

## WEDDING GUIDELINES

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

### **Introduction:**

*Christian marriage is a growing covenant of mutual love and loyalty made in the presence of God and before witnesses, between a man and a woman who live according to the spirit of Christ, for the glory of God, the enrichment of each other's life, the possible procreation and nurturing of children and the good of all humanity.*

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

*Marriage is Christian when the partners seek to make the spirit of Christ the style for their marriage.*

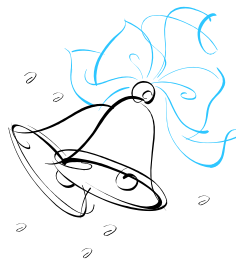
*Marriage is for the glory of God. We are not only created by God, but for God. The purpose and end of life are related to God, the author and finisher of life.*

*Marriage is for the enrichment of each other's life. It 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.*

*Marriage contains the possibility for the procreation and nurturing of children. It is the proper relationship for birth and the most viable structure for the growth and maturity of children.*

*Marriage is for the good of all humanity. Life is social. Therefore, marriage is a concern of the whole community. Belmont United Methodist Church affirms Christian marriage and seeks to be supportive of it.*

*Belmont United Methodist Church is please 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:**

All fees are to be paid in cash. To secure your wedding date, a cash deposit consisting of the amount of the building use fee/Prayer Garden use 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 below cover one (1) hour for 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 making arrangements with photographers, florists, etc.) Additional time can be arranged per the "Additional Fees" section.

<b>*Sanctuary wedding with rehearsal</b>	<b>\$360.00</b>
Above price includes:	
Wedding Hostess	\$125.00
Custodian	\$100.00
Organist	\$ 85.00
Sound Technician	\$ 50.00

*\*The sanctuary is air conditioned.*

### **Chapel wedding with rehearsal** \*

\* Price is determined by the staff member services you desire beyond the pastor or use of the building. See "Additional Fees" on page 3.

<b>Prayer Garden wedding with rehearsal</b>	<b>\$150.00</b>
Above price includes:	
Custodian	\$ 50.00
* Use of Sanctuary or Chapel in case of Inclement weather	\$ 100.00

*\* This fee is to be paid in cash at the rehearsal with the other fees. If the Sanctuary or Chapel is not used, the money will be returned at the wedding by the custodian.*

## **Additional Fees:**

<b><i>Organist:</i></b>		
	Sanctuary Wedding -- Our Organist is to practice with and accompany an outside soloist	\$20.00 per hr
	Sanctuary Wedding -- Our Organist is not being used – Consultant Fee, instructional fee from our organist for guest organist	\$25.00 per hr
	Chapel Wedding – If you wish the services of our Organist	\$85.00 per event
<b><i>Wedding Hostess:</i></b>		
	Sanctuary Wedding – Our Wedding Hostess is at the church for more than 3 hours the day of your wedding	\$25.00 per hr or part of an hr
	Chapel Wedding – If you wish the services of our Wedding Hostess	\$75.00 per event, (3 hours)
<b><i>Wedding Custodian:</i></b>		
	Sanctuary Wedding – Our Wedding Custodian is at the church for more than 3 hours the day of your wedding	\$25.00 per hr or part of an hr

### **Availability:**

*Traditionally weddings are scheduled on Saturdays. However, we do permit other days to be scheduled. If choosing a day other than Saturday for your wedding, we suggest that rehearsals and/or weddings scheduled Monday - Friday not begin earlier than 6:30 pm. For Sunday, the church would not be available before 3:00 pm. (All scheduling is based on availability.)*

### **Reception:**

*Facilities are available to hold your reception. Contact the church Administrative Assistant to schedule your reception and to obtain guidelines and fees for use of these facilities.*

### **Rehearsal Dinner/Bridal Shower:**

*Facilities are available to hold your rehearsal dinner or bridal shower. Contact the church Administrative Assistant to schedule your reception/shower and to obtain guidelines and fees for use these facilities.*

## **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. In order 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.*

***\*\*Please give the marriage license to the pastor at the rehearsal.***

## WEDDING GUIDELINES

### **Admittance into the Church:**

*Admittance into the church will be determined by the Wedding Hostess. Please make this information available to your photographer, florist, wedding party, etc. (The time set to open the church is the starting time for which the fees cover. If more than the 3 hours the day of the wedding is needed, additional fees will apply.)*

### **Aisle Cloth:**

*The use of an aisle cloth is not permitted.*

### **Alcohol:**

*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.*

### **Bridal Consultant:**

*On the day of the wedding, your bridal consultant is welcome to be in attendance. The details concerning the wedding, procedures prior to the ceremony, etc. will be coordinated by the Wedding Hostess from the church who is ultimately in charge.*

### **Bridal Room:**

*A room is provided for the bride, her attendants and mothers to get dressed if desired. This room is best used for getting dress only. Hair and make up should be done prior to arriving at the church.*

### **Bubbles:**

*The blowing of bubbles inside the church is prohibited. Bubble may be used outside the building.*

### **Candelabras:**

*Two seven-candle candelabras are owned by the church and may be used for your wedding.*

### **Décor of Sanctuary/Chapel/Prayer Garden:**

*At various times in the Christian year the church sanctuary and chapel will be decorated (ex: Christmas and Easter seasons). Weddings scheduled during these special seasons of the Christian year will need to accept that these decorations will not be changed for a wedding. On the plus side, they often enhance the beauty of the sanctuary/chapel/prayer garden for the wedding. Please consult with the pastor if this is of concern to you.*

### **Decorating the Sanctuary/Chapel/Prayer Garden:**

*Decorating of sanctuary/chapel/prayer garden is permitted as long as 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.*

### **Florist:**

*On the day of the wedding your florist is welcome to be in attendance. The details concerning the wedding, procedures prior to the ceremony, etc. will be coordinated by the Wedding Hostess from the church who is ultimately in charge.*

**Flowers:**

*The wedding party is responsible for the flowers. The Alter flowers should not be more than 22" in total height.*

**Flowers Petals:**

*Flower petals (real or artificial) are not to be thrown on the floor or sidewalks at any time.*

**Food and Drinks:**

*No food or drinks are permitted in the Sanctuary at any time. Finger foods and non-alcoholic beverages are permitted in the bridal room, groomsmen room and parlor. We suggest only using clear beverages to prevent any staining on clothes, carpets and furniture should there be an accident.*

**Grooms Room:**

*A room is available for the groom, his attendants and fathers for final touch ups. Men should be as dressed as possible prior to arriving at the church leaving vest, ties and coats to done at church if desired.*

**Nails, Screws, Staples:**

*No nails, screws, staples or damaging adhesives are permitted in any of the church structures. This includes structures in the Prayer Garden.*

**Pew Decorations:**

*Pew decorations are permitted. Items are to be attached to pew by ribbon, large rubber bands, string, or special holders made for pew decorations. No nails, screws, staples or damaging adhesives are permitted.*

**Photographer/Videographer:**

*The photographer/videographer of your choice is permitted to take photographs/video of the procession and recessional from the rear of the church, as well as, non-disruptive photographs/video from the balcony or the rear of the church during the ceremony.*

- *The photographer/videographer will be appropriately dressed to include coat and tie for men. (No t-shirt and jeans.)*
- *The photographer/videographer needs to see the wedding hostess prior to the wedding service.*
- *If portrait photos are desired, they may be taken in the parlor prior to the wedding.*
- *Groomsmen and usher pictures should be taken first.*
- *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.*
- *No video cameras are permitted in the chancel area during the ceremony. Video cameras can be placed in the balcony during the service.*

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

**Program Format:**

*Sample program format is available for your use. Belmont United Methodist Church does not print the program.*

**Readers:**

*The participation of persons to do special readings is permitted. Please discuss any special reading you desire with the Pastor.*

**Receiving Lines:**

*Our practice is not to have receiving lines. We encourage the wedding couple to consider dismissing their guests in lieu of a receiving line or receive guests at their reception. Please consult the wedding hostess if this is of concern to you.*

**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*

**Soloist:**

*The participation of a soloist is optional. Music should be selected in cooperation with our church organist. (See "Additional Fees" on page 3)*

**Smoking:**

*Smoking is not permitted in the church building or Prayer Garden. Cigarette butts are not to be thrown anywhere on the church grounds. Please use available receptacles.*

**Unity Ceremony:**

*Unity ceremonies are permitted if desired. Please discuss the type of ceremony with the Pastor.*

- *The Wedding Hostess will coordinate the placement of any unity ceremony items.*
- *The Wedding Hostess will coordinate all persons involved with the unity ceremony to ensure a smooth flow during the ceremony.*
- *The church does not provide unity candles or candle holders. Make sure your candles fit snugly in your candle holders prior to the ceremony.*

## WEDDING STAFF

The wedding staff is please that you have decided to celebrate your wedding in our church. 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 the pastor 3-4 times prior to the wedding for pre-marital counseling. The pastor will conduct the wedding rehearsal, as well as, the wedding ceremony.

### **Wedding Hostess:**

The presence and assistance of our church wedding hostess, Diane Kiger, is required at all sanctuary weddings. Her services are optional for chapel weddings. The hostess assists the pastor and coordinates duties of wedding party, duties of the ushers, placement of photographers/videographers, placement of flowers, last-minute preparations and seating of the parents and guests. 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 ONE MONTH PRIOR TO THE WEDDING TO DISCUSS ARRANGEMENTS AND PERTINENT DETAILS OF THE SERVICE.**

### **Organist:**

Our church organist will play for all weddings in the sanctuary. **YOU MUST CONTACT HER, CONNIE IGNATIOU, AT LEAST ONE (1) MONTH PRIOR TO THE WEDDING DATE TO DISCUSS THE MUSIC WHICH WILL PLAYED.** He will also need to meet with any soloists prior to the wedding 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 Hostess is responsible for making arrangements for the custodian to be in attendance, so you will not have to call her directly. Therefore, the **COUPLE MUST CONTACT THE WEDDING HOSTESS AT LEAST ONE (1) MONTH PRIOR TO THE WEDDING** with rehearsal and wedding times.

### **Sound Technician:**

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 Hostess is responsible for making arrangements for the sound technician to be in attendance, so you will not have to call her directly. Therefore, the **COUPLE MUST CONTACT THE WEDDING HOSTESS AT LEAST ONE (1) MONTH PRIOR TO THE WEDDING** with rehearsal and wedding times.

### **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

<b>Lead Pastor:</b>	<b>Randall Coleman</b>	<b>254-1788</b>
<b>*Wedding Hostess:</b>	<b>Diane Kiger</b>	<b>259-0789</b>
<b>*Organist:</b>	<b>Connie Ignatiou</b>	<b>513-237-8674</b>
<b>Administrative Assistant:</b>	<b>Susan Saul</b>	<b>254-1788</b>

\*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:* \_\_\_\_\_



*To be completed by church staff member:*

*Deposit Amount:* \$ \_\_\_\_\_ *(Non-members)* *Date Received:* \_\_\_\_\_

*Church Staff Member Signature:* \_\_\_\_\_

**Reminder: A deposit consisting of the amount of the building use/Prayer Garden use fee is required to hold the church/Prayer Garden for your scheduled date. (Non-members only) This deposit is non-refundable.**