



**Rincon United
Methodist Church
Wedding
Policy**

**FOR
107 Savannah Avenue Campus
(826-5796)
&
Family Life Center
810 Fort Howard Road Campus
(826-4038)
&
Coward's Methodist Retreat
365 Bunyan Kessler Road**

Revised _____



RINCON UNITED METHODIST CHURCH

Wedding Use Policy

INTRODUCTION

The wedding ceremony is a sacred worship service and should be approached in reverence and dignity. All elements included in the service should honor God and enhance the purpose of uniting a man and a woman in the sacred bonds of marriage.

Rincon United Methodist Church is pleased to make available our facilities for weddings. There are certain stipulations to be followed by the wedding party using the facilities. All weddings scheduled will need to be coordinated through the Office Administrator.

SCHEDULING

The programs, ministries and activities of the local congregation will take priority in the usage of the church facilities. However, every effort will be made to honor the requests of other individuals, groups or organizations. All weddings held in any of our facilities are subject to the approval of the Senior Pastor before they are placed on the church calendar. All scheduling is to be done through the Office Administrator (826-5796), in consultation with the pastor. A non-refundable deposit must be paid before weddings are placed on the church calendar. Any member of either family involved in the wedding may complete the Reservation form.

MUSIC

The Church organ and piano are available for music in the service at the Savannah Avenue Campus. The Keyboard or CD player is available at the Ft. Howard Campus. Arrangements for persons to play for your wedding service are the responsibility of the bride and groom. There are those within the congregation who may be available (names can be secured through the church office). It is your responsibility to contact those who will play and sing for you, as soon as possible after the wedding date is set. The church pianist's and vocalists' honorarium is listed under the "Fee For Use of Facilities" on page 4.

Plan your pre-service program of sacred music – vocal and/or instrumental – with the Director of Worship. Certain secular music is not appropriate in a church wedding ceremony. Musical selections need to be shared with the pastor or Director of Worship to determine their appropriateness.

PHOTOGRAPHY

Photography should be done in as unobtrusive way as possible, so as not to disrupt the service itself. Accordingly, no flash photography will be used during the service itself. This does not include the bride's entry nor the couple's exit. Video cameras may be used. Placement of the camera is at the discretion of the pastor presiding over the service. Cameras shall remain stationary during the ceremony. No special lighting shall be used.

Flowers

It is recommended that the bride and groom handle their flower arrangements with the florist of their choice. If you wish to leave the flowers for the Sunday worship service, please notify the Office Administrator (826-5796) at least one week in advance so it can be listed in the bulletin. No flowers are permitted in front of the cross on the Communion Table.

RECEPTION / REHEARSAL DINNER

The reception is a time for fellowship and is a memorable occasion.

Your wedding reception and/or rehearsal dinner may be held at either of our campuses. Please state which campus you are requesting when you schedule the wedding to insure its availability. Wedding receptions taking place after 6:00 P.M. on Saturday should be ended by 10:00 P.M. to enable time to prepare for the Sunday morning Worship at the Ft. Howard Campus.

- 1) You may use the double oven, gas oven (not convection) or microwave for heating/warming only; and ice from the ice machine. Food may be placed in the refrigerators up to 48 hours prior to the event. Afterwards, everything must be removed.
- 2) Table cloths are available for church members upon request.
- 3) We have a maximum of 25 tables with 8 chairs to each table available, as well as several long tables and baby high chairs. It is very important that everything be returned to the exact setting after the event.
- 4) No equipment may be taken home for any reason.
- 5) All trash should be removed from the kitchen, social hall or multi-purpose room and placed in the dumpsters outside.
- 6) The wedding party/caterer must return the facilities to the condition in which they were found. The wedding party or caterer will be responsible for any damage and/or breakage to the facilities.
- 7) No alcoholic beverages shall be brought to nor served in or at any of the church owned facilities.

RESPONSIBILITIES

You may use any classroom for dressing. We ask that no valuables be left overnight after the rehearsal or during the wedding ceremony and reception. Rincon United Methodist Church will not be responsible for lost or stolen items.

The wedding party is responsible for all personal items brought to the church and should be removed immediately after the wedding ceremony. If rented or borrowed property has been used, it is the responsibility of the wedding party to see to its return after the wedding.

Rincon United Methodist Church is not responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in the wedding or the wedding reception, nor shall the church be liable for such items lost, stolen or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

MISCELLANEOUS

If a Christmas or Easter wedding is scheduled, please be aware that the facilities will be decorated (Chrismon Tree, Christmas Tree, wreaths, poinsettias, lilies, etc) for the season. These are NOT to be removed.

Behavior must be reverent and appropriate at all times.

Attire must be suitably modest and discreet.

No children are allowed by themselves in the building or classrooms without adult supervision. We are a "Safe Sanctuary" congregation.

If you have any questions, please contact the pastor or Office Administrator.

CONCLUSION

The detail of these policies is intended to be a helpful guide to families planning a wedding in our facilities. Should a person other than the pastor of this church be used, these policies should be reviewed by him/her. The reservation form should be completed and returned with any appropriate fees as soon as possible. Remember, your reservation is only tentative until the form is completed and fees are paid.

Copies of these policies will be furnished, but the applicant is responsible for informing the florist, photographers, decorators, and members of the wedding party of these policies.

RINCON UNITED METHODIST CHURCH
FEEES FOR USE OF FACILITIES

Non-refundable Reservation fee (*Members & Non-Members*) \$100.00

Church members shall use the facilities free of charge. This applies to the wedding of any member or the children of any member. However, every wedding party pays the Non-Refundable Reservation Fee above.

Non – Members

* 107 Savannah Avenue Campus

Sanctuary \$200.00

Social Hall & Kitchen \$150.00

* 810 Ft. Howard Road Campus

Multi-Purpose Room \$250.00

Multi-Purpose Room & Kitchen \$300.00

Sound Technician (Rehearsal & Wedding) \$100.00

Organist/Pianist (Rehearsal & Wedding) \$200.00

* Cowart's Methodist Retreat (Members & Non-Members) \$25.00

(The \$100.00 Facilities Use Fee is Waivered.)

Non-Church Sponsored events or groups (i.e. Birthday parties, Family Reunions, Celebrations, etc.)

All Fees are refundable if the reservations are cancelled.

Rincon United Methodist Church
107 Savannah Avenue (Main Office)
Rincon, GA 31326

Wedding Reservation Form

To be turned in to the church office accompanied by fee. No dates are confirmed until initial fee is received. The remaining fees must be paid a week prior to the wedding. In the event the wedding is cancelled, the fees will be returned.

BRIDE: _____
Church Member? _____ Address: _____
Age: _____

Home Phone: _____ Cell Phone: _____
Business Phone: _____ E-Mail: _____

GROOM: _____
Church Member? _____ Address: _____
Age: _____

Home Phone: _____ Cell Phone: _____
Business Phone: _____ E-Mail: _____

Wedding Date: _____ Time: _____
Place: _____

(Sanctuary, Ft. Howard Campus, Home)

Pastor to Officiate: _____

Reception Time: _____ Place: _____

No. Expected: _____ Bakery & Delivery Time: _____

Caterer and Delivery Time: _____

Wedding Consultant & Phone: _____

Organist: _____ Vocalist: _____

Other types of instrumental music: _____

Photographer's Name: _____

Florist's Name: _____

Do You Plan to leave flowers for the Sunday Worship Service? _____

Rehearsal Date: _____ Time: _____ Place: _____

Caterer if Dinner is at the Church: _____

