



FIRST METHODIST

BATESVILLE, AR

+ MAKING CHRIST FIRST +

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Wedding Policy

Christian marriage is one of the most significant covenants people make with God. We believe God ordained marriage and family relationships. It should never be entered unadvisedly, but reverently. The marriage ceremony itself is a worship service where we ask God to bless a newly formed home and family. In order to extend your wedding party every possible courtesy and assistance, uniform and accepted procedures have been adopted by the church. Please review these policies thoroughly and make sure to complete the necessary forms and payments on time so that your wedding planning can progress smoothly.

Wedding Dates, Timelines, and Limitations

1. Contact the church office to reserve facilities. Requests to reserve facilities by church members may be submitted up to one year prior to the event. Non-church members may reserve the date up to six months prior to the event. All wedding dates must be requested at least two months in advance, unless otherwise approved by the pastors. Please note that events are scheduled on a first come, first served basis and church wide events always take precedence. The pastors may, at their discretion, override scheduling requirements as long as there is no conflict with church wide events.
2. Before your date is confirmed, consult with the pastor about his/her schedule and make specific plans as to the start time for the rehearsal and the wedding ceremony.
3. Your wedding date will not be held until we receive your deposits and request form.
4. No weddings will be performed on Sundays.
5. No weddings can be scheduled to begin after 6:00p.m. on Saturday evenings. All weddings and receptions must be completed prior to 8:00p.m. on Saturdays.
6. No weddings will be scheduled on major holidays including New Year's Day, Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, or New Year's Eve.
7. Weddings planned during Advent or Lent must be approved by the pastor. All seasonal decorations of the church are to remain in place during these seasons.
8. If any changes occur in time or date of events, please notify the church office immediately. Changes must be approved by the pastors and are subject to church calendar.

9. The church announces weddings in the bulletin and newsletter, if it is requested. Announcements should be brought to the church office at least three weeks prior to the event.
10. If you require the church to be unlocked outside of normal office hours, you need to make arrangements through the church office well in advance.

Fees for Members and Non-Members

There will be no facility charge for members. In the case of a wedding, the “member” fee list applies if either the bride or groom is a member or if any one of their parents or guardians is a member. The custodial fee applies to both members and non-members. If you chose to clean up the facilities yourself, then there is a deposit that will be paid with your reservation. If, at the completion of the ceremonies, the custodian of the church does a walk through and approves that you have cleaned the facilities, then your deposit will be returned to you. If the facilities are not cleaned to satisfaction, then your deposit will not be returned.

Custodial Responsibilities include the following: Cleaning of restrooms, vacuuming, emptying of wastebaskets, moving trash to the dumpster, moving of church equipment back to original location (if rearranged by custodian prior to the event).

Custodial responsibilities DO NOT include and therefore are the wedding party’s responsibility: Taking down of any wedding decorations, removal of flowers, removal of food, cleaning of the kitchen if it is used, and any debris left in the parking lot.

List of Fees

Item	Members	Non-Members
Deposit (refundable)	\$100	\$100
Use of Sanctuary		\$200
Use of Chapel		\$200
Use of Parlor/Chaney (Bride and Groom Rooms)		\$50 each
Use of Fellowship Hall		\$100
Use of Kitchen		\$100
Use of Nursery*		\$25
Use of any additional rooms		\$25 per room
<u>Custodial Fees for:</u>		
Sanctuary	\$100	\$100
Chapel	\$50	\$50
Bride and Groom Rooms	\$50	\$50
Fellowship Hall	\$100	\$100
Kitchen	\$100	\$100
Nursery	\$25	\$25
Other rooms	\$25 per room	\$25 per room

Nursery Workers

*If you choose to use our nursery, you must pay to use the room and for two of our approved workers for each hour they are needed. The charge is \$25 per person per hour.

Sound Technician

\$25 per person per hour \$25 per person per hour

**If you will be using our sound equipment, you must pay for a trained sound technician from the church to operate the necessary equipment.

A FEE IS EXPECTED FOR THE PASTORS AND MUSICIANS. THE FEE SHOULD BE BASED ON THE AMOUNT OF INVOLVEMENT AND TIME COMMITMENT FROM THE INDIVIDUAL(S).

Your deposit and facility usage fees are due before your wedding date will be saved. Once payment of your facility fee and your request form are turned in, your date will be set on the calendar. All payments for custodial services, sound technicians, organist, or other church staff must be paid to the church two weeks before the wedding, Fees for pastors and musicians should be paid directly to those individuals.

The Role of the Pastor(s)

1. Consult with the pastor(s) on the specifics of all dates and times of wedding events.
2. One of the pastors of the First United Methodist Church will officiate and/or participate in the weddings held on our campus. If another minister is to officiate the service, this must be discussed and approved by the pastor(s). If it is approved for another pastor to officiate, then a proper invitation will be extended.
3. Pre-marital counseling is required for marriage in our church. Please contact the pastor(s) soon after booking your wedding date so that these sessions can be planned in advance.
4. The pastor(s) are not your wedding planners or directors. Your wedding planner or director should, however, meet with the pastors about arrangements.
5. The responsibilities of your wedding planner, director, or wedding party, if no coordinator is used, are as follows:
 - a. Meeting with the bride and/or pastors to discuss the details of the wedding service.
 - b. Being responsible for the securing of all buildings and equipment.
 - c. Overseeing the use of furnishings, placement of flowers, candles, and other decorations for the wedding and reception to assure the protection of the property.
 - d. Assisting the photographer and videographer to assure the proper set-up for the ceremony.

- e. Ensuring that all church policies are followed and the church properties protected from damage.
- f. Attending the rehearsal and wedding ceremony and instructing the wedding party of all the church rules and policies.

Music

1. Your music selections for the wedding should be discussed with the pastor and/or music director at least one month prior to the wedding. It is most important to keep in mind that a church wedding is a service of the church and the music should be in keeping with the attitude of worship.
2. If you will be using our church musicians including, but not limited to, the church organist, you need to consult with them at least a month in advance.
3. If you would like to have an organist of your choice play for your wedding, that organist must meet with the church organist to be instructed on our equipment and then be approved by our church organist.
4. If you will be using any sound equipment including, but not limited to, microphones or recorded music, you are required to consult with the music director. A trained sound technician from the church must run all sound equipment. See list for fees.
5. All professional musicians should be regarded as such.

Photography/Videography

1. Any photographs or videos to be shown during the wedding events on church property must be pre-approved by the pastor(s).
2. Professional photographers may take photographs during the ceremony as long as there is no flash photography and the camera setup does not hinder the worship experience in any way.
3. Flash photography is fine for all other wedding party photographs before and after the ceremony.
4. If your wedding is being videoed, the video camera can be set up in the back of the sanctuary or in the balcony.

Nursery Usage

If a nursery for the wedding is required, arrangements must be made through the church office at least one month in advance of the event. Only current nursery employees of First United Methodist Church will be allowed to staff the nursery for weddings. Your wedding party is responsible for payment of the use of the nursery facility as well as two nursery workers. Please refer to the fees list for pricing.

Flowers, Decorations, and Furniture

It is the responsibility of the wedding party to arrange with a florist for decorations following these guidelines:

1. The floor, carpet, furniture, and furnishings must be protected from candle drippings. A plastic protector should be used.
2. Any removal of wax from candles is the responsibility of the wedding party.
3. Under no conditions shall decorations be attached to the walls, floors, pews, or other furniture by pinning, gluing, taping, nailing, stapling, or tacking.
4. No bubbles can be used indoors. Only birdseed or bubbles can be used outdoors and birdseed cleanup is the responsibility of the wedding party. No rice should be used.
5. Charges will be made for any damages to church property.
6. All decorations, flowers, and other wedding equipment must be removed the day of the wedding. This is the bridal party's responsibility.
7. No flowers, decorations, or wedding equipment are allowed to block the altar or cross.
8. Any seasonal decorations of the church will not be moved or altered for wedding ceremonies performed during holiday times.
9. Any piece of church furniture or equipment that is moved must be returned to its original location the day of the ceremony unless prior arrangements are made with the church custodian.
10. Decorations are not allowed to be placed on the piano or organ for any reason.
11. Wedding parties may not move items in Sanctuary. Consult pastors or custodian about items to be moved. These items will be moved for you if it is allowed.

Behavioral Policies

1. No smoking or tobacco products of any kind anywhere on the church campus.
2. No alcoholic beverages are allowed. Wedding participants should not be on the church campus under the influence of alcohol or other drugs.
3. No inappropriate language will be accepted.
4. No food or drinks are allowed outside the designated areas which are the fellowship hall, parlor, and Chaney classroom.
5. Please provide your own food and beverages. Many Sunday school rooms and the kitchen are stocked with food that was purchased for church usage. Please refrain from partaking of such items.
6. Please respect the time of church staff and wedding participants by being punctual to all meetings and events.
7. The church is the house of the Lord and therefore it is expected that all members of the wedding party will honor this fact and conduct themselves in a manner befitting a place of worship.

Use of Church Equipment and Furniture

1. The reservation of the church facilities includes certain access to church equipment such as chairs and tables. Please refrain from using this equipment in a way that will damage it in any way. Any damaged or missing equipment will incur a charge.
2. An iron and ironing board are provided in the parlor. Please refrain from using an iron on any surface other than that which it was intended.
3. Please be sure to move all furniture and equipment back to its original location on the same day as the ceremony.
4. No items in the hallway are to be altered including furniture and items hung on the walls. No furniture may be moved in any of the rooms with the exception of the fellowship hall.
5. Wedding parties may not move items in Sanctuary. Consult pastors or custodian about items to be moved. These items will be moved for you if it is allowed.

ALL WEDDING PARTIES ARE TO FOLLOW THESE GUIDELINES AND REGULATIONS AS WELL AS THE GUIDELINES LAID OUT IN THE FACILITY USAGE AND KITCHEN POLICIES.