

# Horne Memorial UMC Wedding Policy

## *Your Wedding*

Welcome to Horne Memorial United Methodist Church! We are pleased that you are considering our church for your wedding. Your wedding ceremony is first and foremost a service of Christian worship. To assist your planning for a meaningful ceremony and to ensure the church's respect for marriage and worship be respected, the following guidelines will be followed:

## *Request for Marriage at HMUMC*

A wedding committee member will be assigned to assist in, and oversee, your wedding. She will be your contact and will coordinate activities with the church staff.

## *Schedule*

Wedding and rehearsal dates will be scheduled with the wedding coordinator and placed on the official church calendar prior to your public announcement of the wedding. Non-church members will not be scheduled more than 6 months prior to the day of the wedding. After the wedding and rehearsal dates have been scheduled, it is the responsibility of the bride and groom to contact other participants in the service (caterers, florist, and musicians). The wedding coordinator will contact church staff members as necessary. It is important to complete the Wedding Arrangements Worksheet and return it to the wedding coordinator. Please note that no weddings may be scheduled during Holy Week or the month of December.

## *Photographs and Recordings*

All photography and video/audio recording must be handled unobtrusively. The wedding coordinator will approve the placement of stationary equipment. No flash photography may be taken during the ceremony. The wedding coordinator will approve all video/audio recording.

## *Music*

All vocal and instrumental music must be appropriate to Christian worship plus within the standards of this church. The bride and groom may choose to invite the church organist and/or vocalists to participate in the service or they may invite others. If others are invited, music selections should be submitted to the wedding coordinator no later than 2 weeks prior to the wedding date. The wedding coordinator or music director must approve all music, including all pre-recorded music. In addition to the organ, other instruments may be used with the approval of the wedding coordinator or music director.

## *Decorations/Flowers*

The wedding is a service of worship so extensive decorations are unnecessary. The florist should check with the wedding coordinator and receive approval regarding flowers and decorating. Furniture or fixtures should not be moved without the approval of the wedding coordinator. The Cross on the Altar may not be moved or covered. Only drip-less candles may be used. Rice should not be thrown on church property. However, birdseed may be used in its place.

## *Reception/Rehearsal Dinner*

The Fellowship Hall is available for rehearsal dinner and/or the reception. Smoking or alcoholic beverages are not permitted in the building.

## *Cleaning*

The Church will be clean and in good order prior to the rehearsal and wedding. After the rehearsal, wedding, and reception, the church must be cleaned and ready for church service the next day. The wedding coordinator will schedule cleaning with the church staff after the wedding has been scheduled. All fees should be paid to the church secretary or the wedding coordinator 2 weeks prior to the wedding date.

## *Fees*

See Facility Usage and Fees