

# Wedding Information and Guidelines

**Congratulations!** We are pleased that you are considering Asbury as the place to celebrate your marriage. We look forward to working with you and providing the necessary services as you prepare for this special day. Thank you for following these established rules and guidelines. In order for us to be as helpful as possible, we suggest the following procedure:

1. Read this brochure carefully. It is the responsibility of the bride and groom to adhere to Asbury's wedding and facility policies.
2. The first step in planning your wedding is to contact the church office to check on the availability of the church facilities. Please call the church office at (919) 847-2818, Monday through Friday, 8:30 a.m. – 4:00 p.m., to ensure your preferred wedding date is available. **No plans for the wedding should be made prior to this initial contact.**
3. To secure your reservation, promptly complete and return within two weeks the *Wedding Information Form* and the *Request for Use of Church Facilities Form*. When completed forms are received in the church office, the wedding date will be officially confirmed.

## **The Christian Wedding**

The service of Christian marriage is a holy and sacred occasion. It is an occasion for the worship of God in which vows are taken. It is our deeply held conviction that all weddings should be planned and conducted in such a way as to honor the traditions, symbols and rituals of the church. The Sanctuary is a place of worship. The policies and practices that are part of a wedding at Asbury have been thoughtfully and prayerfully established with this philosophy in mind. Because we believe that your wedding is important, we have the same standards for weddings that we have for Sunday morning worship services.

This information has been prepared by our Worship Committee as the official policy for weddings and wedding receptions. These guidelines are based on our experience with hundreds of weddings and are here to help your wedding be a beautiful, Christ-centered worship experience.

## **Planning**

With the exception of highly unusual circumstances, weddings will not be scheduled on Sundays or legal holidays. The lead pastor must give permission for weddings to be scheduled during Advent, Christmas season or Holy Week. These are extremely busy times during the church year, and special arrangements must be made for a wedding.

Non-Members shall be granted use of the Sanctuary for weddings and the use of the Worship Center for receptions. However, church functions take precedence.

## **Visiting Pastors**

Visiting pastors must be approved by Asbury's Lead Pastor. If approved, the lead pastor will gladly invite the visiting clergy to perform the wedding. You will need to provide us with the officiating minister's name, address, and phone number so contact may be initiated.

## **Wedding Coordinator**

Each wedding requires an Asbury wedding coordinator. This person is knowledgeable of church policies and facilities. The wedding coordinator will serve as the liaison between the church and the couple. Once a wedding date has been confirmed the wedding coordinator will contact the couple to set up a meeting to discuss the logistics of your wedding.

### **Wedding Director**

The wedding director will direct the wedding rehearsal and service. The Bride and Groom may choose a director or one may be assigned by the Asbury wedding coordinator. The Asbury wedding coordinator will have the final determination of any questions that arise.

### **Music**

Music is an integral part of worship at Asbury. Because your wedding is a service of worship, the same standard used for Sunday worship will be used for your wedding. A representative of the Asbury music ministry must approve all music selections for the wedding. The wedding coordinator will contact a representative from the Asbury music ministry for referrals and information.

### **Sound System and Technical Support**

Asbury has a technical support ministry that will assist with sound system use. The sound system will be necessary in the Sanctuary for the officiating pastor, the bride and groom, as well as musicians; the Asbury wedding coordinator will be responsible for contacting the sound coordinator for assistance prior to the wedding date to ensure his/her availability.

### **Altar Ware**

The following equipment is available for your use:

- 1 - Prayer Bench/Kneeler
- 2 - Altar Candles
- 1 - Unity Candle Stand (you must provide the unity candle and 3 dripless taper candles)
- 4 - Wedding Banners (2 white, 2 cream)
- 1 - White Altar Parament
- 1 - White Lectern Parament
- Assorted White Chair Bows

If you are renting a candelabra for your wedding, your florist/rental company should contact the Asbury wedding coordinator, who will arrange for accepting delivery or pickup of the candelabra. The placement and decoration of rental altar ware is the responsibility of the florist (*or someone designated by the family*).

### **Rehearsal**

A rehearsal for the wedding party is scheduled the evening before the wedding. Typically, 1-1/2 hours are reserved for each rehearsal; therefore, we stress the importance of making sure the wedding party arrives prior to the rehearsal start time and is in place. The wedding director, will lead the rehearsal in coordination with the officiating pastor and the Asbury wedding coordinator.

### **Wedding**

Dressing rooms are available for the bride and groom on the day of the wedding. The bride and her attendants may dress in rooms 102/103. The groom and his groomsmen may dress in rooms 204/206. Dresses and tuxedos *should not* be delivered to the church. Please be sure to take all personal belongings from the rooms. The church is not responsible for items left unattended.

The wedding decorator(s) will be expected to cooperate fully in protecting floors, carpets and other furnishings from damage. All wedding decorations and rental pickups must be removed from the Sanctuary by 7:00 p.m. to ensure ample time for Sunday worship preparations.

The church does not offer wedding program printing. Wedding program preparation and printing is the responsibility of the bride and groom. An Order of Worship may be found in the United Methodist Hymnal. **The officiating pastor will be happy to assist you in the creation of your program and must approve the final draft prior to printing.**

The church does not provide an aisle runner.

### **Florist Decorations**

Asbury has a beautiful Sanctuary. We are pleased to work with you and your florist to preserve the theological symbols of the church. The following policies are provided to guide the family and the florist in making plans for the wedding:

- The altar, pulpit, lectern and baptismal font should never be obscured from the congregation and may not be moved from the chancel area.
- Only live flowers and live greenery should be used on the altar.
- Because flower petals stain the carpet, the flower girl may throw silk petals only.
- The florist may begin decorating the church three hours before the wedding. All floral deliveries should be coordinated through the Asbury wedding coordinator.
- The florist should use special care when decorating the candelabras and unity candle to ensure that decorations are not close to the candle flame. **Dripless candles** are required. **A floor covering must be placed under all candles.**
- Care should be given to protect the furnishings of the church. Only floral tape, wrapped wire or ribbon shall be used to fasten bows or decorations. No nails, tacks, staples, pins, adhesives, or anything that will mar the furniture may be used.
- The florist (or someone designated by the family) should promptly remove all arrangements and rented equipment following the ceremony.

*These policies should be discussed in advance with your florist. His/her commitment to respect these policies without exception is required.*

### **Photographer/Videographer**

The photographer/videographer is an important person in weddings and we welcome them to our church for their work. In keeping with the sacredness of the service, the following policies should be strictly followed:

- During the ceremony, no artificial lighting will be used for photography, video or still. The ceremony is defined as the time the bride arrives at the front of the church until the bride and groom are presented to the congregation.
- All photography will be done from specified fixed positions. Photographers should not move around and care should be taken to maintain silence during prayers.
- When the pastor begins speaking, **all photography** (professional and guest) **must cease.**

- The recessional may be photographed with flash. The photographer must not block the aisle or interfere with participants in any way.
- The photographer may take photographs prior to guests assembling; however, we request that photographs begin no earlier than two hours before the wedding. Photographs may also be taken following the wedding.
- Manned videotaping or filming of the wedding without lights is allowed from the rear of the Sanctuary only. An unmanned video camera may be stationed in the choir loft area or the left side wall.
- Photographs taken after the ceremony that include the minister should be taken first.
- If church furniture is moved during the photographic process it must be replaced to its original position.

*These policies should be discussed in advance with your photographer/videographer. His/her commitment to respect these policies without exception is required.*

### **Reception**

If the reception will be held at Asbury, the Asbury wedding coordinator will help direct all aspects of the reception. The wedding coordinator will coordinate interaction between users of premises and various Asbury services (kitchen, technical support, etc.). They are familiar with our policies and guidelines and are available to assist couples with event details (see *Wedding Fee Schedule* for cost).

The Worship Center may be reserved after 6:00 p.m. the evening before the wedding to set up and decorate. Written approval from the Business Administrator is required to reserve the room earlier than 6:00 p.m. Permission may be granted as early as 1:00 p.m. on the day before the wedding depending on the needs and schedule of other Asbury events.

*Please protect your belongings - Asbury is not responsible for items left unattended.*

The wedding couple is responsible for setting up the reception, including tables and chairs.

If a caterer is hired for the reception, the Asbury wedding coordinator should be notified and is responsible for contacting the chairperson of the kitchen committee to schedule a meeting. The chairperson or kitchen representative will meet with the caterer to determine what equipment will be used and discuss charges. A member of the kitchen committee must be on site when an outside caterer utilizes the Asbury kitchen as established by the Asbury Board of Trustees (see *Wedding Fee Schedule* for charges). All refreshments or catering arrangements are the responsibility of the bride and groom. We ask that no food be eaten anywhere other than the auditorium.

The stage and wings (stage area) are not available to wedding parties and their guests. Sound equipment and instruments for worship will remain on stage at all times. If there is a need to adjust equipment for aesthetic purposes, the worship arts director should be notified at least one week in advance by the Asbury wedding coordinator. Due to the sensitivity and expense of the equipment, only qualified Asbury sound technicians or the worship arts director shall move stage equipment. Decorations approved by the Asbury wedding coordinator may be placed on stage to conceal

equipment. It is the responsibility of both the wedding coordinator and the bride and groom to ensure guests do not enter the stage area as a safety precaution. If the wedding party hires a DJ for the event, he/she may set up their equipment on stage with the assistance of the Asbury sound coordinator or an approved Asbury sound technician. **Please notify the wedding coordinator well in advance if a DJ will be part of the reception so they may notify the sound coordinator.**

The bride and groom are responsible for tear down after the reception. Please speak with the Asbury wedding coordinator to determine responsibilities.

The reception in the auditorium must be completed and the room cleared by 7:00 p.m. to ensure ample time for Sunday worship preparations.

### **Wedding Gifts**

Wedding gifts should not be delivered to the church. If guests bring gifts to the wedding, arrangements should be made to take the gifts with you when you leave the reception. The church is not responsible for any missing packages or envelopes.

### **Guidelines**

- Remember anything moved in the Sanctuary, entry, Worship Center or kitchen must be returned to its original location. This will be the responsibility of the person requesting usage of the facilities.
- All candles used in the ceremony and the reception must be dripless.
- Alcoholic beverages are not permitted on church property. Anyone under the influence of alcohol or drugs will be asked to leave the premises.
- Smoking is not permitted in any church building.
- Children are to be closely supervised at all times. Do not allow children into classrooms or any other unsupervised areas.
- No rice, birdseed, or any substitute is to be thrown at the bride and groom nor is confetti or glitter to be used or thrown. We suggest the use of bubbles or biodegradable balloons. Please clean up any residue or spills from bubbles so the liquid is not tracked onto facility carpets. Please consult the Asbury Wedding Coordinator if you have other ideas or suggestions.
- Damages and conduct of the wedding party and guests are the responsibility of the bride and groom. We expect all groups who use Asbury's facilities to be sensitive to Asbury's mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress is not acceptable.

**\*It is mandatory to read, be aware of, and adhere to the Guidelines Governing All Use of Facilities, section III on pages 3 – 5 of the attached Facility Use Policy. It is the obligation of the bride and groom to make certain these rules and policies are followed.**

# Wedding Fee Schedule

	Members	Non Members	Total Due
<b>Facility Usage &amp; Services:</b>			
Sanctuary	\$750	\$1,500	\$ _____
Life Ministries Center for Reception	\$750	\$1,500	\$ _____
Asbury Wedding Coordinator	included	included	
Sound Technician (3 hrs includes set-up, rehearsal, wedding)	included	included	
Custodial Services (normal cleaning)	included	included	
<b>Optional Services:</b>			
Wedding Director	\$100	\$150	\$ _____
Accompanist	\$150	\$250	\$ _____
Kitchen Usage Fee	\$200	\$600	\$ _____
Kitchen Supervision (4 hrs includes pre-meal and clean up)	included	included	
Amenities (linens, glassware etc.)	included	included	
		<b>TOTAL DUE</b>	<b>\$ _____</b>

**Payments are due one week prior to the ceremony and may be hand delivered or mailed to the church office.**

Assigned Wedding Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Assigned Wedding Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person accepting responsibility of wedding expense including fees for any damages:

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

**In addition to fees charged, you will be responsible to pay for any damages to Asbury property which occurs in connection with the wedding and or reception.**

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