

WEDDING POLICY FOR RIDGECREST UMC, Okla. City

Approved by the Administrative Council

Jan. 28, 2005

Introduction: Our assumption is that you have come to be married by a pastor of a church that is a part of the body of Christ because it is important to you to have Christ bless and strengthen you and your marriage. The following policies are, for the most part, simple common sense from a Christian perspective.

The following policies apply to members and non-members alike.

May Christ bless you and keep you in this journey that you have started together!

1. Weddings must be booked at least one month in advance of the rehearsal date.
2. The booking of a wedding will be complete when our pastor gives his approval. All details and arrangements of the wedding will be subject to approval by the pastor. Professional wedding coordinators should contact the pastor as soon as the booking is complete in order to be briefed on the wedding policies.
3. Weddings will be performed by our pastor. Other clergy may assist, but will do so at the invitation of our pastor.
4. Two or more counseling sessions with our pastor are required of both the bride-to-be and the groom-to-be, and will be completed no later than five days before the rehearsal date.
5. The service will be based upon the current United Methodist "Service of Christian Marriage I" found in the United Methodist Hymnal, unless other arrangements for modification are made with the pastor. All weddings will be based upon, and reflect, Christian Faith and doctrine.
6. Music: The organist for Ridgecrest UMC will be used for all weddings. It is the responsibility of the family to make contact with the organist as soon as the booking is complete. If the organist cannot play or does not want to play on that weekend or night, then she will inform the family when the first contact is made. Or she may agree to another organist.
7. Photography: Professional photographers are responsible for contacting the pastor before the wedding day to discuss ways in which the photography desires of the wedding party can be achieved without interfering with the meaning and effect of the service.
Family members and friends should be instructed not to stand up or walk to the front to take photos or to use a flash during the service. This is to maintain a meaningful effect for the bride and the groom during the service.
8. Florists and decorators: Glue, tape, staples, nails, pins, tacks or any other type of fastener that mars walls, floors or pews will not be used for affixing decorations. Only wrapped wire or ribbon may be used for that purpose.
Responsibility to remove decorations is upon the family and/or florist. All decorations are to be removed within one hour after the completion of the wedding in order to allow our custodian to begin clean-up.

If there is a desire to move furnishings or furniture in the sanctuary, the permission of our pastor must be obtained. The reason for this is that some items have meaning to our Faith and practice by their presence, and by where they are placed, in the sanctuary.

Flower arrangements may be placed in any spot that is visually appropriate as long as the free movement of the participants in the wedding is not impaired and safety codes and concerns are not ignored. One arrangement may be placed upon the altar, preferably within the brass holder that is provided by the church or in one that is of the same general proportion.

9. Receptionists/Caterers: If the kitchen and Fellowship Hall are used, they will be left in the same condition in which they were found. The pastor and custodian will determine whether or not this has been achieved.

Cake decorations, favors, other decorations, etc. should be kept in good visual taste.

Utensils, china and other articles belonging to the church should be used only by permission of the church. A contact person's name and telephone number will be given to a caterer who wishes to make such arrangements and guidelines and details will be worked out between the contact person and the caterer.

No alcohol will be allowed on the premises, which includes our parking lot.

There will be no smoking in any part of our building.

10. Only birdseed and not rice should be used as the bride and groom are leaving, and then only outside of the building.

FEES

("Members" also means members of a church member's immediate family. The staff and pastor listed below are those of Ridgecrest UMC.)

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Building Use	\$25	\$250
Fellowship Hall	\$25	\$100
Custodian	\$10 per hour, minimum of \$ 75	
Pastor	honarium	\$150
Organist	negotiable	\$ 75 minimum, rehearsal with soloist is extra
Soloist	negotiable	\$ 75
Sound Tech	\$25	\$25 (if needed)

WEDDING INFORMATION SHEET
RIDGECREST UNITED METHODIST CHURCH

Before your booking is secured we must have the following:

1. The approval of the current Pastor of Ridgecrest UMC.
2. The fees for the building use and custodian paid.
3. This form completed down to the dotted line and returned to the office.

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Counseling Date: _____ Time: _____

Amount Paid: _____

Date: _____ Time: _____

Staff initials upon receipt _____

Date: _____ Time: _____

INFORMATION REGARDING THE GROOM

Name _____ Address _____ Phone _____

Place of Work _____ Address _____ Phone _____

Age _____ Previously married _____ Member or Ridgecrest _____

INFORMATION REGARDING THE BRIDE

Name _____ Address _____ Phone _____

Place of Work _____ Address _____ Phone _____

Age _____ Previously married _____ Member or Ridgecrest _____

WEDDING INFORMATION

Reception _____ Where _____ Who is serving? _____

Number of guests at wedding _____ At reception _____

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Double ring _____ Single Ring _____ Candlelight _____ Communion _____

Name of organist _____ Phone _____ Work phone _____

Name of soloist _____ Phone _____ Work phone _____

Florist _____ Phone _____ Photographer _____ Phone _____

_____ Caterer _____ Phone _____ Consultant _____ Phone _____

Other (e.g. Video photographer) _____

BRIDAL PARTY

Will you take your flowers and candles _____ or will you leave them for church use _____ ?

Do you wish the wedding announced in the church paper _____ ? If yes, before _____ or after _____

Will a nursery be needed _____ ? Will the Sound System be needed _____ ?

We the bride-to-be and groom-to-be, have reviewed the wedding policies of Ridgecrest United Methodist Church and agree to abide by them fully.

Groom-to-be _____ Bride-to-be _____
Signature Signature