

# Wedding Book



A guide for Weddings at  
Abingdon United Methodist Church  
101 E. Main Street Abingdon, VA 24210

Adopted 06/4/2006  
Revised 08/13/2014

### *A Service of Worship*

The Christian marriage ceremony is a service of worship before God, which should be conducted within the house of God. Reverent joy is an appropriate emotion, and the service should be designed to express the solemnity of the celebration. All plans for a service of Christian marriage are subject to the final approval of the Senior Pastor.

All weddings at Abingdon United Methodist Church will be officiated by one of the ordained members of the church staff. Other ordained ministers may be invited to officiate, or participate, provided that such invitations are extended by the Senior Pastor.

### *Premarital Consultation*

The Senior Pastor, when asked to officiate at a wedding, will meet with the couple to discuss the obligations and responsibilities that the couple will assume in Christian marriage.

All persons marrying at the Abingdon United Methodist Church are required to participate in premarital counseling. Appointments for premarital counseling should be scheduled with the minister well in advance of the proposed ceremony. It is the responsibility of the wedding couple to contact the pastor for an appointment.

The Service of Christian Marriage as performed at Abingdon United Methodist Church presupposes that one (or both members to be married) is Christian. For this reason, there will be couples for whom this service is not appropriate. The Senior Pastor, during or prior to the premarital consultation, seeks to reach a responsible decision that the contemplated wedding will be performed as a Service of Christian Marriage, and thus is appropriately eligible to be performed at the Abingdon United Methodist Church.

“Ceremonies that celebrate homosexual unions shall not be conducted by our ministers and shall not be conducted in our churches.” — 2014 United Methodist Book of Discipline Par. 341.6

### *Scheduling*

In order to rule out the possibility of conflict dates, the Sanctuary may be reserved for particular dates only after staff consultation. A tentative clearance may be given by phone, but a final reservation can be confirmed only when:

1. You have met with the Senior Pastor and he has approved your request;
2. You have met with the Program Director;
3. You have paid your \$50 deposit;
4. You have filled out an application for use of the facilities.

Weddings are not normally scheduled for the following days:

- Sundays
- Friday or Saturday prior to Christmas or Easter
- Christmas Eve, Christmas Day, Easter, New Year’s Eve or New Year’s Day
- Holiday weekends (unless the custodian agrees to work with extra pay)
- Usually only one wedding per weekend may be scheduled

**Reservations for weddings are scheduled on a “first come, first served” basis for members of Abingdon United Methodist Church. Church members have priority for scheduling weddings.**

The Church is available on a limited basis to non-members for weddings. Reservations cannot be confirmed for non-members more than three month prior to the date of the wedding. No confirmed date will be given to non-members until there has been a consultation with the minister and the application and a deposit of \$50 have been returned to the church office. This deposit is non-refundable after confirmation has been given for the wedding date.

### *Fee Payment*

It is expected that fees will be paid no later than 10 days prior to the wedding date.

### *Facilities*

The sanctuary seats approximately 280 guests. The Fellowship Hall can accommodate approximately 300 guests standing and 150 guests seated. The use of other rooms is available upon request. The Parlor may be used for dressing for women, and the Choir Room for men.

- No nails or screws may be driven into the walls, floors, or furnishings.
- The church has a rigid “no smoking” policy throughout the building. Those participating in rehearsals and decorating should be cautioned that this rule applies to everyone.
- No rice throwing, please. Birdseed may be thrown outside of the building.

### *Fee Schedule for Weddings at Abingdon United Methodist Church*

#### I. Members of the Church

Use of Sanctuary	No Charge
Clergy	Negotiated*
Custodial Fee	\$150.00
Sound Technician	<u>\$ 50.00</u>
<b>Total Charge for Members of the Church</b>	<b>\$200.00*</b>

#### II. Non-Members of the Church

Use of Sanctuary	\$200.00
Clergy	\$250.00
Wedding Consultant Fee	\$150.00
Custodial Fee	\$150.00
Sound Technician	<u>\$ 50.00</u>
<b>Total Charge for Non-Members of the Church</b>	<b>\$800.00</b>

#### *Fees for Church Musicians*

The church organist/pianist	\$200.00
Soloists	Negotiated
Other Musicians	Negotiated

*It is not required that you make use of the church organist or musicians. However, should you have the need and should church musicians not be available it is up to the wedding party to find another musician. The church takes no responsibility in arranging outside musicians.*

### *Wedding Ceremony Conducted in Our Chapel*

Use of Chapel (Member)	No Charge
Use of Chapel (Non-Member)	\$90.00
Clergy (Member)	Negotiated*
Clergy (Non-Member)	\$250.00
Wedding Consultant Fee (Non-Member)	\$90.00
Custodial Fee	<u>\$90.00</u>
<b>Total Charge for Chapel for Non-Members of the Church</b>	<b>\$520.00</b>

### *Other Fees for Use of Facilities/Equipment*

#### Rehearsal Dinner

Fellowship Hall	\$ 75.00
Kitchen (Limited Use)	\$ 75.00
Kitchen (Cooking)	\$ 125.00

#### Reception

Fellowship Hall	\$ 75.00
-----------------	----------

This fee includes the use of additional rooms for dressing by wedding party, and nursery. No nursery worker is provided. Couples may hire a church nursery worker, if they desire. Our church nursery worker fee is \$15 per hour.

These fees assume that there is no damage to the Church building or its furnishings. Should repair expenses for damages be incurred as a result of the wedding events, such expenses are the responsibility of the wedding party.

#### Wedding Equipment

Hurricane Globes (windows)	\$3.00 ea. X 8 = \$24.00
Tree Candelabras	\$5.00 ea. X 2 = \$10.00
Unity Candle Stand	\$5.00
Altar Candles	No Charge

### *Decorations*

Flowers, decorations, and other appointments for a wedding should not be excessive. In all the activities surrounding the ceremony, ostentation should be avoided.

The sanctuary of the church is designed for worship. It incorporates the symbols of the Christian faith. Two arrangements of flowers at the altar area are sufficient. Some couples may wish to use candles, and ferns. If other decorations are desired, they must not obscure or damage the furnishings in the sanctuary worship area. The altar, altar candles, pulpit and lectern may not be removed.

The following policies will be observed in the use of the church:

- Protective cloths or plastic must be placed under all plants containing moisture.
- Candles must be placed in secure candelabra.
- All non-church owned decorations must be removed from the facilities immediately following the wedding. The church has no storage areas for such items and cannot be responsible for loss or damage.
- If families wish to leave wedding flowers for use in worship on the Sunday following the wedding, arrangements should be made through the church office at the time the wedding is scheduled on the church calendar. The Sunday bulletin will acknowledge the gift of the flowers.

### *Wedding Music*

Music accompanying the ceremony should direct attention to God, who alone can sanctify the marriage. Special care should be taken to assure that music used in a wedding service is sacred, and thus suitable and reverent. Music that is written especially for use in the Christian church is required. This is to ensure that the proclamation of the faith and hope of Christians is integral to the proclamation of the marriage vows. The pastor or the Music Director should be consulted for advice in the selection of appropriate wedding music.

Because a wedding is a worship service, music must be appropriate in the context of the church. Wedding music, like all music used in worship, should be sacred, directing our attention to God and celebrating God's goodness and love. A song which would distract from the worship of God because of the lyrics, style, or presentation would be more appropriately used at the reception.

### ***Photographs/Videos***

Only the official photographer will be allowed to take photographs in the sanctuary. No flash photographs will be allowed from the end of the processional until the beginning of the recessional. Any non-flash photography by the official photographer during the ceremony shall be taken from the balcony and must not be disruptive. No theatrical lighting may be used, nor any lighting other than that which is a part of the sanctuary lighting system.

Video cameras may be used to record the service if the following guidelines are observed:

1. The equipment is placed in the balcony, and is not visible by the congregation.
2. The equipment does not include lights.
3. Video cameras will not be allowed in the Chancel Area and in the Choir Area.

### ***The Rehearsal***

The rehearsal details will be discussed during the premarital conference. The church Wedding Coordinator will be able to help with serving as Director, if needed. If all members of the party are punctual, a rehearsal should take no more than one hour. All participants of the wedding party are expected to be present at the time set for the rehearsal. Non-member weddings must use the church's Wedding Coordinator as the Wedding Director.

### ***The Reception***

The Church's Fellowship Hall is available for receptions following weddings at Abingdon United Methodist Church. Arrangements for the reception are to be made through the Program Director. No alcoholic beverages may be served in receptions held at the church.

The hiring of caterers is the responsibility of the couple. The caterer should not intrude upon the wedding by entering the front of the church, or disturbing the solemnity of the ceremony. The caterer is responsible for the cleanup of the kitchen facilities and the dishes. The kitchen and fellowship hall must be left as they were found.

### ***Additional Guidelines***

1. There will be no charge for use of Church facilities if either the bride or the groom or the parents of either, are members of the church. If not, an appropriate charge, payable to the church at least **10 days** in advance, will be assessed. A listing of charges is found elsewhere in this manual.
2. The Senior Pastor of Abingdon United Methodist Church is considered the minister in charge at all services in the Church; but at the request of the bride and groom, guest ministers may participate upon the invitation of the Senior Pastor. Please be sure they are licensed in the State of Virginia.
3. The Pastor encourages prospective brides and grooms to meet with him early in the process of planning their weddings for Pre-Marital counseling and to discuss the wedding service.
4. Persons planning weddings may use the services of the Church Organist. The fees for such are to be established by the Church Organist and paid by both members of the church and non-members, to the organist. Such fees shall be paid **10 days in advance** of the wedding. The participation of a guest organist **must** be coordinated with the Church Organist. Other musical instruments, (violin, flute, etc.) may be used, but must be discussed with the pastor.
5. If a nursery is desired, the families of the bride and groom are encouraged, at their own expense, to make use of Church personnel to staff a nursery for infants and young children during the ceremony.
6. A printed bulletin giving the order of the wedding ceremony, participants and other information is advised. This bulletin should contain a statement disallowing photography during the ceremony, other than by the official photographer. This is prepared by the bridal party.
7. The traditional wedding ritual as contained in the United Methodist Book of Worship, has been edited and refined through the years and changes should be considered only after careful and prayerful reflections. While any changes or innovations may be suggested to the Senior Pastor for consideration, the Senior Pastor will make the final determination about the ceremony.
8. No wedding will be performed without an official marriage license properly issued by a Virginia Circuit Court Clerk. This license may be secured locally Monday-Friday, 8:00 a.m. to 5:00 p.m. at the office of the Clerk of the Circuit Court of Washington County, Virginia, located in the middle floor (street level) of the Washington County Court House in Abingdon. It is good through the 60<sup>th</sup> day from date of issue. This license shall be delivered to the pastor at the rehearsal.

**APPLICATION FOR USE OF CHURCH FOR A WEDDING**  
**Abingdon United Methodist Church**

Date\_\_\_\_\_

BRIDE'S NAME\_\_\_\_\_

Address\_\_\_\_\_

Telephone: Home\_\_\_\_\_ Work\_\_\_\_\_ Cell\_\_\_\_\_

Relationship to Abingdon United Methodist Church\_\_\_\_\_

Proposed date of wedding\_\_\_\_\_

Time of wedding\_\_\_\_\_

Proposed date rehearsal\_\_\_\_\_

Time of rehearsal\_\_\_\_\_

Will you have the Rehearsal Dinner at the church?\_\_\_\_\_

Will you have the Reception at the church?\_\_\_\_\_

Will you leave the flowers for use in a church service of worship?\_\_\_\_\_

Facilities desired: Chapel\_\_\_\_\_ Sanctuary\_\_\_\_\_ Nursery\_\_\_\_\_

Name of your fiancé\_\_\_\_\_ Phone\_\_\_\_\_

**AGREEMENT OF APPLICANT**

I agree to be responsible for use of the church as outlined in the "Wedding Book" and payment of all fees and charges.

\_\_\_\_\_  
Signature of Applicant

Approved: \_\_\_\_\_