

Main Street United Methodist Church
601 W. Main Street
Waynesboro, Virginia 22980

WEDDING GUIDELINES

Main Street Church is happy that you are having your wedding in the church. The following guidelines will be helpful to you as you plan for this very special and important event in your life.

BEFORE ANNOUNCING THE DATE OF YOUR WEDDING

1. Clear the date with the minister to assure his/her schedule is clear.
2. Clear the date with the church office to avoid conflicts with other church programming.

CONTACTS WITH THE CHURCH

1. Couples should expect to meet with the minister well in advance of the wedding. The minister will provide appropriate guidelines and forms, and the ceremony itself will be planned.
2. A representative of the Altar Guild will discuss church policies and use of facilities, as well as procedures in the chancel of the church.

THE WEDDING REHEARSAL

1. Most weddings require a brief rehearsal to acquaint the wedding party with the facilities of the church and proper procedure for the wedding service.
2. Prior to the rehearsal the bride and groom need to think through the wedding with the minister. A diagram, indicating where each in the wedding party is to stand, will be helpful for the rehearsal.
3. Begin the rehearsal on time. Urge all involved to be punctual.

THE WEDDING

The florist, photographer, recording technician, caterer, and any other professionals involved with your wedding should know the church's policies regarding his/her particular responsibilities. It is your responsibility to inform each participant of the particular guidelines.

To the FLORIST: The sanctuary is already conducive to worship. Flowers are to enhance its beauty and to give glory to God. Flowers and decorations should keep the atmosphere and characteristics of the church as a house of worship. Palms, potted greenery, candelabra, etc., should be carefully placed as to not hide the altar table. The cross on the altar table is the focal point of worship. Flowers on the altar table should not exceed the height of the horizontal arms of the cross (28 inches in vases).

The church owns the following for your use if you so desire: Two candelabra; two three-branch candlesticks for the altar table; and a kneeling bench. Brass items are to be handled with gloves only. Bare hands leave tarnish marks.

Two single candles are furnished by the church for the altar candles. All other candles are ordered through the church office. The Fire Marshall prohibits the use of candles in windows and on pews. Adequate plastic protection should be provided under and/or around all candles and candelabra.

Ribbon or rubber bands may be used on aisle pews for flowers, greenery, or bows. The church has plastic clamps available upon request. The use of tacks, nails, glue, tape, metal clamps, etc., is strictly prohibited.

Florist's materials should be removed immediately following the wedding.

You may leave the altar flowers for the Sunday worship service, if you desire. If so, please notify the church office. The worship bulletin will acknowledge such and indicate that they are placed to the glory of God in honor of the bride and groom.

To the PHOTOGRAPHER: Flash pictures during the wedding ceremony are inappropriate and distracting to the worshipful atmosphere of the ceremony. Therefore, pictures should be taken before and/or after the ceremony. Professional photographers are considerate. You may have to remind family and friends. Ushers should inform any wedding guests of this policy upon seating them.

SANCTUARY SOUND SYSTEM: If use of the sound system is desired, please notify the minister who will make arrangements with a trained church sound operator. An audio recording of the wedding is also available upon request at no additional charge when using a church sound operator.

Video recorders may be conveniently operated from the balcony. If prerecorded music is to be used, **it must be provided no later than 14 days** before the ceremony. Professional CDs or CD-Rs are the recommended format.

If reserving the fellowship (social) hall, please indicate if amplification is required.

To a RECORDING TECHNICIAN provided by the wedding party: Recording and/or video equipment should not be left unattended. The church will not be responsible for such equipment. Any equipment (microphones, cords, etc.) should be located as discreetly as possible.

To the CATERER: Arrangements should be made through the church office for entry into the kitchen and social hall area to prepare for the reception, as well as for the use of equipment (i.e., chairs, tables, etc.) Policy on Kitchen Guidelines must be obtained to use kitchen facilities.

NO ALCOHOLIC BEVERAGES are permitted.

NO USE OF TOBACCO PRODUCTS is permitted.

Areas used are to be returned to proper order.

Rice, birdseed, confetti, etc., are not to be thrown on church property.

MUSIC FOR YOUR WEDDING

In electing to have your wedding in the church you have indicated the importance of God in your lives and in your wedding service. The music you choose for the occasion should be of the highest caliber and speak directly about the relation and importance of God in the lives of His people. Popular secular music and texts (those which contain no reference to God, the church, or humankind's relation to the two) are discouraged. The minister and organist will be ready to assist you with the selection of fitting music for your wedding.

Because the wedding reception, pre-rehearsal or post-rehearsal dinners or other parties are social functions, popular tunes are fitting and recommended for these events.

The organist of Main Street Church normally plays the organ for weddings. Any proposed substitute must be cleared through the minister and the organist. Please keep in mind that the church organ is a pipe organ, very sensitive and costly. Only persons experienced in playing pipe organs will be considered as guest organist.

BULLETINS AND/OR PROGRAMS

A bulletin or program for the wedding is very helpful. All bulletin information must be approved by the minister prior to printing to ensure a smooth flow of the wedding service.

Programs can be printed by the church office. Charge for this service \$25 per one hundred copies and covers cost of set up, computer entry, copier usage, toner, etc. Wedding bulletins are folded in the office, but if special assembly is required (i.e., punching holes, adding ribbons, etc.), that becomes the responsibility of the bride. Wedding bulletin paper with preprinted covers can be ordered through the office, and the cost varies depending on the supplier. Should the bride choose not to use a preprinted bulletin cover, there will be an additional charge for paper if it is supplied by the church office.

FINANCIAL CONSIDERATIONS AT THE CHURCH

The church facilities are available at the following rates:

To church members: bride/groom, or their
parents/grandparents

Sanctuary: no charge
Fellowship Hall: no charge

Guidelines for fees for personnel

Custodian: Sanctuary: \$70
Fellowship Hall: \$40
Sound Operator: \$35
*Organist: \$100
(If required for rehearsal \$25)
Hostess: \$50 (includes rehearsal &
wedding ceremony)
\$25 for reception

To non-members:

Sanctuary: \$50
Fellowship Hall: \$50

Custodian: Sanctuary: \$135
Fellowship Hall: \$80
Sound Operator: \$35
*Organist: \$110
(If required for rehearsal \$25)
Hostess: \$75 (includes rehearsal &
wedding ceremony)
\$25 for reception

***The church organist has the option of increasing the base amount if accompaniment for soloists and instrumentalists is required.**

Fees are to be submitted to the church office one week prior to rehearsal time. Checks should be made out to the persons involved (custodian, sound operator, organist, minister, and hostess). Their names will be furnished to you when you schedule your wedding.

The Marriage License must be presented to the church office one week prior to the wedding.

Nursery facilities are available for small children if so desired. All arrangements must be made through the church office several weeks prior to the wedding. A certified nursery worker from Main Street Church will be required, and the responsibility for payment is that of the couple. A nursery worker will be paid \$20 for one and one-half hours of nursery time.

For a wedding the seating capacity of Main Street Church is 325 on the main floor with an additional 125 seats in the balcony.

Length of center aisle is 69 feet.