

Wedding Guidelines

Fairfield United Methodist Church

The marriage ceremony in the Christian Church is one of the happiest and holiest moments in the life of the Church. It is one of the most sacred rites the minister performs under the ordination and authority of the United Methodist Church. As two people join their lives to establish a home, the Church rejoices with them and is eager to help make the occasion beautiful and meaningful. Thorough spiritual and temporal preparations are necessary for a sacred and dignified ceremony. The minister and staff of Fairfield United Methodist Church wish to extend their assistance in the planning and performing of your wedding. Therefore, serious and thoughtful judgment has gone into the creation of these wedding guidelines.

Reserving the Church

A tentative date may be cleared by telephone, however, the bride should have a personal conference with the minister before the date is confirmed or announced. Prior to this conference, the bride will complete and return a "Use of Church Facilities" form, which can be obtained from the Church office. Rehearsal time and date should also be scheduled at that time.

Weddings will be scheduled on a "first-come, first-served" basis. Non-members may only reserve the Church three months in advance to allow Church members priority. There is no charge for the use of the facilities by members of the Church. The fee for non-members is \$500, for use of the sanctuary. Should the fellowship hall be required for a reception, the fee for non-members is \$200.

Music

Appropriate musical selections can help to place the wedding in the proper context of worship, "direct attention to God and express the faith of the Church". The program of music is usually scheduled during the 20-30 minutes prior to the appointed hour for the wedding. The processional will begin at the appointed hour.

All music, including vocal or instrumental music should be planned in consultation with Fairfield's Music Coordinator, Curt Kiser. If the organist or pianist is to be other than the Church's musicians, the person must be approved by the music coordinator. When there is a soloist, it will be the responsibility of the bride to see that the soloist contacts the organist/pianist 30 days prior to the wedding date.

Sound System

One of Fairfield's approved sound technicians must be used, unless prior approval is granted for a qualified replacement. The fee for a church sound technician should be discussed with the minister.

Photography

If pictures are desired, it is the responsibility of the bride to instruct the photographer that no flash pictures are permissible in the Sanctuary once the marriage ceremony begins. (Pictures of the bride entering and/or exiting are acceptable.) Video cameras may be used in the Sanctuary. However, placement of the video camera must be approved prior to the event. Photos and recordings may be made in the Sanctuary at the conclusion of the wedding.

Flowers and Decorations

It is the responsibility of the bride's family to arrange with a florist for decorations. Should candles be used, they must be of the non-drip variety and must be placed in candelabras which will catch and contain all wax. The floor must be thoroughly protected. Florists will be held directly responsible for the cleaning of wax from all floor coverings should damage occur. No lighted candles may be used in the windows. No votive candles are allowed.

Under no circumstances shall decorations be attached to the pews or other furniture by way of pinning, gluing, or nailing.

All decorations, flowers, greenery and other equipment shall be removed from the church building immediately following the event.

If the bridal couple desires to leave a floral arrangement for the following Sunday service in honor of their wedding, the church office should be notified one month in advance of the wedding date.

The church facilities must be left as clean as you found them. If you wish to have the cleaning service of the church to assist in the clean-up, please contact the church office for contact information.

Furniture may not be moved or rearranged, except for those items that are not permanently attached.

Heating and/or air conditioning will be activated only at a reasonable time prior to the scheduled event.

Officiating Minister(s)

Contact the minister of Fairfield United Methodist Church no later than four (4) months prior to the proposed wedding date. If you prefer another minister(s) to perform or assist in your wedding, you should receive permission from the Fairfield minister.

Fees

Wedding fees are divided into two (2) categories, members and non-members. Unless otherwise specified, the fees are the responsibility of the bride, and must be paid in advance. The fees are as follows:

Minimum Fees

1. **For Members:** (Bride, groom, or at least one of their parents must be a member of Fairfield United Methodist Church.)
 - a. Use of Sanctuary and/or Fellowship Hall No Charge
 - b. Organist/Pianist (paid directly to musician)
 - i. Wedding without rehearsal \$ 100.00 ea.
 - ii. Wedding with rehearsal \$ 150.00 ea.
 - c. Musicians (paid directly to musician)
 - i. Wedding without rehearsal \$ 100.00 ea.
 - ii. Wedding with rehearsal \$ 150.00 ea.
 - d. Custodian (paid directly to custodian) \$ 75.00
 - e. Wedding coordinator \$ 100.00
 - f. Sound Technician \$ 75.00
 - g. Pastor's Honorarium (This is the responsibility of the Groom and a suggested fee is a minimum of \$200.00)

2. **For Non-members**
 - a. Use of Sanctuary \$ 500.00
 - b. Use of Fellowship Hall \$ 200.00
 - c. All other fees stated for "Members" will be the same for non-members as stated above.
 - d. Pastor's Honorarium (This is the responsibility of the Groom and a suggested fee is a minimum of \$200.00)

**All wedding fees must be pre-paid 30 days prior to the even. Should you over-pay the church will reimburse you.*

The bride and groom are required to sign the enclosed reservation form agreeing that they will comply with the foregoing guidelines. Reservations for the facilities will be considered firm when the "Use of Church Facilities" form has been completed and returned to the church office.

Checks for the wedding fees should be made out to "Fairfield United Methodist Church". Soloists, other than those secured by the Minister of Music, or other persons hired by the wedding party, shall be paid directly by the bride or groom. It is then understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

The telephone number for the church office is (336) 431-5743. Office hours are from 9:00 a.m. until 1:00 p.m. Monday through Thursday. You may leave a message on the answering machine at any time and you will be contacted during office hours.

Other Important Guidelines

- Fairfield United Methodist Church is a “tobacco-free” facility.
- Rice, confetti, etc. may not be thrown in any of the church facilities.
- Members of the wedding party are strictly enjoined that under no circumstances shall anyone come to the rehearsal, wedding, or wedding reception under the influence of alcohol or drugs. The minister must reserve the right to cancel the entire wedding if this request is not observed.
- If the wedding vehicle is decorated, no debris should be left on church property.
- No alcoholic beverages or drugs of any kind are permitted on church property, anywhere at any time.

(Please note and give to Florist)

Flowers and Decorations

In the worship center of the church sanctuary, there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the bride's family to arrange with a florist for decorations.

Florists or companies who decorate the sanctuary shall be required to post a check for \$50.00 as a deposit against damage of any kind caused by their employees or their equipment. This deposit check will be returned to the florist or company on the day following the event as soon as inspection is made and facilities are made acceptable.

Whenever candles are used, they must be of the non-drip variety and must be in candelabras, which will catch and contain all drippings. The floor must be thoroughly protected. Florists will be held directly responsible for the cleaning of any wax from all floor coverings and furniture in every case.

Under no circumstances shall decorations be attached to the pews or other furniture by pinning, gluing, or nailing.

When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms and other equipment shall be removed from the church building immediately following its use. (There are no facilities available for storing these items.)

All facilities must be left "broom clean" after removal of flowers, candles, etc. (In the event that extra help is required by the church to put facilities back into their original conditions, the amount will be deducted from the deposit.)

Heating and air conditioning will be activated only at a reasonable time before any scheduled event (in any case, not more than four (4) hours prior to event). Florists should note this and not bring flowers too early. If it is desired for earlier operation of air conditioning, it may be provided at an extra charge of \$25.00 per hour in the sanctuary.

Florists and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the buildings.