

**Centreville United Methodist Church
6400 Old Centreville Road
Centreville, Virginia 20121
(703) 830-2684**



Guidelines for Weddings

Ministers

**Rev. Will Montgomery
Rev. Michelle Holmes Chaney
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Organist-Director of Music

Ms. Rebecca Jackson

This booklet has been prepared to assist you as you plan for a wedding at Centreville United Methodist Church. These suggestions have proven effective in the past experience of many churches. They are designed to enhance the beauty and Christian significance of a holy hour.

THE NATURE OF A CHURCH WEDDING

A wedding in the church indicates the desire of a couple to establish a Christian home. The ceremony is a worship service. Its deepest meaning is found when the Christian aspects of marriage are understood and accepted by the bride and groom. Couples should not be married in the church unless they maintain an active relationship in some church, or intend to establish a relationship.

If the couple has a secular concept of marriage, it is appropriate that a justice of the peace marry them.

SETTING THE DATE AND WEDDING COORDINATOR

The wedding date and time shall be cleared with a minister of the church before any announcements are made and before the event is placed on the church calendar. In addition, the \$600 fee must be paid and the *CUMC Wedding Information* form must be returned to the church office before the wedding is scheduled and church facilities reserved. Weddings should be scheduled a minimum of three (3) months in advance. Individuals who are not associated with Centreville United Methodist Church may schedule a wedding no sooner than 6 months prior to the date of the wedding. No weddings are to be held during Holy Week, or in the month of December. Saturday weddings must be scheduled no later than 8:00 pm since the sanctuary must be prepared for use on Sunday morning. The Fellowship Hall may also be available for receptions, but no alcohol may be served.

Once the date has been set, a Wedding Coordinator will be assigned from the list of well qualified church member consultants. A wedding coordinator is required for all weddings.

COUNSELING WITH THE MINISTER

Ministers of the United Methodist church are required to counsel the bride and groom before a wedding is performed. This counseling should be arranged with the minister performing the ceremony as early as possible. One or more sessions may be arranged. Many questions can be answered and suggestions offered which can help to make a wedding a deeply significant act.

REHEARSAL

A rehearsal is necessary for all weddings. The rehearsal is usually held on the evening before the wedding and will take an hour or less. Promptness on the part of the wedding party is requested.

Since the wedding is an act of worship, the minister conducting the ceremony shall be in charge of the rehearsal and the wedding. Any questions or concerns not covered in the Guidelines will be discussed with the minister prior to making any arrangements. If the Bride and Groom wish to provide a wedding planner, this person's responsibility will be limited to assisting the bride prior to the wedding ceremony and working with the wedding party as they enter the sanctuary. She/he must meet with the minister prior to the rehearsal to discuss the ways she/he may assist.

FLOWERS AND DECORATIONS

Since flowers symbolize the resurrection, and in keeping with the principle of integrity, no type of artificial flower or plant is appropriate to the environment of worship.

Flowers for a wedding should be in place at least an hour before the wedding time. If the florist needs to come to the church at some time other than 9:00 am – 5:00 pm Monday through Friday, arrangements for entry into the church must be made in advance through your assigned wedding coordinator. Flowers may be left for use in the church on Sunday if the wedding is on Saturday. Arrangements for this should be cleared in advance by calling the church office at (703) 830-2684. Proper acknowledgement will be made in the Sunday bulletin.

Decorations should be placed so as not to impede the movements of the minister or the wedding party. Flowers and candelabra should be placed so as not to hide the altar. Floor coverings should be placed under the candelabra to keep wax drippings off the floor, and drip-less candles must be used. Thumbtacks, tape or any type of adhesives are not to be used in the sanctuary. NO church furnishings are to be moved.

The church provides two brass candle holders (on the altar) and white candles plus two candle lighters. Ushers or an acolyte from the wedding party may do the lighting of the candles.

PICTURES

Pictures taken during the ceremony are limited to time exposures with no flash, under careful supervision of a professional photographer. **No flash pictures are to be taken in the sanctuary** from the time the prelude begins until after the guests have left. If desired, the minister will pose with the wedding party after the ceremony. Please inform the minister of such plans in advance. Video photography is allowed from the balcony **only**.

Ushers are to watch for persons bringing cameras and are to inform them that no flash pictures are to be taken during the ceremony.

The church considers any violation of the request a breach of good taste. Persons planning the wedding photographs are asked not to request any modification of this regulation. If necessary, a verbal reminder of this regulation will be made by the minister at the beginning of the service.

MUSIC

The Director of Music, Rebecca Jackson (703-830-2684, x1869) is qualified to play for weddings. Also qualified is organist Laura Hesse. The organists are happy to suggest other qualified musicians to provide additional music. All arrangements must be made through Ms. Jackson.

The wedding ceremony is a worship service involving live participants. Therefore, live performers should perform all music. No taped or pre-recorded music will be allowed.

If another organist or musician is desired, Ms. Jackson, Director of Music at Centreville United Methodist Church, must approve the person.

GENERAL INFORMATION

The marriage license must be left with the minister no later than one week prior to the rehearsal. After the wedding, the bride and groom will be presented with a completed certificate of marriage.

To maintain the sacredness of the wedding ceremony, all cell phones, pagers and beepers should be turned off. Ushers should convey this to guests and/or the minister can make an announcement reminding guests of this at the beginning of the ceremony.

Printed programs may be used listing the names of participants, music used, etc. You will need to make arrangements with a printer to have this work done for you; this service cannot be provided by the Church. The program shall be presented to the minister prior to publication. All printed programs shall have the following notice included: *In honoring the reverence of the sanctuary, we ask that you kindly refrain from flash photography, and please turn-off all cell phones, pagers and beepers.* In wedding invitations, news releases, and the wedding program, the full name of the church shall be used: Centreville United Methodist Church.

A sound technician is required to operate the audio system in the sanctuary.

A minister of Centreville United Methodist Church or one of the wedding consultants shall be involved in any wedding taking place in the church. Guest ministers must communicate with one of CUMC's ministers prior to confirming the wedding date.

Rice and/or birdseed may not be thrown on church grounds.

If further information or assistance is needed, please call the church office, 703-830-2684.

FEES

The following fees are charged for the use of the church facilities and services. Checks shall be made payable to CUMC for the sanctuary or chapel use, and/or fellowship hall use as applicable. Additional separate checks shall be made payable to the minister, the organist, the wedding coordinator, and the sound technician. **Each of these checks should be placed in separate envelopes, labeled appropriately, and given to the wedding coordinator at least one month in advance of the wedding.** Also separate checks are needed if additional instrumentalists or soloists are arranged by the organist.

Facility/Service	Member	Non-Member
Sanctuary or Chapel (includes custodial fees)	\$600	\$600.00
Fellowship Hall for Reception (includes use of kitchen)	\$325 (plus \$300 refundable security deposit)	
Minister's fee	(see below*)	\$350.00
Organist (only)	\$150.00	\$150.00
Organist w/ soloist**	\$175.00	\$175.00
Wedding Coordinator	\$150.00	\$150.00
Sound Technician	\$50.00	\$50.00

*The ministers make no specific charge for their services to members; however, it is customary for the Bridegroom to give a gratuity to the minister which usually is as much as, or is more than, the amount paid to the organist.

**If the organist accompanies a soloist, the organist's fee is \$175. Soloists' fees are arranged independently.

Centreville United Methodist Church Initial Wedding Information Sheet

The information below is needed to reserve a wedding date and for the assignment of a church wedding coordinator at Centreville United Methodist Church.

GROOM INFORMATION			
Name: <i>(last, first)</i>			
Name to be used in ceremony:		Age:	
Address:			
Home Phone:		Work Phone:	
Mobile Phone:		Occupation:	
Email:			
Pastor Name:		Member:	
Prev. Marriage: <i>(if any)</i>			
Note to Pastor:			
BRIDE INFORMATION			
Name: <i>(last, first)</i>			
Name to be used in ceremony:		Age:	
Address:			
Home Phone:		Work Phone:	
Mobile Phone:		Occupation:	
Email:			
Pastor Name:		Member:	
Prev. Marriage: <i>(if any)</i>			
Note to Pastor:			
WEDDING INFORMATION			
Rehearsal Date:		Time:	
Wedding Date:		Time:	
Wedding Location:		<i>*Sanctuary, Chapel, Home or Alt. Location</i>	
Reception Location:			
No. of Guests:		<i>*Formal or Informal</i>	
No. of Bridesmaids:			
No. of Groomsman:			
No. Flower Girl(s)		<i>*Single or Double</i>	
Ring Bearer			

Fee Check List – to be filled in at first meeting with minister. All fees shall be paid prior to the rehearsal unless otherwise stated.

<u>Date Paid</u>	<u>Service/Facility</u>	<u>Amount Due</u>
_____	Non-member deposit	_____
_____	Sanctuary/Chapel	_____
_____	Fellowship Hall	_____
_____	Organist	_____
_____	Soloist (each)	_____
_____	Instrumentalist (each)	_____
_____	Wedding Coordinator	_____
_____	Sound Technician	_____

Time the church is to be opened the day of the wedding _____

Time flowers will be delivered _____

Rooms needed (list)
