

# 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*

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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.*

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 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 \$250.00 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 \$250.00 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. All changes **must** be approved

## **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 Crusader Fellowship room 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 Music Staff

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

Epworth’s Music Staff ordinarily plays for all weddings held in the church. An exception is made when the Music Staff gives the consent to have another competent musician play instead. Even then, the Music Staff is responsible to the Church to confirm the competence and the program for the substitute Musician.

### ❖ Music of the Wedding

A church wedding is an act of worship unto God. It is Epworth’s policy, therefore, that all music – Vocal, and Instrumental –be appropriate. 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.

### ❖ Compensation for Musicians

The Music Staff's current fee covers the consultation with the bride and groom, the rehearsal, and the ceremony itself. Compensation for outside vocalists, and/or instrumentalists is arranged separately with the performers and will be paid by personal arrangements with the wedding party.

## 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.

## 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. There is an additional charge for use of the Social Hall as follows:

Use of the Social Hall and all Kitchen facilities (microwave, stove, ice maker, dishwasher)	\$800
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 wedding hostess 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 wedding hostess 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.

## Wedding Fee Schedule

Deposit (non refundable) to confirm date	\$250
Sanctuary	\$1,000
Officiating Clergy (minimum honorarium of)	\$500
Music Staff	\$400
*Additional charge per song for rehearsal with instrumentalists/vocalists	\$50
Instrumentalist or Vocalist	Personal arrangement
Wedding Hostess as assigned**	\$400
Sound Technician	\$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)**

A. Candles – All candles will be supplied by the Church (except those used for the unity candle) Candelabra (14 candles) \$14.00

**B. 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: Epworth United Methodist Church
- ❖ Candles, payable to: Epworth United Methodist Church
- ❖ Music Staff payable to: As assigned
- ❖ Sound Tech: As assigned
- ❖ Instrumentalist or Vocalist by personal arrangement
- ❖ Wedding Hostess payable to: As assigned

C. Epworth UMC's small parking lot is located beside the church on Freemason Street. The Freemason Street City Parking Garage is located opposite Epworth's entrance to the parking lot, and is open 24/7. Rates are 1-2 hrs. \$3.00, 3 hrs. \$5.00, 4 hrs. \$8.00, and \$1.00 each additional hour, maximum 24 hr. rate of \$13.00.



## 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 or 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 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.