

WEDDING GUIDELINES

Belmont United Methodist Church
2701 S. Smithville Road
937-254-1788

We Believe:

A Christian marriage is a growing covenant of mutual love and loyalty made in the presence of God and before witnesses who live according to the spirit of Christ, for the glory of God, the enrichment of each other's life.

A Marriage is a binding covenant of mutual love and loyalty. It is the most intimate relationship the Christian life-offers. Bride and groom commit themselves to love each other as long as they live.

A Marriage is for the glory of God. We are not only created by God, but for God. The purpose and end of life are related to God, the author and finisher of life.

A Christian Marriage is grounded upon the proposition that life lived together can be richer than life lived separately. Husband and wife compliment each other physically, spiritually, socially and emotionally.

Belmont United Methodist Church is pleased you have chosen our church for your wedding. The following guidelines will help you prepare for your wedding day. After reviewing these guidelines, complete the release form on page 8 and submit it to the church's Administrative Assistance, a long with any required deposit to reserve your date.



Fees:

***Sanctuary wedding with rehearsal \$1,375.00**

Above price includes:

Sanctuary and 2 dressing rooms	\$500.00
Pastor	\$250.00
Wedding Hostess	\$200.00
Custodian	\$150.00
Organist/Accompanist	\$ 200.00
Sound Technician	\$ 75.00

Additional options:

Additional Rooms \$ 100.00/ hr

Video Technician \$ 75.00

Chapel wedding with rehearsal \$450.00

Above price includes:

Building use	\$200.00
Pastor	\$250.00

Prayer Garden wedding with rehearsal \$325.00

Above price includes:

Prayer Garden Use	\$ 50.00
Pastor	\$250.00
Custodian	\$ 50.00

Use of Sanctuary or Chapel in case of Inclement weather. (This fee is due within 2 weeks after the wedding) \$200.00

*Seat covers not included.

All fees are to be paid in cash. To secure your wedding date, the cash deposit consisting of the amount of the area of choice fee along with the completed form on page 8 is required to hold the church/Prayer Garden for your scheduled date. (Non-members only) This deposit is non-refundable. All remaining fees must be paid in cash on the night of the rehearsal and given to the Wedding Hostess. Wedding activities and/or ceremony the day of the wedding will not take place until all fees are paid.

The fees listed above cover the rehearsal and three (3) hours the day of your wedding. (Note: The 3 hours on the day of the wedding begins at the time arranged to open the church for access to the building for your wedding. Please keep this in mind when planning with photographers, florists, etc.) Additional time can be arranged per the "Additional Fees" section.

Additional Fees:

If you need additional time over three hours, the following charges will be incurred :

Building use \$50.00 / hour

Pastor, Wedding coordinator, Custodian, Organist, Sound Technician, Video Technician

\$20.00 / person / hour

Additional Information

Laws Concerning the Marriage License:

The couple must appear together and apply in the county where the bride is a resident. After the date the license is issued, it is valid for a sixty-day period anywhere in Ohio. The bride and groom must be eighteen to appear without the consent of parents. With parent's consent the bride must be at least sixteen. If either or both persons are under eighteen years of age, a letter from the minister must be presented indicating there has been counseling. To prove your age, be prepared to present your birth certificates. If either or both persons have been divorced, you must present the divorce papers from every previous marriage.

**** The marriage license is to be given to the pastor at the rehearsal.**

WEDDING GUIDELINES

Admittance into the Church:

Please make sure to coordinate your times in the building with your photographer, florist, wedding party, etc.

Alcohol and Smoking:

Alcohol is strictly prohibited anywhere on the church grounds. This includes the parking lots. Any person in the wedding party who is under the influence will be asked to leave. Pastors are not permitted by state law to marry any person who appears drugged or intoxicated.

Smoking is only permitted outside of the building, please ask your guests to use the provided disposal containers to dispose of cigarette butts.

Decorating the Sanctuary/Chapel/Prayer Garden:

Decorating of sanctuary/chapel/prayer garden is permitted provided no structures, Christian season decorations, etc. are disrupted or damaged. No nails, screws, staples or damaging adhesives are permitted. All wedding decorations must be removed by the wedding party prior to leaving.

Flowers:

Silk flower petals are permitted, please have someone from your wedding party help us with this clean up.

Food and Drinks:

Sanctuary: No food or drinks are permitted in the Sanctuary.

Dressing Rooms: Finger foods and non-alcoholic beverages are permitted. We suggest only using clear beverages to prevent any staining on clothes, carpets and furniture should there be an accident.

Photographer/Videographer:

The photographer and videographer need to see the sound tech at least one week before the wedding. The photographer/videographer needs to check in with the wedding hostess prior to the wedding service.

Suggestions:

- All picture taking must be completed 30 minutes before the scheduled time for the service.
- No pictures are to be taken with a flash during the wedding ceremony, however, any portion of the service can be re-enacted for pictures after the ceremony.

Please inform your photographer/videographer of the above when planning your wedding day.

Release Form:

The form on page 8 of this packet is a release form that must be completed, signed by the bride and groom, and submitted with your required cash deposit (non-members) before your wedding is officially on our wedding date calendar.

Rice/Birdseed:

The throwing of rice or bird seed is prohibited.

Liability Release

The undersigned in consideration for the use of Belmont United Methodist Church property. _____ hereby releases Belmont Untied Methodist Church from any liability foreseen or unforeseen in connection with any injury that they may suffer during the use of the property.

WEDDING STAFF

We find it a privilege that you have chosen BUMC to celebrate your wedding. We are here to assist you and pledge our readiness at this special time. Following is a list of their duties:

Pastor:

As a couple, you will meet with a pastor 3-4 times prior to the wedding for pre-marital counseling. The counseling pastor will conduct the wedding rehearsal, as well as, the wedding ceremony.

Wedding Coordinator:

Coordinator is required at all sanctuary weddings. She is here to help your special day run smoothly. She coordinates with the custodian the time the church is to be opened for the rehearsal and wedding as agreed upon with the couple. **THE COUPLE MUST CONTACT HER SIX WEEKS PRIOR TO THE WEDDING TO DISCUSS ARRANGEMENTS AND PERTINENT DETAILS OF THE SERVICE.**

Organist:

Our church organist is available to play at your wedding. **YOU MUST CONTACT HER, CONNIE IGNATIOW, AT LEAST SIX WEEKS PRIOR TO THE WEDDING DATE TO DISCUSS THE MUSIC WHICH WILL BE PLAYED.** She will also need to meet with any soloists prior to the wedding rehearsal at a time convenient for both parties.

Custodian:

The custodian opens the church for rehearsals and ensures the church is closed afterwards. She helps prepare the sanctuary for the ceremony, helps clean up after the ceremony, and ensures the church is closed afterwards. The Wedding coordinator is responsible for making arrangements for the custodian to be in attendance, so you will not have to call custodian directly. Therefore, the **COUPLE MUST CONTACT THE WEDDING COORDINATOR AT LEAST SIX WEEKS PRIOR TO THE WEDDING** with rehearsal and wedding times.

Sound Technician and or Video/Audio Tech:

The presence of our church sound technician is required at all sanctuary weddings. The sound technician operates the sound system to ensure that pastor, soloists, readers, etc. are properly audible. The Wedding Coordinator is responsible for coordinating with the sound technician to be in attendance, so you will not have to make contact. Therefore, the **COUPLE MUST CONTACT THE WEDDING COORDINATOR AT LEAST SIX WEEKS PRIOR TO THE WEDDING** with rehearsal and wedding times. If you would like to have anything above and beyond the basic microphone and video, you will need to make those arrangements 1 week prior to your rehearsal.

Administrative Assistant:

The administrative assistant, Susan Saul, is responsible for church's wedding calendar, and collecting the completed and signed release form along with any deposit required (non-members). Please note that your date is not reserved until she receives the form and deposit. Contact her regarding the availability of the church for your wedding date.

Directory

Lead Pastor:	Randall Coleman	254-1788
*Organist:	Connie Ignatiou	513-237-8674
Administrative Assistant:	Susan Saul	254-1788

***Couple must contact them at least one (1) month prior to the wedding date.**

RELEASE FORM

I have read, understand, and agree to the attached guidelines.

Bride's Name:

Address:

Telephone: _____ Cell Phone: _____

Email: _____

Groom's Name:

Address:

Telephone: _____ Cell Phone: _____

Email: _____

Bride's Signature: _____

Date: _____

Groom's Signature: _____

Date: _____

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To be completed by church staff member:

Deposit Amount: \$ _____ (Non-members)

Date Received: _____

Church Staff Member Signature:

Reminder: The deposit is required to hold the sanctuary/Prayer Garden for your scheduled date. (Non-members only) This deposit is non-refundable.

Liability Release:

The undersigned in consideration for the use of Belmont UMC property.

_____ hereby releases Belmont UMC from any liability foreseen or unforeseen in connection with any injury that may they may suffer during the use of the property.

Date: _____

Signature: _____