

**WEDDING FEES (MEMBERS)**

There are no Sanctuary or Assembly Hall fees for members.

- \$250 Minister’s fee
- \$200 Organist’s fee
- \$150 Wedding Director
- \$250 Facility Coordinator (Sanctuary)
- \$ 75 Sound Technician

**Optional**

- \$ 75 Videographer
- \$250 Facility Coordinator (Reception)\*

**WEDDING FEES (NON-MEMBERS)**

- \$350 Minister’s fee
- \$300 Organist’s fee
- \$250 Wedding Director
- \$250 Facility Coordinator (Sanctuary)
- \$ 75 Sound Technician
- \$550 Sanctuary fee

**Optional**

- \$ 75 Videographer
- \$250 Facility Coordinator (Reception)\*
- \$550 Assembly Hall (Reception)\*

\* Add these fees if Assembly Hall is used for reception

**INTRODUCTION**

A wedding is one of the most sacred experiences in a lifetime. We, of Swansboro United Methodist Church, are glad that you have chosen to have your wedding in our church. Your choice of the church as the setting for your wedding is evidence that you desire a sacred Christian marriage service. In order to enhance that spirit of worship and to facilitate arrangements for you and the church staff, the following church policy governs weddings in Swansboro United Methodist Church.

## Minister

1. The date and hour of both the wedding rehearsal and the ceremony are to be cleared through the minister and entered on the church calendar. The enclosed information ***Wedding Date Reservation and Contract*** must be signed and provided to the minister at this time.
2. The Swansboro United Methodist Church minister is in charge of all wedding rehearsals and ceremonies. If the bridal couple desires to have a minister who is a family member or special friend to participate in the ceremony, the Swansboro United Methodist minister will extend an invitation to that minister. The Swansboro United Methodist Church minister will be present at the rehearsal and participate in the wedding ceremony.
3. Prior to the wedding, premarital counseling with the minister is required for each couple. At that time, the minister will review the wedding policies of the church. If a guest minister conducts the premarital counseling, the Swansboro United Methodist Church minister will meet with the bridal couple to review the wedding policies.
4. No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of drugs or alcohol. The minister has the authority to cancel a rehearsal or wedding for any violation of this policy.
5. The marriage licence must be given to the wedding director at the wedding rehearsal.

## Other Policies

1. No intoxicating beverages or substances may be brought or consumed on church property.
2. Smoking on the church property is prohibited.
3. Service animals are the only animals permitted inside church buildings.
4. Birdseed is acceptable outside the building. No loose seed or rice may be brought into the building.
5. The church assumes no responsibility for valuables left during the ceremony.
6. The repair of any damage to church property by a member of the wedding party or guest shall be the responsibility of the bride and groom.
7. Weddings are not performed during Holy Week or Christmas week.
8. Wedding programs are the responsibility of the bridal couple.
9. The sanctuary seating capacity is 450.
10. Please refer to the *Building Use Policy* for additional information.

These guidelines supersede all previously published

Adopted September 2000 by Swansboro United Methodist Church Administrative Board  
Revised January 2016 by Worship Committee

### Church Reception

1. Arrangements for receptions in the Assembly Hall and the use of the kitchen should be made with the office at least 30 days prior to the wedding. The office will also make arrangements for required custodial services.
2. Approved caterers must furnish silver, crystal, dishes, linens, and paper products and must remove litter from the kitchen and Assembly Hall. After the reception, all furniture (tables, chairs, etc.) must be returned to appropriate storage places or in place for the worship service.

### Dressing Room

1. Dressing room space is available to the bride and attendants.
2. If requested, the wedding director will designate a room for the use of the ushers.
3. The bridal party must remove all food, articles of clothing, boxes, and other personal items immediately following the wedding.

### Expenses

1. An expense sheet is included.
2. One-half of the total fees must be paid to the Swansboro United Methodist Church office when the wedding date is entered on the church calendar. The balance is due two weeks prior to the wedding and all plans should be finalized at that time.

### Wedding Director

1. The wedding director and a Worship Committee representative or designee will attend the rehearsal and wedding to assist and advise the wedding party of procedures to be followed. Swansboro United Methodist Church does not allow wedding directors other than those provided by our Wedding Guild.
2. Prior to the wedding rehearsal, the bride will meet with the wedding director at the church to review wedding plans. The bride should bring the completed ***Wedding Information Form*** if it has not been returned to the church office.

### Music

1. Swansboro United Methodist Church Director of Music is in charge of all wedding music. The Swansboro United Methodist Church organist is expected to play for all weddings.
2. The wedding music should be consistent with the sacred spirit of the wedding service. This includes music provided by instrumentalists, soloists or pre-recorded. Additional sound systems are not permitted.
3. A CD of the wedding ceremony will be made by the sound technician.

## Decorations

1. Only the paraments, cross, candles and flowers are to be used in the chancel area. A unity candlestand and candles are available.
2. Only live flowers and greenery may be used. The total height of vase and flowers must not be higher than the base of the cross. If altar flowers are to be left for the worship services, the office must be notified when wedding arrangements are made.
3. No tacks, pins, nails, glue or staples may be used to fasten any decoration onto furnishings or the building. No greenery or decorations may be used on the kneeling rail or attached to the candelabra.
4. Live flower petals may not be scattered on any church floor.
5. No furniture may be moved in or out of the sanctuary. Spotlights and additional accessories such as urns or pew candles are not permitted in the sanctuary.
6. All decorations must be removed from the building immediately following the ceremony.

## Photography

1. The bride is required to provide the name of the photographer before the wedding and be responsible for his/her receiving a copy of the church policy on photography. The photographer should meet the wedding director in the narthex of the sanctuary on the day of the wedding.
2. No photographs may be taken in the sanctuary by commercial photographers, family or friends during the processional, recessional, or the ceremony. The wedding party may return to the sanctuary after the ceremony if pictures are desired. Pictures with the minister should be taken first.
3. All photographs taken prior to the wedding in the Sanctuary must be completed before guests are seated.
4. Photographs can be taken of the bride and her escort in the Narthex of the sanctuary prior to the wedding processional. One photograph may be taken of the bride and groom as they begin their recessional up the aisle. The photographer must be standing in the Narthex.
5. All video recording must be done only from the designated areas in the rear of the church. Prior arrangements must be made with the wedding director.
6. It is suggested that a statement be placed in the wedding program regarding photography during the wedding ceremony. (For example: *Church policy: no photography allowed.*)