

LONE OAK UNITED METHODIST CHURCH
WEDDING POLICIES AND GUIDELINES

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Revised: 4/7/24

A wedding within a church building is worship of a high order, planned for the location because two persons feel the sacredness of love and wish to acknowledge God's part in their relationship and marriage. Weddings are festive celebrations; at the same time, the sanctity of the space should be respected and maintained. Therefore, the following standards have been developed to assist those wishing to use our facilities for a wedding.

I. **ARRANGEMENTS**

All arrangements for weddings must be made through the church office, 270-554-1272. The office is open from 9:00 a.m. – 3:00 p.m. Monday - Thursday. Wedding arrangements are subject to the approval of the pastor.

Saturday weddings are preferred before 5:00 p.m. If a wedding is scheduled for a Saturday evening, the sanctuary and fellowship area shall be cleaned and cleared by 10 PM.

Before you set the date for your wedding, be sure you have met with the pastor and checked with the church secretary to verify that the church calendar is clear for your rehearsal and wedding date. The pastor shall also meet with the bride and groom.

Any persons requesting another pastor for the ceremony shall consult the church's pastor, who can make necessary arrangements with the visiting pastor. The visiting pastor should be ordained in The United Methodist Church; if not, permission must be sought from the district superintendent(s) concerned. The United Methodist ritual shall be used in the ceremony. The church's pastor shall be present for the rehearsal.

II. **MUSIC**

All music in connection with wedding ceremonies shall be in keeping with the sacred character and appropriate dignity of the Church. The bride and groom are at liberty to choose their vocalist(s) and if you choose to use our church organist, any gratuity should be discussed with her.

III. **FLORAL DECORATIONS**

A. All florist or decorators should contact the church office before any decorations are begun. Approval will be at the discretion of the pastor.

B. Candles and candelabra should be placed so as not to harm rug and furniture, with the approval of the pastor. Only dripless candles are permitted in the wedding decorations.

C. Tacks, pins, staples, nails or similar devices, to attach decorations to any church interior, or fixture, are prohibited.

D. No flowers may be placed on the church piano or organ.

E. The moving or relocation of any church furniture or fixtures is approved only at the discretion of the pastor.

- F. All persons responsible for the decorations shall also be responsible for their removal, on the same day, following the wedding, unless prior arrangements have been approved.

IV. RECEPTION

The fellowship hall is available for receptions. All decorations should be removed the same day, and the facility should be placed in proper order, at the discretion of the pastor.

V. USE OF THE CHURCH BUILDING

- A. No rice or birdseed throwing or any other confetti material inside the church is prohibited. Live flower petals may not be dropped directly on the carpets.
- B. Smoking inside the church is prohibited. Eating or drinking inside the sanctuary is prohibited.
- C. Alcoholic beverages and any other illicit drugs are prohibited on the church property. All participants are expected to abstain during any rehearsal, ceremony or reception. Any violator prior, during or after any ceremony will be removed from the premises by the principals, or otherwise by any force necessary.
- D. The dressing room for the bride's party is the Little Acorns room 106. The dressing room for the groom's party is Sunday School Classroom 112.
- E. Fees:
1. For Lone Oak United Methodist Church members:
 - a. Weddings with no decorations - no charge
 - b. Weddings requiring clean-up from decorations only - \$30.00
 - c. Weddings requiring clean-up from decorations and reception - \$60.00
 - d. Sound equipment and operation (CDs, etc) - \$60.00
 2. Non-members of the Lone Oak United Methodist Church (includes the honorarium for the pastor):
 - a. Weddings with no decorations and no reception, and requiring no additional clean-up - \$250.00
 - b. Weddings requiring clean-up from decorations only - \$350.00
 - c. Weddings requiring clean-up from decorations and reception - \$500.00
 - d. Sound equipment and operation - \$75.00

NOTE: Any category is subject to the interpretation of the pastor.

VI. LIABILITY

The church expressly denies any liability for the damage, destruction or loss of property owned by any other person or organization. The principals shall be responsible for the damage or destruction of any church property.

VII. INSTRUCTION SHEET

If you are employing a wedding director, be sure to give this person a copy of these standards when you plan your wedding and arrange for him/her to meet with the pastor at least 1 day before the rehearsal.

Any person authorized to use the facilities of the Lone Oak United Methodist Church shall read and have a clear understanding of the contents of this policy. By the execution below,

the understanding and agreement is acknowledged, and the principals agree that they will communicate the strict adherence of this policy to all participants.

NOTE: The pastor may wish to have counseling sessions with the couple. This usually consists of two meetings prior to the wedding.

Signature _____

Address _____

Telephone _____ Date _____

FOR OFFICE USE ONLY: Approved _____ Date _____

AMOUNT OF ANY PAYMENT RECEIVED \$ _____ Date _____

WEDDING INFORMATION SHEET

The following information should be returned to the church office as soon as possible after the date of the wedding has been confirmed. It MUST be returned at least two weeks before the wedding.

	Date	Time
Wedding	_____	_____
Rehearsal	_____	_____
Reception	_____	_____

Bride's Name _____

Groom's Name _____

Telephone Numbers:	Home	Work
Bride:	_____	_____
Groom:	_____	_____

Florist _____ Phone No. _____

Time florist will decorate the church _____

Caterer _____ Phone No. _____

Time Caterer will set up for Reception _____

Time Church should be opened for Wedding _____

Time Wedding Party will arrive _____

Will dressing facilities of Church be used by Wedding Party? Females Yes _____ No _____

Males Yes _____ No _____

Number of Groomsmen _____

Bridesmaids _____

Minister's Name _____ Phone No. _____

Address _____

Sound System Technician's Name _____ Phone No. _____

Address _____

Organist's Name _____ Phone No. _____

Address _____

Photographer's Name _____ Phone No. _____

Address _____

Will flowers be left for Sunday Service? Yes _____ No _____ Will
you be using CD music? Yes _____ No _____

Please list any special equipment needed: