

**WEDDINGS AT  
SUNFIELD  
UNITED METHODIST  
CHURCH**

**POLICY AND PROCEDURE  
BOOKLET**

Please be sure to keep this booklet for ease of reference as you prepare for your wedding.

Important phone numbers and other Information are found in it.

SUNFIELD UNITED METHODIST CHURCH  
7785 School Street  
Du Quoin, IL 62832  
Phone: 618-542-6726  
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Approved by Trustees 12-11-12

## **INTRODUCTION**

We are glad that you are considering Sunfield United Methodist Church for your wedding. Because marriage in the Church of Jesus Christ is different from a purely civil ceremony, both in procedure and in intent, this policy booklet with guidelines has been prepared to assist you in your process of personal preparation for marriage.

## **MARRIAGE AT SUNFIELD UNITED METHODIST CHURCH**

It is crucial that the special covenant of Christian marriage be approached seriously, yet joyfully. In order to ensure that and to guarantee the uniqueness of the intentionally Christian ceremony, it is our stated church policy, affirmed by our Church Administrative Board, that at least one of the persons requesting marriage through our church must be an active participant in the life of Sunfield United Methodist Church. In other words, membership is not a prerequisite, but regular and ongoing participation – or a willingness to do so – in the church's worship, support, ministry and mission is required, in accordance with regular membership vows to support the church with our “prayer, presence, gifts, service and witness.” Exceptions to this requirement may be made if deemed reasonable and acceptable by the pastor and the Board of Trustees.

## **SCHEDULING PROCEDURES**

Ordinarily, when a couple contacts the church to inquire about arrangements for a wedding, the pastor will indicate the availability of a particular date, but agreement to perform the wedding ceremony will not be given until the couple has read and agreed to the policies contained in this booklet and until they have personally talked with the pastor by phone or in person. According to United Methodist church policy, the pastor makes the final determination as to whether he/she will perform the ceremony. The couple is urged to contact the church office at least six months in advance of the anticipated date, Weddings will not ordinarily be agreed to with less than six weeks advance notice, except in unusual circumstances.

## **PREMARITAL COUNSELING**

If the pastor agrees to assist in the couple's marriage and wedding plans, a short series of premarital appointments will be set up to discuss the ceremony and other issues surrounding Christian marriage. Premarital counseling must be a part of the preparation for every wedding held at Sunfield UMC. If a guest pastor is performing the ceremony with permission of the church pastor, they or another qualified pastor or pastoral counselor may provide counseling.

# Wedding Covenant Agreement

(Please sign and return this form to the church office within two weeks of receipt in order to confirm your wedding date on the church calendar.)

**We have received and read a copy of the Wedding Policy and Procedure Booklet from Sunfield United Methodist Church. We agree to follow the policies outlined in this booklet for our rehearsal and/or rehearsal dinner, wedding and/ reception.**

**Wedding Date**\_\_\_\_\_ **Rehearsal Date**\_\_\_\_\_

**We understand our financial obligation to be:**

\_\_\_\_\_ **\$ Building Usage Donation (Member)**

\_\_\_\_\_ **\$200 Sanctuary (\$150 deposit: Non-Member)**

\_\_\_\_\_ **\$150 Fellowship Hall (Non-Member)**

\_\_\_\_\_ **\$75 Custodian**

\_\_\_\_\_ **\$50 Per Sound/Multi-Media Technician**

\_\_\_\_\_ **\$100 Pastor's Honorarium**

\_\_\_\_\_ **\$75 Organist**

**Bride:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Groom:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Pastor:**\_\_\_\_\_

**Date Received:**\_\_\_\_\_

## Notes

## **THE WEDDING CEREMONY**

It must be kept in mind at all times that the wedding ceremony is first and foremost a service of worship and planning should be approached accordingly. The pastor will assist you in personalizing your service and making it truly your own, but it is understood that the final decisions on all matters rests with the church and officiating pastors in accordance with the policy of the United Methodist Church. Weddings are normally to be conducted by the current pastor servicing the church. Permission may be granted at the discretion of the pastor to allow clergy from other churches to co-officiate or officiate. Suggested compensation for the pastor is a minimum of \$100.

## **REHEARSAL**

A wedding in the church sanctuary will normally involve a rehearsal, which is usually scheduled the evening prior to the ceremony. It should take approximately one hour and all persons involved in the wedding are to be present.

## **ORGANIST AND MUSIC**

In keeping with the understanding that the wedding ceremony is a service of worship, all music should be appropriate to the worship of God. It is the stated policy of Sunfield United Methodist Church that all music (organ, instrumental, vocal and congregational) shall first be cleared with the pastor. The church organist may be contacted to provide music. If they are unable to do so, any guest organist must consult with the church organist prior to using the organ. You are to arrange compensation with your musicians.

## **SOUND AND VIDEO TECHNICIANS**

Only trained church sound/video technicians may operate the church audio/visual systems. One or two technicians will be contacted to assist depending on your needs for your rehearsal and ceremony. Suggested compensation is \$50 per technician.

## **CUSTODIAL SERVICES**

The church custodian is to be contacted to provide services after your ceremony and your own cleaning of the facility to insure all is ready for worship the next day. Suggested compensation is \$75.

## **WEDDING ASSISTANT**

It is recommended that you designate a reliable friend or family member that does not have other duties during your wedding to assist in making sure the wedding party is ready, in place, on time and walks in as practiced.

## **CANDLES**

If candles are used in candelabras, please purchase non-drip candles.

## **FINANCIAL OBLIGATIONS**

Sunfield UMC does not charge members or active attendees (for six months or more) for the use of the building but they will be responsible for the custodians, organist, officiating pastor and audio/visual technician fees. Donations for the use of the building will be accepted.

Building usage fees for persons who are not members or active participants in the church are \$200 for the Sanctuary and \$150 for the Fellowship Hall. \$150 deposit is required after consultation with the pastor to hold the rehearsal and wedding and/or reception dates on the church calendar.

## **MISCELLANEOUS POLICIES**

1. No smoking or alcoholic beverages are allowed on church property.
2. No rice or birdseed is allowed to be distributed or thrown on church property.
3. No alterations or changes of any type to the sanctuary, fellowship hall or building are permitted. The use of nails, tacks or tape to affix decorations in the sanctuary is prohibited.
4. Please provide your own table coverings and paper products for rehearsal dinners and receptions held in the Fellowship Hall.
5. Because the wedding ceremony is a service of worship, no flash pictures shall be taken during times of prayer. Photographers and those video taping need to consult with the pastor regarding any questions about placement of cameras.
6. If the family wishes to extend an open wedding invitation to all church members, this may be done through an announcement in the bulletin. Please give this information to the pastor one month prior to the wedding.
7. Flowers may be left for church use and can be removed by someone designated by the wedding couple following worship or they will be disposed of by the church custodian. All other wedding and personal items need to be removed from the building by 7:00 pm following Saturday evening weddings.

If you have questions or concerns, please contact the pastor for assistance.

Church Facility Usage Policies  
Sunfield United Methodist Church

The facilities of the Sunfield United Methodist Church are provided by the congregation and are to be used by its members, non-members who are related to a church member or a regular attendee. Others interested in utilizing the facilities may do so with permission from the Pastor and the Board of Trustees.

I. USE OF CHURCH BY SUNFIELD UNITED METHODIST ORGANIZED GROUPS

1. The church is available for use by our church groups free of charge.
  - a) Schedule activities through the church office.
  - b) Leave the church and area as you found it.

II. USE OF FELLOWSHIP HALL, SANCTUARY OR OTHER ROOMS BY MEMBERS FOR NON-CHURCH ACTIVITIES

1. The fellowship hall is available for use by members for non-church activities (which they sponsor), non-members who are relatives of members of the church and regular attendees. (A donation of \$50 or more will be accepted to cover utilities and custodial services, etc.)
  - a) Schedule activities through the church office.
  - b) The group is responsible for own room arrangements, providing own paper products, table coverings and also are responsible for returning the setting as found.
  - c) No nails or tape is to be used to attach decorations to the church ceilings, walls or furnishings.
  - d) No smoking or alcoholic beverages are allowed in the buildings or on the church grounds.

III. WEDDINGS

1. The church is available for use by church members and persons active in the life and ministries of the church at no charge. A donation may be made. Groups must leave buildings and furnishings as they were found. One person in the couple must be a member or active in the life of the church. The church is available for use by non-members who are relatives of a member and exceptions to this policy may be made with permission and in consultation with the pastor and Board of Trustees.
2. The following service charges will apply:
  - a) Non-member Building Usage Fees: Weddings only - \$200 or reception only in Fellowship Hall - \$150. Wedding and reception - \$350. \$150 is payable within two weeks of scheduling the wedding with the pastor as a deposit to hold the date on the church calendar.
  - b) If the sanctuary is used, sound equipment can only be run by church sound technicians at a fee of \$50 per person needed.
  - c) The church custodian will provide services following building usage and compensation of \$75 is required.
  - d) If your own musician would like to use the church organ, they must consult with the church organist first. If you would like to ask the church organist to play, you will need to consult with them for availability and fees.
  - e) Compensation for the church pastor or a visiting pastor to officiate at a wedding is arranged with the pastor. \$100 minimum is recommended.
  - f) No rice or seed may be thrown inside or outside of the church building.
  - g) If candelabras are used, non-drip candles are required.
  - h) The group is responsible for their room arrangements and for returning, the setting as found. Wedding and personal items must be removed from the church by 7:00PM following Saturday weddings.
  - i) There will be no tape or nails used to attach decorations to ceilings or walls.
  - j) There will be no smoking or alcoholic beverages in the buildings or on church property.
  - k) All persons desiring to be married in the church must consult with the current pastor. Pre-marital counseling is required for both members and non-members. If a guest pastor is performing the ceremony, pre-marital counseling may be provided by the pastor.