

ISLE OF HOPE UNITED METHODIST CHURCH WEDDING RULES AND REGULATIONS– FOR MEMBERS

The members of *Isle of Hope* United Methodist Church are pleased you are considering the use of our sanctuary for your wedding. In your Worship Service of Christian Marriage, we ask that you preserve and honor the sacredness of the church by adhering to the following Rules and Regulations for Weddings. On your invitations, please use the full name of our church: *Isle of Hope United Methodist Church*.

I. PASTOR

1. The pastor is responsible for all weddings held in the church. All arrangements pertaining to the Worship Service of Marriage shall be made in full consultation with the pastor. The traditional ceremony will be used unless other arrangements are made with the pastor.
2. The date and time for any wedding must be arranged with the pastor through our church wedding coordinator.
3. The pastor will request conferences with the bride and groom well in advance of the wedding date. Please contact him at least 3 months prior to your wedding.
4. Pastors of other denominations are welcomed; however, one of the Isle of Hope United Methodist Church pastors will be the presiding pastor.
5. The pastor performing the wedding will attend the rehearsal with the church wedding coordinator and your wedding director.

II. USE OF SANCTUARY

1. All weddings and receptions must be scheduled at times that will not conflict with regular church services and will allow time for the installation and removal of decorations.
2. All furnishings (pulpit, altar, chairs, etc.) are to remain in place unless other arrangements have been approved by our church wedding coordinator before the wedding rehearsal.
3. Any damage to the facilities and/or breakage will be the responsibility of the bride and groom.
4. No alcoholic beverages are permitted in any of the church buildings or on the church property.
5. No smoking is permitted in any of the church buildings.
6. Please do not leave money or valuables unattended on the church property.
7. We recommend that children participating in the wedding be at least 4 years old.

III. FLOWERS AND DECORATIONS

The beauty and elegance of our church exists through its architectural simplicity. This beauty is best enhanced by flowers and decorations which are also simple in nature. Please keep this in mind when planning and decorating for your wedding.

1. Decorations for weddings must be kept within the bounds of simplicity and good taste.
2. The florist should make arrangements with the wedding coordinator to enter the church early to decorate for weddings and receptions. The church will be open 2½ hours before the time of the ceremony. Decorations must be completed one hour before the wedding. All decorations must be picked up by noon on Monday after the wedding.
3. We encourage you to leave your wedding flowers for our Sunday Worship Services. They will be acknowledged in the church bulletin and redistributed after the worship services to nursing home residents and shut-ins. Please indicate your desire on the wedding form.
4. Electric candles and globes are available for use in the windows. The florist should supply decorations around the globes.
5. No more than 4 candelabra will be permitted at a time. They must be driplless candles with sleeves to prevent drips. (Paradise Candles)
6. If a Unity candle is to be used, a drop cloth must protect carpet and cushions, if candles other than paradise candles are used.
7. Do not tack, staple, screw or tape any decorations to the walls, woodwork, or furniture inside or outside the building, including the pulpit furniture. The balcony posts, altar rail and sconces may *not* be decorated. Pew ribbons should be on a clamp, **not taped to pews**.
8. An aisle cloth must be used if the flower girl drops real flower petals. This protects the carpets from staining.
9. No rice or confetti may be thrown inside or outside the church or social hall. Bird seed may be used outside.
10. A letter will be sent to the florist notifying him/her of the policies of the church concerning decorations. He/she is responsible for any damage to the facilities and/or breakage resulting from decorating the church.
11. When the church is decorated for a special season, such as Christmas and Easter, or the yard for Halloween, etc., the decorations will remain in place for your wedding. Please coordinate your flowers with the church decorations.

IV. MUSIC

1. Music used during the Service of Christian Marriage must be sacred in nature and should accentuate the reverence of the occasion. All music must be chosen in consultation with our church organist. Even if you are not using our organist, the music must be chosen in consultation with her.
2. We prefer you use our church organist. Please contact her at least 3 months prior to your wedding.

3. Remuneration for the services of the organist and other musicians is to be handled directly with those involved.
4. Our sound system is available upon request. If there is a reader or singer during the service, the sound system will be necessary. Please refer to the fee schedule for more information.

V. PHOTOGRAPHS

1. Photographers should be reminded that they should not distract from the Worship Service of Marriage in the practice of their profession.
2. Photographs made during the Worship Service with flash bulbs or electronic flash are prohibited by photographers and guests. ***Please advise family and friends of this rule.***
3. Photographs may be made during the Worship Service only from the balcony using available light. The Service begins when the prelude music begins.
4. After the Worship Service, pictures of the bride and groom, wedding party and families exiting the church, may only be taken from the narthex.
5. Photographers must not stand on the pews. No one should stand on the altar cushions.
6. A video tape of the Worship Service may be taken from the balcony only.
7. A letter will be sent to the photographer advising him/her of our church's policy about photographs in the wedding.
8. The Sanctuary will be available for 30 minutes after the Worship Service for photographs.
9. If you have a wedding program, please add this note: To maintain a reverent atmosphere for those worshipping with you, we ask that you refrain from using still or video cameras during the service. You may take pictures following the service if you wish. Also, please remember to turn off your cell phones and beepers. Thank you.

VI. CATERER

1. The kitchen and any other facilities the caterer uses must be left clean and neat. All trash cans must be emptied in the dumpster behind the kitchen.
2. Please do not use the dishwashers in the kitchen.
3. The caterer is responsible for any damage or breakage of the church equipment.
4. Do not tack, tape, staple or screw any decorations to the walls, woodwork or furniture of the church.
5. The kitchen will be open 2½ hours prior to the wedding. Arrangements for early admittance to the church for preparation should be made in advance of the wedding date with the wedding coordinator.
6. A letter will be sent to the caterer advising him/her of the church's policy regarding the use of the kitchen.

VII. WEDDING COORDINATOR

The wedding coordinator is responsible for all wedding plans, from the time the wedding is scheduled until the end of the wedding and reception. She will coordinate the scheduling with the pastors, musicians, secretary, hostess, custodian, and sound system operator to ensure all plans are carried out smoothly and efficiently. She is responsible for seeing that the wedding and reception adhere to all of the rules and regulations of the church. She will be at the rehearsal, wedding - arriving two (2) hours before the ceremony - and the reception. We require a **professional** wedding director for your rehearsal and wedding. You may have your own or use our wedding coordinator as your wedding director. The use of our wedding coordinator as your wedding director is preferred. Remuneration for her services as your wedding director is to be handled directly with her.

Tricia Windom
Wedding Coordinator
356-0488 (Home)