

Mount Pisgah United Methodist Church
2600 Pisgah Church Road
Greensboro, NC 27455
Phone: 336 288-3321

Wedding Policy
Revised January 2015

The congregation and staff of Mount Pisgah United Methodist Church extend to you our congratulations and best wishes on your upcoming marriage. We pray God's richest blessings on your new life together. We are delighted that you have considered our church for your wedding. Since we believe that marriage is sacred, the church's responsibility is to provide for the expression of the Christian meaning of marriage through a sacred worship service.

This list of wedding policies has been published to assist those planning weddings at Mount Pisgah to be familiar with our practices and procedures.

I. SETTING THE DATE AND COUNSELING SESSIONS

When you have made a decision about the marriage ceremony, please call the church office and secure a date for your wedding. You will then be put in touch with one of our pastors who will confirm his/her availability for the wedding. The pastor's calendar cannot be confirmed by church staff.

II. MINISTERIAL SERVICES

It is our policy for at least one of our staff pastors to be in charge of all weddings in our church. In the event that a pastor other than one of our staff pastors is desired to officiate in the service, the Senior Pastor must be consulted/approved and the invitation to the pastor of your choice be extended through him. Contact LuAnn Christy for more information on this.

If our pastoral staff is to perform the service, the premarital consultation will take place in the church office with the pastor and will be scheduled by him/her.

Do not assume that the pastor will attend the rehearsal dinner or reception. Those wishing to invite the pastor and his/her spouse to any social functions associated with the wedding must extend invitations well in advance of the date.

You must secure a marriage license from the Register of Deeds prior to your wedding. You must bring the marriage license to the pastor at the rehearsal. By state law you cannot be married without a license!

SIGNING THE MARRIAGE LICENSE: Immediately following the service your pastor will require two persons to sign the Marriage License. Please select these persons and tell your pastor at the rehearsal or in the last counseling session before the wedding ceremony.

III. BRIDAL CONSULTANT/WEDDING DIRECTOR

It is our policy for our Church Wedding Director, Ann Jones, to direct all weddings at Mt. Pisgah. If Ann Jones is unable to serve, she will recommend another qualified director. She may be reached by calling 288-0490. She must be called as early as possible. Her schedule fills quickly. The church staff cannot confirm Ann Jones' calendar.

IV. PLANNING WITH THE FLORIST

Our church is already furnished as a place of dignity and should not be elaborately decorated. The church office must be informed in advance by the florist of his/her arrival before any decorations are placed.

The carpet and church furnishings must be protected from tallow drippings. Plastic covering should be placed under all candles. No candles are to be placed in window ledges. The florist and/or decorator will be responsible for cleaning candle tallow drippings and for repairing any damage to property.

When the church has been decorated for Easter or Christmas, these decorations must be used for weddings held at these times and may not be moved or altered. The Christmas decorations are put in place on the Saturday before the first Sunday in Advent. The bride's flowers may be used in addition to the above seasonal decorations, within the above stated guidelines.

Absolutely no tape, tacks, nails, glue, staples or pins may be used to attach decorations to church pews or other wooden furnishings in the sanctuary.

There should be no decorations on the altar table other than our altar candles in their regular candle holders. White paraments are used during weddings and will be in place for your wedding.

Absolutely no church furniture is to be moved for any reason (i.e. baptismal font, altar rails, altar table, etc.).

For the safety of your guests it is suggested that no real flower petals be dropped in the aisle.

All decorations must be removed from the sanctuary and from the church building immediately following the wedding. Our church does not have storage space for decorations belonging to florists. We cannot have traffic flow into and out of the sanctuary impeded by candle stands, etc. left behind from a wedding.

If the bride and groom desire to leave the flowers in place for Sunday services, this is acceptable and appreciated. In the event of a conflict with previously donated flower arrangements, another location will be arranged. The church office should be notified, in advance of the wedding date, of the desire to leave the flowers so that a statement can be printed in the church bulletin indicating the gift.

V. MUSIC

Arrangements for all wedding music should be made with the Director of Music and the staff pastor of Mount Pisgah UMC. The wedding is a sacred worship service; therefore, only music of an appropriate character is suitable. The Director of Music may assist in selecting music and hiring musicians for the service. All music and musicians must be approved by the Director of Music as soon as possible after the wedding date is selected. Any music needing to be approved or musicians needing to be hired less than 4 months in advance cannot be guaranteed. An appointment may be made with Director of Music Amberly Johnston by calling 336 288-3321 X231 or emailing: ajohnston@mtpisgahgreensboro.org. Recorded music will need to be turned in to the church administrator at least three weeks before the wedding date.

VI. THE REHEARSAL

If a rehearsal is planned, the pastor and wedding director will be present to go over the service planned earlier by the wedding party and answer any questions. Rehearsals will begin promptly at the assigned time. Please request your attendants to arrive 10 minutes early.

VII. DURING THE SERVICE

PHOTOGRAPHY: During the service, we request that no flash photographs be taken. Non-flash photographs taken from the back of the church are permissible. If you desire for the pastor to be photographed, please request that your photographer take these pictures before any other wedding party photographs are taken.

VIDEO RECORDINGS: The church will provide a DVD of your wedding ceremony at no additional charge. There is a fee for the church approved person operating the sound and video equipment.

SIGNING THE MARRIAGE LICENSE: Immediately following the ceremony, your pastor will require two persons to sign the Marriage License. Please select these persons and tell your pastor before the wedding service.

CONDUCT DURING THE SERVICE: The wedding service is a worship service. Absolutely no rude, crude or offensive conduct will be tolerated during the wedding service by the wedding party or guests.

VIII. PLANNING THE RECEPTION

If a reception is to be held in our church, the Fellowship Hall must be reserved through the church office as soon as the wedding date is set.

Please be informed, and notify your wedding party and caterer (if one is to be used) that **ABSOLUTELY NO ALCOHOLIC BEVERAGES** are to be served on the premises of this church and **ABSOLUTELY NO SMOKING EXCEPT IN DESIGNATED AREA**. Indeed, members of the wedding party are to be strictly informed that under **NO CIRCUMSTANCES** should any of them come to the rehearsal, wedding or church reception under the influence of alcohol.

The caterer and/or the bride's family is responsible for all church equipment used for the reception and the cleaning of same. An institutional dishwasher is available for use in cleaning glassware, but it must be operated by a church approved person who will be paid. **NO rice, real flower petals or confetti** is to be used. Bird seed may only be thrown outside the building. Rice and seed make for slippery and dangerous footing. Only bird seed or bubbles may be used if you choose to "send off" the bride and groom at the close of the service or reception.

IX. FEES

CHURCH RENTAL FEES/BUILDING USE (NON-MEMBERS)

Sanctuary Weddings \$300
Parlor Weddings \$100

**Members of Mt. Pisgah are not required to pay use of building fees but will be responsible for custodial fees and professional fees where applicable.*

CUSTODIAL FEES

Custodian: Laurie Moore (Check should be made to individual.)

Members:

Fellowship Hall \$75.

Sanctuary \$75.

Parlor Wedding Ceremony \$25.

Non-Members:

Fellowship Hall \$150.

Sanctuary \$150.

Parlor Wedding Ceremony \$50.

PROFESSIONAL FEES

Pastor:

Members: At the discretion of the member. a love gift is appreciated and expected. This fee reflects the amount of time spent in planning, counseling and officiating the wedding.

Non-members: \$250 for each participating pastor.

Director: Ann Jones Fee is Variable - Consult Ann Jones.
(Check should be made to individual)

Organist/Pianist: Fee is variable - Consult Amberly Johnston.
(Check should be made to individual)

Sound and DVD: Rad Satterfield (Check should be made to individual.)
Member \$50.
Non-Member \$100.

X. PAYMENT OF FEES

YOU ARE REQUIRED TO PAY ALL FEES TWO WEEKS BEFORE THE WEDDING. If for some reason the wedding is canceled, your fees will be promptly returned. Please make out individual checks, one to the church and others to individuals where applicable. (Names are included above.) Your checks should be given to the Pam Inman, Director of Administration and Operations, or mailed to Mt. Pisgah United Methodist Church, 2600 Pisgah Church Road, Greensboro, NC, 27455 to Pam Inman's attention.

*The wedding staff reserves the right to alter fees if necessary.

XI. LIABILITY

The bride and groom are responsible for informing the wedding party, the photographer, florist, and caterer of the policies and guidelines stated in this booklet. To assist you in informing the specific service personnel that you hire of our policies, we have provided tear-out sheets at the end of this booklet. These sheets list the policies as they pertain to the individual personnel.

The bride, her attendants, and other members of the wedding party are cautioned about leaving purses and other valuables in the dressing room or parlor during the wedding ceremony and reception. (A room for the various members of the wedding party will be provided if arrangements are made through the church office prior to the wedding date.) Also, purses or other valuables left in view even in locked cars in the parking lots are subject to theft.

Any damage done to furniture, furnishings, grounds, or other church property by florists, photographers, caterers, or the wedding party shall be repaired to the satisfaction of the Chairman of the Board of Trustees of Mt. Pisgah and the President of the Altar Guild. The family of the bride will be held responsible.

The church assumes no responsibility for clothing, jewelry, or other items left behind at the church by the wedding party.

Thank you for your cooperation!

If you have any questions, please call the church office at 288-3321 and ask for Pam Inman.

Mount Pisgah UMC
2600 Pisgah Church Road
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To The Caterer:

If a reception is to be held in our church, the Fellowship Hall must be reserved through the church office as soon as the wedding date is set. Please be informed that ABSOLUTELY NO ALCOHOLIC BEVERAGES are to be served on the premises of this church.

The caterer and/or the bride's family is responsible for all church equipment used for the reception and the cleaning of the same. An institutional dishwasher is available for use in cleaning dishes, but it must be operated by a member of the church staff.

NO rice, real flower petals, glitter or confetti are to be thrown inside the church, Fellowship Hall, on the porches, steps, or parking lot. Bird seed may only be thrown outside the building. Rice and seed make for slippery and dangerous footing.

The caterer and/or the bride's family is responsible for seeing that the Fellowship Hall and the kitchen are left in the same order as found--clean, all residue removed, and ready for IMMEDIATE and UNINTERRUPTED use by the next scheduled church function.

Any damage done to any church property shall be repaired, by the party responsible, to the satisfaction of the Chairman of the Board of Trustees of this church and the President of the Altar Guild.

If you have any questions, please call the Church Office at 288-3321 and ask for Pam Inman.

Mount Pisgah UMC

2600 Pisgah Church Road

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To The Florist:

The sanctuary of Mt. Pisgah United Methodist Church is already furnished as a place of dignity and should not be elaborately decorated. The church office **MUST** be notified in advance by the florist of his/her arrival before ANY decorations are placed.

The carpet and church furnishings must be protected from tallow drippings. Plastic covering should be placed under all candles. No candles are to be placed in window ledges. The florist and/or decorator will be responsible for cleaning candle tallow drippings and for repairing any damage to property.

When the church has been decorated for Easter or Christmas, these decorations must be used for weddings held at these times and may not be moved or altered. The Christmas decorations are put in place on the Saturday before the first Sunday in Advent. The bride's flowers may be used in addition to the above seasonal decorations, within the above stated guidelines.

Absolutely no tape, tacks, nails, glue, staples or pins may be used to attach decorations to church pews or other wooden furnishings in the sanctuary.

There should be no decorations on the altar table other than the candles in their regular candle sticks. The altar table is an altar table, not a flower stand. The white paraments are used during weddings.

Absolutely no church furniture is to be moved for any reason (i.e, font, rails, altar table, etc.).

For the safety of your guests, it is suggested that no real flower petals be dropped in the aisle.

All decorations must be removed from the sanctuary and from the church building immediately following the wedding. Our church does not have storage space for decorations belonging to florists. We cannot have traffic flow into and out of the sanctuary impeded by candle stands, etc. left behind after a wedding.

If the bride and groom desire to leave the flowers in the church for Sunday services, this is acceptable and appreciated. In the event of a conflict with previously donated flower arrangements, another location for display (other than behind the altar table) may be arranged. The church office should be notified, in advance of the wedding date, of the desire to leave the flowers so that a statement can be printed in the church bulletin indicating the gift.

Any damage done to any church property shall be repaired, by the party responsible, to the satisfaction of the Chairman of the Board of Trustees of this church and the President of the Altar Guild.

If you have any questions, please call the church office at 288-3321 and ask for Pam Inman.

Mount Pisgah UMC

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To The Photographer:

The wedding is, above all, a sacred event. For this reason, during the service, we request that no flash photographs be taken. Non-flash photographs from the back of the church are permissible. If the pastor is to be photographed following the service, please take these pictures first.

Any damage done to any church property shall be repaired, by the party responsible, to the satisfaction of the Chairman of the Board of Trustees.

If you have any questions, please call the church office at 288-3321 and ask for Pam Inman.

(Please return this page to Pam Inman)

**Mount Pisgah United Methodist Church Facilities Use Policy
Special Guidelines for Weddings
Acceptance of Terms & Conditions/Waiver of Liability Agreement**

I (We) _____ as the Responsible Person(s) and acting as the sole contact with MPUMC for using or renting MPUMC facilities, do hereby acknowledge that I (We) have read the MPUMC Facilities Use Policy, Special Guidelines for Weddings, and accept all procedures, terms, conditions, and use fees for the MPUMC facilities and services reserved for (date/dates) _____. Furthermore, as the Responsible Person (s), I (We) agree to be present at all rental functions and be responsible for seeing that all procedures, terms, and conditions are observed.

Time of Rehearsal: _____ Time of Wedding: _____

I (We) request the following facilities and services be reserved:

_____Sanctuary and/or Parlor
_____Fellowship Hall
_____Sound Technicians

I(We), as the Responsible Person (s) and acting as the sole contact with MPUMC for using or renting MPUMC facilities, further recognize that MPUMC is not responsible in the case of accident or injury to me (us) or any guests during the use of its facilities.

Responsible Person(s) Signature (s): _____

Address: _____

Phone: _____

Date: _____

Bride's Name: _____

Groom's Name: _____

Phone: _____

Phone: _____

Bride: Member / Non-Member (circle one)

Groom: Member / Non-Member (circle one)

Pastor/Pastors Officiating: _____

Amount of Deposit: _____

Date Received: _____

Check #: _____

Date Contract Received & Approved by MPUMC: _____