



Your
Wedding

at MDUMC

MDUMC'S WEDDING POLICY

The Service of Christian Marriage is a worship experience. The officiating Minister does so as part of the authority granted to him/her by the church in ordination.

To be married at Memorial Drive United Methodist Church, either the bride or groom, or one of their parents, must be a member of Memorial Drive United Methodist Church for a minimum of twelve months prior to the wedding date.

Memorial Drive United Methodist Church makes every effort to assist couples in planning and implementing a personal and intimate service that is consistent with generally accepted practices of worship. Any alterations made to the Service of the Christian Marriage will be in consultation with the officiating Minister.

OUR HOPE FOR YOU

The church, its members, and staff hope and pray that your experience of the Service of Christian Marriage will be deeply personal and meaningful- one that serves as the basis for a strong and fulfilling marriage.



MAKING THE RESERVATION

Reservations for a wedding date and time are made with the Wedding Director. One is not “renting” the facility, but rather requesting that the Church assist in carrying out the marriage service.

The time of the wedding and rehearsal must coincide with the time that the chapel, sanctuary, or any other part of the facility is reserved. Available dates may be checked and tentatively reserved by phone. However, it is necessary for the bride and/or groom to attend a wedding orientation and pay deposit amounts specified in the wedding fees section of these policies before a date can be confirmed.

Evening weddings are scheduled up to 7 PM. The rehearsal is typically scheduled for the day preceding the wedding, unless there is a wedding planned for that date. Rehearsals are scheduled at one hour intervals beginning at 5 PM.

*Please note that a bride, along with her bridal party, will be allowed access to the Bride’s Room and Sanctuary two hours before the wedding ceremony. The wedding party may have up to 30 minutes following the wedding ceremony for additional pictures and to remove flowers and decorations.

Wedding rehearsals, weddings, and wedding receptions will not be scheduled on Sundays or any of the following (including the holiday and, in some cases, the associated holiday weekend): New Year’s Eve, New Year’s Day, any day during Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the weekend following Christmas Eve or Christmas Day.

Cancellation of a reserved wedding date should be made through the Wedding Director in the church office. Thirty (30) days notice is required for a full refund of all wedding fees. Less than thirty days notice will receive a refund equaling half of the wedding fees.

THE MINISTER

One of the Ministers on staff at MDUMC will be in charge of the marriage service and rehearsal. Other clergy members not on MDUMC staff may assist at the invitation of the officiating Minister. The assigned MDUMC Minister will determine the visiting clergy's role within the marriage service.

Members may request a specific MDUMC clergyperson at the time of the booking. If none of the clergy are known by the bride and groom, or if the requested Minister is not available, the assignment will be made without regard to the gender or race of the Minister. Please be aware that it is the belief of the United Methodist Church that God calls us all to ministry, men and women alike.

Once assigned, it is the bride and groom's responsibility to contact the officiating Minister and schedule appointments for pre-marriage counseling. The couple must attend at least two counseling sessions. The first session will be to review the required Pre-marriage Awareness Inventory. The second session will be devoted to a discussion of the wedding service itself. If you have your wedding program available for the second session, please provide 4 copies to your officiating Minister. He/she will need to approve your programs, so it is a good idea to send a copy before having them printed when possible. Pre-marriage counseling appointments should be made during regular office hours.

ORGANIST AND MUSIC

MDUMC's staff organist will be the organist for all weddings. In consultation with the officiating Minister, the organist will approve all music, including the processional and recessional. All music should be consistent with the worship experience.

The organist's fee, which is a separate fee, includes a consultation with the bridal couple, a rehearsal with the soloist, and the wedding service. It should be made payable to the organist and submitted to the Wedding Director two weeks before the wedding. All music, soloists and additional instrumentalists must contact the church organist to schedule rehearsal times.

The marrying couple may secure a soloist, or the church organist can assist them to contract with a soloist. The fee for a soloist is separate from the wedding fees paid to Memorial Drive United Methodist Church and should be paid directly to the soloist.

THE WEDDING ORIENTATION

Attending a wedding orientation is mandatory. Orientations are offered Monday through Thursday, 9AM-4PM at a mutually convenient time for the attendees and MDUMC Wedding Director. An orientation may be attended by one or any of the following: bride, groom, parents of the couple, and wedding coordinators. Orientations are given one-on-one (as opposed to multiple couples) to allow for a customized tour and time to respond fully to any questions. Deposits are to be paid at the end of orientation. Following the orientation and payment, you will be contacted by the Wedding Director confirming the availability of your requested Minister, or otherwise notifying you which Minister will officiate your wedding.

THE WEDDING GUILD COORDINATORS

Approximately two months prior to the wedding date, a wedding guild team will be assigned to the wedding and will contact the bride and groom.

The wedding guild team will be present at the wedding rehearsal and wedding service to assist the officiating Minister in carrying out the rehearsal and wedding service.

In the event that a wedding coordinator is hired by the bride and groom, it must be understood that during all events held at MDUMC, the guild team and officiating Minister are in charge.

PHOTOGRAPHY

Accepting that the marriage service lends itself to documentation through photographs and videos, it is imperative that the photographer and guests understand that no flash photography is allowed during the service and that any non-flash photographs taken during the service must be unobtrusive and taken from the balcony.

It should be noted that the service commences with the beginning of the processional and the seating of the mothers.

Video cameras are allowed on the balcony and in the far corners of the transepts of the sanctuary. Video cameras may be placed behind the pillars in the chancel area as long as the videographer and the equipment are out of the congregation's view. Video cameras may not be placed in view of the congregation. Use of independent sound and lighting equipment is strictly prohibited.

FLORISTS

The architecture of the sanctuary and chapel do not lend themselves to elaborate decorations, yet it is understood that couples wish to do some decorating. There are specific policies which outline the parameters of decorations that are not intended to inhibit choices made by the bride and groom, but to protect the physical property and worship integrity of the church.

Chancel Area

- No additional items/decorations may be placed on or behind the altar table.
- Floral arrangements are to be placed on either side of the altar table. The church can provide floral pillars which are three feet in height.
- Floral arrangements should be no taller than the cross beam of the altar cross which is seven feet in height.
- Candelabras are to be placed within the chancel area, but not at the altar table level.
- A sheet of plastic is to be placed beneath all candles to protect the marble surface. Dripless candles are required.
- Unity candles are not provided by the church and the inclusion of a unity candle, within the marriage service, should be approved by the officiating Minister.
- Decorations within the chancel area are not to obstruct the view of the organist.
- Absolutely no decorations are to be placed on the altar rail.
- MDUMC does not provide containers for floral arrangements or candelabras.

Aisle

- Pew bows and floral arrangements should be attached to pews with ribbon, pew clips, or paper-covered floral wire. The use of tape or bare wire is strictly prohibited.
- Candelabras are not to be placed in the aisle as this placement creates a fire hazard. Only battery-operated candles may be used. Lanterns at the end of the pews are also prohibited.
- Flower petals may be strewn in the aisle—however, it is your responsibility to remove the petals from the floor following the ceremony.

THE REHEARSAL

Because of scheduling, it is essential that the wedding rehearsal begin at the designated time. Members of the wedding party, including the parents of the bride and groom, should be asked to attend the rehearsal. The rehearsal will last from thirty to forty-five minutes and the officiating minister will be in charge. The marriage license and 4 copies of the program should be delivered to the officiating Minister at the rehearsal.

REGARDING PERSONAL VALUABLES

It is the responsibility of the bride and groom to arrange for their representatives to be present to receive the delivery of dresses and/or tuxedos. No member of the church staff or guild team will be responsible for accepting delivery of dresses or wedding gifts. The church will not be responsible for personal items used in a wedding or reception. Every reasonable effort will be made to ensure the safety of such property, but the ultimate responsibility rests with the bride and groom or their representative.

DRESSING AREAS

A bride's room and a groom's area are provided as a part of the scheduled wedding. These spaces may be used beginning no more than two hours before the scheduled marriage service.

Refreshments are allowed in the dressing areas as long as care is taken to protect the furnishings in these rooms. No alcoholic beverages may be brought on the church property.

PLEASE NOTE

Weddings should start promptly at the designated time.

The use of alcoholic beverages on church property is strictly forbidden. Wedding party members are asked not to imbibe prior to the rehearsal or wedding service.

Discovery of alcohol on the property will result in cancellation of the wedding.

Smoking is forbidden anywhere within the church buildings.

WEDDING FEES

Wedding fees are set to cover the costs of using the church's facilities including the facility staff.

- Sanctuary \$1,000
- Friendship Court \$300
- Chapel \$150, includes all of the above except light and sound technician.
- The Journey \$500
- Organist \$400
- Media Techs* \$150

*If streaming/ recording, 4 media techs required @ \$150 each.

HONORARIUMS

The honorarium for the officiating Minister is \$500.

All building fees are to be paid at the time of orientation. All other fees are to be paid two weeks prior to the rehearsal date. All checks should go to the attention of the wedding director and will be disbursed to the receiving parties.

STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of Memorial Drive United Methodist Church's Wedding Policy. I understand that it provides the guidelines and policies relating to all weddings. I further understand that it is my responsibility to read, understand, and comply with the policies that have been established.

Bride or Groom's Name (or their representative)

Bride or Groom's Signature (or their representative)

Date

Please remove this page and return signed copy to the MDUMC office.

POLICIES FOR WEDDING FLORISTS

Memorial Drive United Methodist Church's policies for florists apply whether the family chooses to use the services of a professional florist or those of a non-professional friend or relative. There are specific policies which outline the parameters of decorations that are not intended to inhibit choices made by the bride and groom, but to protect the physical property and worship integrity of the church.

Set-up and Removal

Florists may begin decorating the sanctuary or chapel no more than two hours before the service is to begin. MDUMC regrets that we are unable to make exceptions to this policy. Florists must clean up any debris from the installation and removal of arrangements and must bring the brooms, dustpans, towels or other equipment necessary for so doing. All decorations must be removed immediately after the ceremony. It is the responsibility of the wedding party to remove all decor and clean any debris left in the sanctuary or chapel.

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