible for any damage done to the building and furniture.
- h. If a flower girl is used to scatter flowers along the aisle, only paper or fabric petals may be used. Some natural petals will stain the carpet or floor tiles and are not permitted.
- i. All decorations and equipment must be removed from the building immediately after the service. The building must be left in the condition in which it was found.
- j. Decorations placed in the church for special services (e.g. Advent and Palm Sunday) may not be removed or altered for weddings. If you do not wish to use these decorations, please schedule your wedding for another date.

POLICIES FOR PHOTOGRAPHERS AND VIDEOTAPING

Providence United Methodist Church wants to work cooperatively with photographers to assure pictures that will provide lasting memories. In order to provide proper respect for the worship service, we ask that you follow these guidelines.

- a. No photographs may be taken in the sanctuary before the wedding.
- b. Only non-flash photographs may be taken from the balcony during the wedding.
- c. Candid photographs may be made prior to the service; all formal photographs are to be made immediately following the service and **are limited to 30 minutes.**
- d. It is suggested that the photographer take pictures of the men in the wedding party first. This must be completed no later than 45 minutes prior to the beginning of the service.
- e. Members of the wedding party may not be taken from their assigned places. The wedding director should know at all times where the wedding party is.
- f. The processions may not be stopped or slowed by the taking of photographs.
- g. The photographer may take one picture of the back of the bride as she processes. This must be made without entering the sanctuary or stepping on the carpet. The director will close the door shortly after the bride and her father enter the sanctuary.
- h. Immediately after the service, the wedding party and immediate family members (parents and grandparents) will go from the narthex through the atrium to the back of the sanctuary to wait on all guests to exit so that formal photographs may be made. **There will be no receiving line or staged departures before inside pictures are complete. There will be no outside pictures made before the inside pictures are complete. The wedding party and guests must remove all personal items from the church before any outside pictures are made so that the church can be cleaned and set up for worship.**
- i. **All photography is at the discretion of the wedding director.**

GUIDELINES FOR VIDEOTAPING

- a. Weddings may be videotaped.
- b. During the wedding service a video camera may be placed only in the center of the balcony. It must be stationary.
- c. No wires or cords may be taped or otherwise affixed to the church walls, floor, or furnishings
- d. All video taping is done at the discretion of the wedding director