

WEDDING POLICY AND PROCEDURES

Ashland United Methodist Church
2711 Ashland Ave • St. Joseph, MO 64506

The Ashland United Methodist Church is pleased and honored to offer the Wedding Ministry for the very special occasion of holy marriage. Weddings are available for both our members and visitors to the congregation.

The wedding ceremony is a worship service where the bride and groom pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.

REQUIREMENTS FOR MARRIAGE AT ASHLAND UMC

- Completion of premarital counseling sessions with the officiating pastor.
- Presentation of properly executed marriage license by the Monday *before* the wedding.
- A waiting period of at least six months following a divorce or death of a spouse shall be observed to allow for healing following the end of a previous marriage.
- The church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present on the premises, the officiating pastor reserves the authority to cancel the service.

SCHEDULING THE WEDDING

Please contact the Church Office as soon as possible regarding the date you wish to schedule. Your date will be reserved with a tentative notation pending pastor approval. This may be done for members up to one year prior to the wedding. Non-members are welcome and may reserve their wedding date up to nine months in advance. The Church Office will confirm wedding dates only after the non-refundable scheduling fee has been received and the date has been confirmed by the Senior Pastor. Ashland United Methodist Church reserves the right to not schedule weddings on holiday weekends.

THE PASTOR

The pastors of Ashland United Methodist Church will officiate at all weddings being held at Ashland. Guest clergy may assist with the approval of the Senior Pastor or his/her designee. (***Please see guest pastor addendum if using a guest pastor.***) The pastors rotate in officiating duties. A pastor will be assigned depending on the date of the wedding. A particular pastor may be requested; however there is no guarantee that pastor will be available on the date of the wedding. Once the pastor has been assigned, the couple will need to schedule pre-marital and wedding planning sessions with the pastor through the church office.

WEDDING ASSISTANT

When the wedding date has been confirmed and placed on the wedding schedule, a wedding assistant will be assigned. The wedding assistant is present for the wedding rehearsal and the day of the wedding. They serve voluntarily to help the wedding party prepare for the wedding and enter and exit at appropriate times.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the Pastor by the Monday *prior* to the wedding.

WEDDING MUSIC

The wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate to the occasion. The selection of all music is accomplished in consultation with the church organist (pianist) or pastor performing the wedding service who will have final approval of all wedding music to be played. The bride and groom are responsible for the purchase of any music not currently found in the church's music library. No photocopied music is allowed. It is the bridal couple's responsibility to contact the organist or pianist, as soon as possible to make these arrangements. Suggestions can also be made for soloists and or/instrumentalists. Please note that Ashland's organ may only be played by an organist approved by Ashland UMC. The organist does not need to be invited to the rehearsal dinner, nor receive flowers at the wedding.

WEDDING CDs, VIDEO

Any pre-recorded music and any videos for the wedding **MUST** be delivered to the church by the Monday before the wedding. Video (pictures) must be in PowerPoint, AVI or WMV file format to work. The file *cannot* be saved to a DVD it must be on either a CD or Flashdrive.

WEDDING PARTY

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.

All members of the wedding party and friends should be reminded: Smoking is not permitted inside the church. No alcoholic beverages are permitted in the church or on the church grounds.

PHOTOGRAPHERS / VIDEOGRAPHERS

Ashland encourages the couple to employ a professional photographer for the wedding. The Pastor will meet with the photographer/Videographer and go over the procedure with them.

FLOWERS AND DECORATION

The flower girl may only scatter silk flower petals. Decorations of any kind may not be attached to the pews, (chairs), or any other furniture by gluing, nailing, pinning or taping. The bride and florist should consult with the pastor or wedding assistant about the way decorations may be placed on the ends of the pews along the center aisle or on the candelabra. All decorations, flowers, candles, etc. must be removed from the building immediately following the service unless plans have been made with the church custodian to assist with this process. No flowers, decorations, or altar furniture belonging to the church may be moved.

CANDLES

Ashland has two brass standing candelabras, which may be used and decorated, if desired. The candles are oil filled and the church will insure they are ready for use if requested. Pew torches for the inside or outside aisles are also available, if requested. If the couple chooses to rent candelabras other than those offered, the candles must be placed inside a hurricane glass. Aisle candles are permitted in hurricane lamps only.

If the bride and groom desire a unity candle, it will be their responsibility to provide the pillar and the two side tapers. The candles must be smokeless and dripless.

RESTRICTIONS

Birdseed, balloons or bubbles may be used outside the church. They may not be distributed until guests are ready to exit for the send off.

WEDDING CONTRACT

The contract is required to ensure the agreement between the parties. The scheduled dates and times are plainly stated as well as the names of the bride and groom.

FINANCIAL RESPONSIBILITIES AND FEES

The \$50.00 scheduling fee is required at the time the wedding is scheduled with the Church Office. An invoice of financial responsibilities will be sent a minimum of four weeks prior to the wedding date. The balance must be in the church office on the Monday before the wedding day. Please make all payments in the form of a check payable to "Ashland United Methodist Church."

SCHEDULE OF WEDDING FEES

Main Sanctuary (non-members)

Scheduling Fee (non-refundable) \$50.00
Services of pastor \$100.00
Church organist/pianist \$140.00
Custodial Services (*Rehearsal and Wedding*) \$60.00
Audio Technician \$50.00
Video Technician \$20.00
Use of Sanctuary \$410.00
TOTAL \$830.00

Main Sanctuary (members)

Scheduling Fee \$50.00
Services of pastor \$100.00
Church Organist/Pianist \$140.00
Custodial Services (*Rehearsal and Wedding*) \$60.00
Audio Technician \$50.00
Video Technician \$20.00
Use of Sanctuary \$180.00.
TOTAL \$600.00

Chapel (non-members)

Scheduling Fee (non-refundable) \$50.00
Use of Chapel \$50.00
Services of pastor \$100.00
Church Organist/Pianist \$140.00
Custodial Services (*Rehearsal and Wedding*) \$60.00
TOTAL \$400.00

Chapel (members)

Scheduling Fee \$50.00
Use of Chapel Love Gift, if desired
Services of pastor \$100.00
Church Organist/Pianist \$140.00
Custodial Services (*Rehearsal and Wedding*) \$60.00
TOTAL \$350.00

ADDENDUM FOR GUEST PASTOR

Addendum to wedding policy when a guest pastor officiates:

- One of Ashland's pastors must be present at the rehearsal and ceremony
- The (guest) officiating pastor is in charge of the rehearsal and ceremony
- Prior to the rehearsal, the (guest) officiating pastor should already have the ceremony, seating of special guests and family (including who-ushers-who), entrances, recessing, and music agreed upon with the wedding couple, so that the rehearsal is simply a matter of the officiating pastor instructing the wedding party and providing an opportunity for everyone to be part of a walkthrough
- Upon arrival for the rehearsal, the (guest) officiating pastor is to provide a "script", a written copy of the details mentioned above, to the Ashland pastor present and Ashland's wedding assistant helping with the wedding
- The rehearsal should be no more than an hour in duration

If you have any questions during the time leading up to your wedding please call the Office Manager or Senior Pastor at 279-7419 or email ashland@stjoelive.com.

Approved June 10, 2008 by Administrative Council/Trustees Board.
Next Review: March 2009

SIGNED AGREEMENT

We have read the foregoing and we desire to have a wedding at Ashland United Methodist Church.

Date of Wedding _____ Time _____

Date of Rehearsal: _____ Time _____

Representative of the wedding party _____ Date _____

Bride's Name _____

Best Contact Phone Number: _____

Address _____

Groom's Name _____

Best Contact Phone Number Phone _____

Address _____

Signature of Pastor _____ Date _____

If you will be using a guest pastor, please complete the information below:

Guest Pastor's
Name: _____

Phone Number: _____

Email: _____