



*Wedding
Guidelines*

**Wesleyan Chapel UMC
Wilmington, NC**

2019

Wesleyan Chapel United Methodist Church



Phone

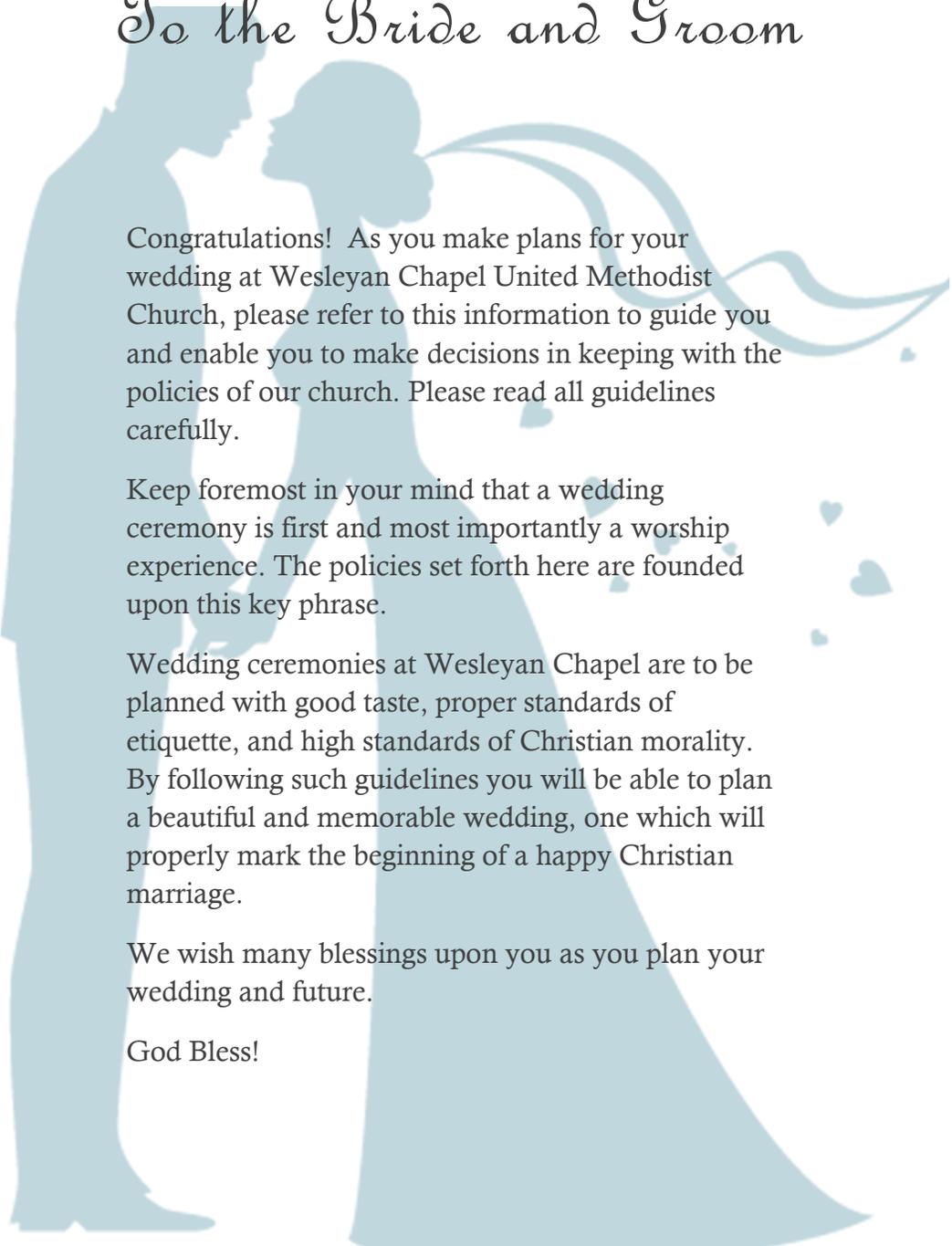
910-686-4041



Address

10255 US Highway 17 North
Wilmington, NC 28411

To the Bride and Groom



Congratulations! As you make plans for your wedding at Wesleyan Chapel United Methodist Church, please refer to this information to guide you and enable you to make decisions in keeping with the policies of our church. Please read all guidelines carefully.

Keep foremost in your mind that a wedding ceremony is first and most importantly a worship experience. The policies set forth here are founded upon this key phrase.

Wedding ceremonies at Wesleyan Chapel are to be planned with good taste, proper standards of etiquette, and high standards of Christian morality. By following such guidelines you will be able to plan a beautiful and memorable wedding, one which will properly mark the beginning of a happy Christian marriage.

We wish many blessings upon you as you plan your wedding and future.

God Bless!

Facilities

The Sanctuary

The main sanctuary floor and balcony seats 255 people.

A bride's powder room is located just to the left of the front entrance. The bride may choose to use this as her dressing room or just as a waiting area during the moments prior to the ceremony.

The choir room, located at the rear, right of the sanctuary, is designated for the use of either the bride or groom as a dressing area. It is large enough to accommodate several bridesmaids, the bride, and their belongings. Restrooms are located across the hall.

The Chapel

The historic chapel is suitable for smaller weddings. It seats a maximum of 75 people.

The Fellowship Hall

This facility is in Lee Hall, the building behind the sanctuary. The large meeting hall is suitable for your reception.

Tables and chairs are available. You are responsible for set-up and break-down of all tables and chairs used at the reception.

Use of the kitchen is available with restrictions. The clean-up fee does not include the kitchen. The wedding party or your caterer is responsible for its cleaning. All trash must be removed and taken to the dumpster in the rear of the parking lot. Dishes, paper goods, etc., are not provided by the church.

Church Staff

Pastor

If our pastor officiates your ceremony, you will need to schedule pre-marital counseling with him/her. If you wish to have another minister officiate, you may express that to our pastor. It is at his discretion to invite the other minister to participate.

Music

Our church organist is to be contacted first for planning music for the ceremony and is expected to play for all weddings. Any exception to this must be approved by the organist. If our organist is not available, he may assist in securing someone else.

All wedding music must comply with the worship standards of the church and meet the approval of our organist and pastor, who can help with music selections. The music should be consistent with the sacred spirit of the wedding ceremony.

Wedding Director

We require that one of our knowledgeable wedding directors be used to direct the rehearsal and wedding. He/she will ensure that your rehearsal and wedding are well planned and that your wishes are carried out in accordance with our policies. If you contract with an outside director, he or she will follow the instructions of Wesleyan Chapel's director.

Reservations

Completely fill-out the Reservation Request form and return to the church office with the deposit to have your date officially placed on the church calendar. All reservations are made on a first come, first served basis. You may schedule a time to view the facilities before you book.

Deposit/Fees

Non-members are required to deposit 50% of the facility use fees at the time of reservation. The balance of facility use fees plus the full staff fees are due 30 days prior to the wedding date. Checks are to be made payable to the church.

Members are required to pay all fees 30 days prior to the wedding date. Room fees are waived for members.

Key Access

An access card to the building(s) will be issued to a responsible person in the wedding party for use on the day of the rehearsal and wedding. Your access card holder should be available to let in florist, caterers, photographers, the wedding party, etc. This person must return the access key to the church office immediately after the festivities.

Doors to the building(s) will also be programmed to unlock for the hours during your event to allow for easy access for you and your guests.

You will have access to the building for most of the day of your wedding. Specific hours will be discussed upon booking your reservation.

Schedule of Fees

Facility Use Fees

FACILITY	ROOM FEE (waived for members)	CLEANING FEE*
Sanctuary	\$500	\$100
Chapel	\$50	\$50
Fellowship Hall	\$250	\$100
Sanctuary and Fellowship Hall	\$750	\$200
Chapel and Fellowship Hall	\$300	\$150

*Cleaning fees do not include the kitchen. Your wedding party or caterer will be responsible for cleaning and trash removal.

Honoraria

Organist	TBD
Wedding Director	\$300
Sound Technician	\$50
Pastor (includes premarital counseling)	(non-members) \$500 (members) \$350

Schedule

Rehearsal

The designated access card holder will receive the card at the rehearsal.

The rehearsal is normally scheduled the day before the wedding to prepare the wedding party for the ceremony. The minister, wedding director, and usually the organist will all be present to fine tune everything for your special day.

Set-Up

You will have access to your reserved facilities for the majority of your wedding day. Specific hours will be discussed.

You are responsible for admitting your wedding helpers into the building using the access card that is issued to you. You are responsible for informing your wedding party, set-up helpers, and any others involved of our policies.

Ceremony

The wedding director will be present to assist with the service order of the ceremony and other details.

Reception

The church does not supply dishes, paper goods, etc. Alcoholic beverages are not allowed on the premises.

Throwing rice is not permitted. Birdseed may be thrown as an alternative.

Clean-Up

Your cleaning fees cover all reasonable clean-up necessary after your event except for the kitchen. Trash should be removed and taken to dumpster in the rear of the parking lot.

You are responsible for removal of all of the personal items and wedding items from the facility on the day of your wedding. Use the posted cleaning checklist as a helpful guide.

Personal Touches

Flowers

Fresh flowers must be used in the altar area. No silk flowers are to be used on the altar railing or altar area. Silk flowers may be used in attendants' bouquets only.

White tracking cloth must be used down the center aisle if rose petals are dropped.

Our church florist has access to the sanctuary and can deliver flowers for you. You may request our florist information or use your own. If you use another florist, be sure you are available to give them sanctuary access.

Let us know if you would like to leave your wedding flowers in the sanctuary for our next worship service.

Candles

If candles are used, drip protectors must be used with each candle. Your florist may be able to provide them for you.

Decorating

No ribbons or netting are to be used on the altar railing or the altar area. *No furniture is to be moved in the altar area* (with the exception of communion table and baptismal font).

Staples, nails, glue, tape, or anything leaving a residue or holes may not be used anywhere. You may use painter's tape.

Photography

Photography procedures must be unobtrusive. No flash pictures are allowed during the ceremony. Videotaping is permitted from a stationary position only.

Notes

- ◆ Members are: Bride or groom who have been active at Wesleyan Chapel for a least 6 months prior to the wedding or whose parents or grandparents have been active members for at least six months prior to the wedding.
- ◆ Wedding dates are not official until the completed Reservation Request form and deposit have been turned into the church office, the pastor has agreed, and the church approves the date.

*We are looking forward
to assisting you in
planning a beautiful
and memorable wedding.*

Important Guidelines

- ◆ Alcoholic beverages are not allowed on our premises during any of the wedding festivities.
- ◆ Rice throwing is not permitted; birdseed is permissible.
- ◆ Artificial flowers may not be used on the altar.
- ◆ Use white tracking for aisle if petals are dropped.
- ◆ No ribbons or netting are to be used in altar area.
- ◆ Drip protectors must be used with any candles. Floors, carpets, paraments, and furnishings must be protected from melted wax.
- ◆ No furniture may be moved in the altar area except the baptismal font and communion table.
- ◆ Do not use staples, tacks, nails, glue, tape, or anything that will leave a residue or hole in any facility.
- ◆ Access to the building is the responsibility of the reserving person and the access card holder.
- ◆ Access card must be immediately returned to agreed upon, designated location.
- ◆ Inform wedding party, set-up helpers, and all other involved of all the policies.
- ◆ Any damages resulting from the misuse of church property is the financial responsibility of the person reserving the church facilities.