

Epworth United Methodist Church Wedding Guide



124 West Freemason Street

Norfolk, Virginia 23510

Church Office Hours: Monday-Thursday 9:00am -3:00pm

Telephone (757)622-2970 Fax (757)622-3402

Reverend Luis Ned Alderman, Senior Pastor

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Included as detached inserts:

Instructions for the Florist or Decorator

Instructions for the Photographer

Instructions for the Caterer

Instructions for the Wedding Coordinator or Planner

Celebration of Marriage



The service of Christian Marriage is an occasion of joyful celebration and a sacred worship service. Planning of a Christian Marriage Service should be done with these two principles in mind. The procedures found within this booklet are designed to maintain the worshipful nature of the service. This booklet is approved and endorsed by the Administrative Council of Epworth United Methodist Church.

YOUR WEDDING

The first step...Preparing for your service of Christian Marriage

The first step in preparing for your wedding at Epworth United Methodist Church is to contact the Church Office. The Church Office staff will check the church calendar to determine whether the church is available for the wedding day and hour you have chosen, as well as the rehearsal date.

Following this initial step, the bride and groom need to make an appointment with the Pastor. (Only after meeting with the Pastor should you make commitments with florists or photographers, order invitations, etc.) ***Your wedding date will be added to Epworth's Church calendar only after your meeting with the pastor.***

Please be aware that Epworth United Methodist Church is intended for the use of as many persons as possible. Therefore, more than one wedding may be scheduled on a given date. In the event that more than one wedding is scheduled on a given date, services will be scheduled at intervals of at least four hours, thus allowing time for each party to have an unhurried wedding.

Because of the demands placed upon the time of the Pastor and the Church Organist during certain seasons and days, weddings will not be scheduled on Sundays, during Holy Week (the week before Easter), as well as other occasions when prescheduled church activities conflict with a desired date.

Finalizing Your Wedding Date

After the bride and groom meet with the Pastor who will perform the ceremony, the date will be confirmed with the receipt of a \$100.00 non-refundable deposit.

Please note: The date will not be confirmed until: 1) the couple has met with the Pastor, 2) the date has been cleared with the Church Office, and 3) the couple has made a \$100.00 deposit.

THE WEDDING SERVICE

- ❖ The bride and groom should meet with the Pastor as early as possible in the planning stages of the wedding in order to supply essential information, to outline preliminary plans and requests, and to schedule further conferences.
- ❖ The wedding service and its rehearsal are under the direction of the Pastor.
- ❖ The marriage license must be delivered to the Church Office **at least one week prior to the rehearsal.** Certain written materials used in the wedding service and information entered in church and court records are prepared from the license.
- ❖ The Pastor will provide the couple with copies of several wedding ceremonies to be used in the conduction of the wedding. Any changes or additions will be made only by consent of the Pastor.
- ❖ The wedding ceremony is an occasion for joyful celebration and a service of sacred worship. As an occasion for joyful celebration, it is very desirable to record this event in the lives of two persons. As a sacred service it is to be entered into reverently and discreetly and without any distraction or interruption. The photographer as well as the wedding party and guests must be mindful of this twofold nature of the wedding ceremony. ***The photographer must confer with the officiating Pastor in advance of the ceremony.*** Photographs may not be taken in the sanctuary during the service. The photographer may come down the aisle two or three pews from the entrance to the sanctuary to take photos of the bridal party during the processional, and again during the recessional. A photo session may be arranged following the ceremony. Casual photos may be taken at other points in the building prior to the service. ***Wedding guests must refrain from taking any photos during the ceremony.***
- ❖ **Videotaping is permissible from the balcony only.** Equipment must be silent and no auxiliary lighting is permitted.
- ❖ Rice, birdseed, confetti and any other such material must not be used on church property.
- ❖ All weddings at Epworth will be in accordance of Methodist Theology as defined by the current book of discipline.
- ❖ If these statements do not speak to one of your concerns, please clarify with the Pastor, Organist, or Wedding Hostess.

SCHEDULING

No date or time can be set or changed, even minimally, without **first** consulting the Church Office Staff. We have many weddings scheduled, and all changes **must** be approved, in consideration of other persons who might have scheduled services on the same date.

BASIC INFORMATION

- ❖ The church Sanctuary seats 600 people.
- ❖ Alcoholic beverages are not permitted at any point on the church premises, and smoking is not allowed in the building.
- ❖ The Southgate Chapel and assigned classrooms are available, if needed, for dressing prior to the service.
- ❖ It is recommended that all members of the wedding party arrive at the Church no later than an hour and a half prior to the service.

MUSIC

“The dignity of the Sanctuary and the deep significance of the service are the basic guides for planning the music. During the period when guests are assembling, the music may reflect moods lofty and serious, joyful and festive – all within the underlying thought of glorifying God.”

(Regina Fryxell and the American Guild of Organists)

❖ Consultation with the Organist/Director of Music

Epworth’s Organist/Director of Music should be contacted by the bride and groom shortly after the initial session with the Pastor to schedule a conference with the couple. This interview:

- ❖ Provides the Organist opportunity to play a variety of suitable music from which the couple can make their selections
- ❖ Enables the Organist and the couple (and parents too, if wished) to clarify details of the wedding music.

Epworth's Organist ordinarily plays for all weddings held in the church. An exception is made when the Organist/Director of Music gives the consent to have another competent Organist play in her stead. Even then, the Organist/Director of Music is responsible to the Church to confirm the competence and the program for the substitute Organist, as not every Organist will be familiar with the workings of Epworth's historic organ.

❖ Music of the Wedding

A church wedding is an act of worship unto God. It is Epworth's policy, therefore, that all music – Organ, Vocal, and Instrumental – must be appropriate to Christian worship within the United Methodist Church. A suggested list of appropriate music is available. The Organist will gladly play various compositions from which choices can be made.

We appreciate that love songs and show tunes often have certain significance for the bride and groom. We suggest that these be used at the reception rather than trying to force them awkwardly into a sacred service of the Church. If there should be a disagreement as to music, the Pastor will make the final decision, since the wedding is principally a service of worship.

Soloists from outside Epworth must be approved by the Organist/Director of Music. This also includes the music which they will perform. Please be aware that soloists who do not routinely sing before large audiences sometimes have problems on the day of the wedding. Soloists will be expected to set up rehearsals with the Organist. There may be additional charges for extra rehearsals so please check with the Organist when scheduling rehearsals.

Instrumentalists on brass, string, or woodwind instruments may also be contracted. Again, friends or relatives may be used as long as their music selections are approved by the Organist/Director of Music.

❖ Compensation for Musicians

The Organist's current fee covers the consultation with the bride and groom, the rehearsal, and the ceremony itself.

Any vocal or instrumental soloists must be cleared with the Organist (who can recommend names of qualified performers). Compensation for vocalists, trumpeters or other instrumentalists is arranged separately with the performers and will be paid by personal arrangements with the bride.

DECORATIONS

- ❖ Bear in mind that the wedding service is a service of worship. Simple decorations enhance the beauty of the Sanctuary and do not compete with the worshipful significance of the service itself.
- ❖ Place no additional items on the altar other than one or two floral arrangements. An arrangement approximately 36-48 inches horizontally is recommended, the heights of which should not be above the cross, approximately 24 inches in height. Additional flowers, greens and candelabra may be used as pre-arranged.
- ❖ No decorations may be placed in the pulpit or lectern areas, or on the chancel rail or kneelers. The pulpit, lectern, baptismal font, altar or any other ordinary worship furniture may not be obscured by decorations. Sanctuary furnishings may not be moved or removed.
- ❖ Placement of decorations should not interfere with door passages, the placement or movement of participants in the service or the view of the congregation.
- ❖ Nails, tacks, staples, wire, or tape (of any kind) is not to be used in the attachment of decorations. Fabric ribbon or a “shielded” device must be used for this purpose and are available from your florist.
- ❖ Decorations placed by the church in celebration of significant seasons of the Christian year or of any special religious observance are not to be removed, obscured or altered.
- ❖ If candles are to be used, they must be those available from the church. The charge for these is the amount charged the church (not including candles for use of the unity candle). The church has available two, seven branch candelabra, available for your use.

- ❖ Decorations should not be placed so early as to interfere with any other wedding or church activity scheduled on the same date. They should, however, be completed at least one hour prior to the wedding.
- ❖ The use of aisle tracking (runner) is not encouraged, due to possible slipping while walking down the aisle.
- ❖ Only Artificial rose petals are to be used by the flower girl.

WEDDING RECEPTIONS

Epworth's Social Hall may be available for your wedding reception. The bride and groom should first check with the office staff to make sure the date requested is available and to determine what services will be needed. The bride and groom must include in the building request contract all necessary information about the reception. There is an additional charge for use of the Social Hall as follows:

Use of the Social Hall and Kitchen (water, tabletops, counter tops only)	\$350
Wedding Hostess or Custodian as assigned	\$125
Use of the Social Hall and all Kitchen facilities (microwave, stove, ice maker, dishwasher)	\$500
Wedding Hostess or Custodian as assigned	\$175

- ❖ The planning of your reception and decorating of the Social Hall is your responsibility. Likewise, full cleanup of the Social Hall is also your responsibility.
- ❖ Alcoholic beverages are not permitted at any point on the Church premises.
- ❖ Smoking is not allowed in the building or on the playground.
- ❖ The Social Hall will be reserved for a four hour block for your reception. Therefore, if your wedding begins at 2:00 pm, you should plan for the reception to be concluded by 6:00 pm.
- ❖ The bride and groom should make arrangements with the custodian to assure access to the Social Hall on the day of the wedding.

CATERERS

You may choose to obtain the services of a professional caterer to arrange your reception. If so, it is expected that the caterer will provide his/her own equipment, supplies and staff. The caterer should arrange a meeting with Epworth's Custodian to discuss the available table and chairs as well as rules and regulations of the church. This meeting should take place as soon as possible in order to make the necessary preparations.

The bride and groom are responsible for delivering the "Instructions for the Caterer" to the person providing the catering service.

Alcoholic beverages are not permitted at any point on the church premises:

1. Smoking is not permitted in the building or the playground.
2. The Social Hall will be reserved for a four hour block only.
3. The caterer must meet with Epworth's Wedding Hostess as soon as possible.
4. If decorations are to be used in the Social Hall, the bride and groom are responsible for making the necessary arrangements. Decorations should be appropriate to the Church setting, including those in the Social Hall.

INSTRUCTIONS FOR THE CATERER

WEDDING OF _____

It is the responsibility of the couple to deliver the “Instructions for the Caterer” to the person catering the reception.

Your service will provide the bride and groom with a special memory of the reception following their wedding; therefore, Epworth United Methodist Church is pleased to extend to you the courtesy of catering for this occasion, in accordance with the following stated policy of the Church:

- ❖ A meeting with the Wedding Hostess is necessary, as soon as possible, prior to the wedding date.
- ❖ Alcoholic beverages are not permitted at any point on the Church premises.
- ❖ Smoking is not permitted in the building or on the playground.
- ❖ Decorating should be done keeping in mind the Church setting.
- ❖ The caterer is expected to provide their own equipment, supplies and staff.
- ❖ The Social Hall is reserved for a four hour time block only.
- ❖ The caterer is responsible for arranging with the Wedding Hostess for access to the building on the day of the wedding.
- ❖ Epworth Church will make available tables and chairs for use by the caterer.
- ❖ It is expected that the catering service will abide by the rules and regulations of Epworth Church in providing services for the reception.

INSTRUCTIONS FOR THE PHOTOGRAPHER

WEDDING OF _____

DATE: _____

It is the responsibility of the couple to deliver these “Instructions for the Photographer” to the photographer.

Your services will provide the bride and groom with a lasting visual memory of their wedding. Therefore, Epworth United Methodist Church is pleased to extend to you the courtesy of photographing this occasion in accordance with the following stated policies of the Church:

- ❖ The wedding ceremony is an occasion for joyful celebration and a service of sacred worship. As an occasion for joyful celebration, it is very desirable to record this event in the lives of two persons. As a sacred service, it is to be entered into reverently and discreetly and without any distraction or interruption. The photographer, as well as the wedding party and guests, must be mindful of the twofold nature of the wedding ceremony. **The photographer must confer with the officiating clergy in advance of the ceremony.**
- ❖ **Photographs may not be taken in the sanctuary during the service.** The photographer may come down the aisle two of three pews only, from the entrance of the Sanctuary to take photos of the bridal party during the processional, and again during the recessional. *Photographs may not be taken from the aisle.* A photo session may be arranged following the ceremony. Casual photos may be taken at other points in the building prior to the service. Wedding guests must refrain from taking photos during the ceremony.
- ❖ **Videotaping is permissible from the balcony only.** Equipment used must be stationary, silent and no auxiliary lighting is permitted.

INSTRUCTIONS FOR THE FLORIST OR DECORATOR

WEDDING OF _____

It is the responsibility of the couple to deliver the “Instructions for the Decorator” to the florist or other person(s) decorating for your wedding.

Your services will provide the bride and groom with a special memory of the setting of their wedding; therefore, Epworth United Methodist church is pleased to extend to you the courtesy of decorating for this occasion in accordance with the following stated policies of the Church.

- ❖ Epworth provides two flower stands for use during the service. Place no additional items on the altar.
- ❖ No decorations may be placed in the pulpit, chancel rail or kneelers. The pulpit, baptismal font, altar or any other ordinary worship furniture may not be obscured by decorations. Sanctuary furnishing may not be moved or removed. Placement of decorations must not interfere with door passages, the placement or movement of participants in the service or the view of the congregation.
- ❖ Nails, tacks, wire, staples or tape (of any kind) are not to be used in the attachment of decorations. Fabric ribbon or a “shielded” device must be used for this purpose.
- ❖ Decorations placed by the church in celebration of significant seasons of the Christian year or of any special religious observance are not to be removed, obscured or altered.
- ❖ If candles are to be used, they must be those available from the church; except for those used for the unity candle (they must be dripless). The charge for these is the amount charged the Church. The church will provide two, seven branch candelabra.
- ❖ Decorations should not be placed so early as to interfere with any other wedding or church activity scheduled on the same date. Decorations should be completed an hour prior to the ceremony.
- ❖ The use of aisle tracking (runner) is not encouraged due to the possibility of slipping while walking down the aisle.

INSTRUCTIONS FOR THE WEDDING CORDINATOR/PLANNER

WEDDING OF _____

It is the responsibility of the couple to deliver the “Instructions for the Wedding Coordinator/Hostess” to the Coordinator.

Your services will provide the bride and groom with a special memory of their wedding; therefore, Epworth United Methodist church is pleased to extend to you the courtesy of helping prepare for this occasion in accordance with the following stated policies of the Church.

- ❖ The Pastor directs the wedding and rehearsal.
- ❖ The wedding Hostess coordinates the movement of the bride and bridal party from the changing area to the foyer.
- ❖ Music for the wedding is under the direction of the Organist/Music director.
- ❖ Epworth’s wedding Hostess will give cues to the bride and bridal party for processional and recessional.
- ❖ Epworth’s wedding hostesses will be glad to work with any hired wedding coordinators in order to make sure church policies and cues for the processional and recessional are met.
- ❖ It is the responsibility of the wedding coordinator to contact the Church wedding Hostess as soon as the bride and groom have reserved the church and the date has been put on the church calendar.

FEES FOR FACILITIES AND PERSONNEL

A. If either the bride or groom, or a parent of either, has been a member of Epworth United Methodist Church for one year or longer:

Sanctuary	None
Officiating Clergy	None Stated
Organist	\$400
*Additional charge per song for rehearsal with instrumentalists/vocalists	\$50
Instrumentalists or vocalist	Personal arrangement
Wedding Hostess as Assigned**	\$200

**The fee for the Wedding Hostess will be increased if excessive hours are needed.

(All appertaining fees should be brought to the Church at the time the license is delivered, at least one week prior to rehearsal)

B. If neither the bride nor the groom, nor a parent of either, is a member of Epworth United Methodist Church:

Deposit (non refundable) to confirm date	\$100
Sanctuary	\$350
Officiating Clergy (minimum honorarium of)	\$250
Organist*	\$400
*Additional charge per song for rehearsal with instrumentalists/vocalists	\$50
Instrumentalist or Vocalist	Personal arrangement
Wedding Hostess as assigned**	\$200

**The fee for the Wedding Hostess will be increased if excessive hours are needed.

(Except for the deposit, all appertaining fees should be brought to the Church at the time the license is delivered, at least one week prior to rehearsal)

C. Candles – All candles will be supplied by the Church (except those used for the unity candle)

Candelabra (14 candles) \$14.00

D. Checks should be brought to the church office at the time the license is delivered, at least one week prior to the rehearsal – unless otherwise noted- and made payable as follows:

- ❖ Sanctuary, payable to: Epworth United Methodist Church
- ❖ Pastor, Payable to: Rev. Luis N. Alderman
- ❖ Candles, payable to: Epworth United Methodist Church
- ❖ Organist, payable to: Dr. Jean Thiel
- ❖ Instrumentalist or Vocalist by personal arrangement
- ❖ Wedding Hostess as assigned, payable to: As assigned

E. Epworth UMC's small parking lot is located beside the church on Freemason Street. Additional parking is available during non-banking hours at the Bank of the Commonwealth, located across the street from Epworth, at the corner of Boush and Freemason Streets. The Freemason Street Parking Garage is located opposite Epworth's entrance to the parking lot, and is open 24/7. Rates for use of this garage are: First hour \$.50, two hours \$1.25, three hours \$2.25, four hours or more \$1.00/hour or portion thereof, up to a maximum of \$8.00.

Pastor:

Rev. Luis Ned Alderman

Organist:

Dr. Jean Thiel

Administrative Assistant:

Donna Benken