Your Wedding
At

Madison United Methodist Church

2050 Main Street

Madison, Mississippi

601-856-6058

Jim Genesse, Senior Pastor

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Policy established by the Worship Committee and Administrative Council
July 2001, Revised January, 2009

Wedding Policies
of
Madison United Methodist Church

We are pleased that you have included Madison United Methodist Church in your wedding plans. We hope that we can help to make your wedding a joyous and meaningful event, the memory of which you will cherish for years to come.

We ask that you remember that we consider the wedding ceremony to be one of the most sacred of services in our church life. For this reason, we are providing you with the following recommendations and guidelines so that your planning and the actual ceremony may go as smoothly as possible, and to ensure that the service is in keeping with our belief in the sanctity of the wedding service.

There are many books and publications available which discuss various aspects of wedding etiquette. You may wish to read and use some of the publications along with this Wedding Policy in making your wedding plans. We want your wedding ceremony to be a very personal experience and encourage you to discuss any "personal touches" which you may wish to use in your service with our Wedding Coordinator and/or the Clergy. We would remind you again, however, that this is a sacred, Christian worship service, and every part of your wedding must be in keeping with such a service.

Wedding Coordinator

When you called our church office concerning your wedding plans, you were referred to our Wedding Coordinator who can be a very valuable help to you in making your wedding plans.

The Wedding Coordinator's responsibilities include:

Clearing the date of your wedding on the church calendar.

Meeting with you to go over this Wedding Policy.

Answering questions you may have about weddings at our church.

Being at the church during your rehearsal and wedding ceremony.

Consulting with your florist, photographer, caterers (for church receptions and rehearsal dinners) and others who are involved in your wedding.

Clergy Counseling

We feel that Clergy counseling should be the first appointment made by a couple seeking to be married, after initial contact is made with the Wedding Coordinator. Often, couples choose the place, the day, the flowers, the music, and food before remembering to involve the Clergy in the discussion. If possible, please schedule counseling with the Clergy 60 or more days prior to the day of the wedding.

Our clergy will not perform the wedding ceremony for any couples who have not counseled with them prior to the date of the wedding.

(It is customary for the groom to pay for the clergy's honorarium.)

Facilities

The Sanctuary has a capacity of 430; the Chapel has a capacity of 120.

No weddings may be scheduled on a Sunday, any official church holiday,

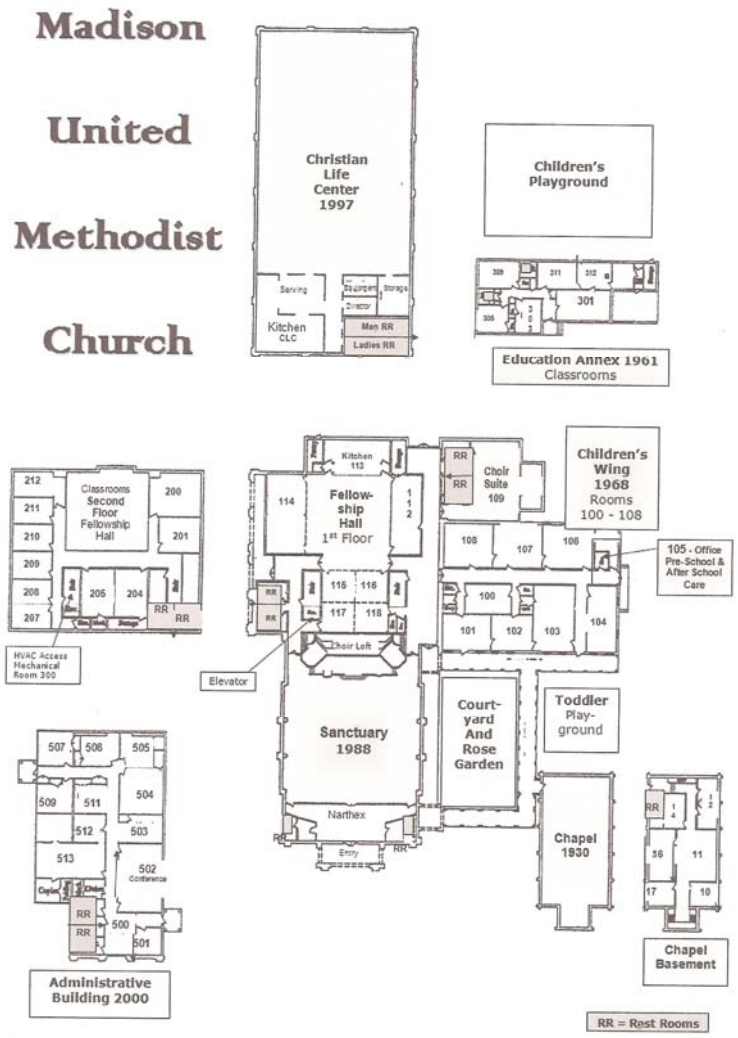
or other dates set aside by the church staff.

<u>DECORATIONS RELATED TO THE CHRISTIAN YEAR</u>

<u>MUST REMAIN IN PLACE</u>.

Rules of the Church:

No chewing gum during the service
(or in the Sanctuary or Chapel)
No smoking in any of the buildings or on the grounds.
No food or drink in the Sanctuary or Chapel.



Rehearsals

Rehearsals should happen one day prior to the actual ceremony. Rehearsals work best when the bride and groom both are actively participating. This rehearsal will help everyone feel more comfortable about the service and the important part which each person will play in your special day.

Rehearsal time (1 hour maximum) should include all members of the immediate wedding party (bride, groom, bridesmaids, groomsmen, flower girl, ring bearer, soloists, accompanists, ushers, parents of bride and groom.) It is suggested that children who are members of the wedding party be at least five years of age.

Our Wedding Coordinator will clear the date and time for the rehearsal on the calendar. As a courtesy to everyone, please be on time for the rehearsal.

REHEARSAL DINNER -- If you wish to use the Fellowship Hall for your rehearsal dinner, special arrangements must be made with the Wedding Coordinator.

Decorations

As with music and the ceremony itself, the decorations you choose will help to set the tone for your wedding service. Your florist and the Wedding Coordinator can advise you in this area and help you decide on the appropriate decorations.

Enclosed pillar candles or metal tube candles must be used and can be rented from your florist.

Nails, staples, tacks, tape, glue, clay or any other marring substances or fasteners may not be used anywhere in the Sanctuary or Chapel.

Flower arrangements for reserving pews may be fastened with ribbon or padded clamps only. No flower arrangements, greenery or other materials may be placed where they will hamper the movement of the officiating clergy or the acolytes.

Only silk flowers may be used by flower girls.

Do ***NOT*** use raw rice or bird seed anywhere on church property because this presents a potential slip and fall hazard to you, your guests, and persons using the building after your wedding.

Absolutely no furniture may be moved, either in the Sanctuary or the Chapel.

Seasonal decorations placed in the Sanctuary by the Altar Guild may not be removed.

(Decorations continued on page 6)

Decorations *(continued)*

The Wedding Coordinator will give the bride and florist an agreement to sign concerning decorations. **(A copy of the agreement is printed on Page 12 of this book.)**

The florist will be held responsible for any and all damages to church property incurred by the use of flowers, greenery, candles, and any other decorations and materials used in connection with the wedding or other occasions for which this permit is used. The florist specifically agrees to pay all costs of cleaning or other work necessary to repair such damage.

One copy of the permit is to be retained by the florist and the other is to be signed and returned to the church office (with attention to the Wedding Coordinator) at least two weeks prior to the wedding.

If you want flowers from your wedding to remain for the next Sunday worship services, please tell the Wedding Coordinator of your wishes at least one week prior to the wedding so that an appropriate notice can be published in the church bulletin.

Music for the Wedding

As with any service of worship, music for your wedding should support and proclaim the sacred covenant between God and humankind and should reflect the sacredness and inviolate nature of the vows that you will exchange.

Music accompaniment is your responsibility. The wedding coordinator will provide the name and telephone number of the church organist/pianist, if needed.

If you desire to have an organist other than our church's organist play for your wedding, please advise the Wedding Coordinator so that arrangements can be made for rehearsal time on the organ, if needed.

Sound

Fees paid include a sound technician for all Sanctuary weddings.

Nursery

Madison United Methodist Church does not provide a nursery or nursery facilities for weddings.

Photography

All photography must be completed at least 45 minutes prior to the wedding.

No flash photography of any kind will be allowed during the wedding ceremony by your photographer or by guests.

Your ushers and/or attendants should be instructed to advise guests carrying cameras of this policy.

Formal photography may be done at any convenient time before or after the service.

Video taping of the ceremony may be done from the back of the Sanctuary or Chapel or from the sound room upstairs over the Sanctuary only. Video personnel should consult with the sound technician prior to the wedding.

Photography of any kind will not be allowed from the Chancel area or the choir loft, or anywhere in the front of the room.

Your photographer should also consult with the Wedding Coordinator to discuss his/her plans and arrange to be let into the building in advance of the ceremony, if needed.

Caterers

Our Fellowship Hall is available for rehearsal dinners and receptions, but must be cleared on the church calendar at the time the date of the wedding is set. If you plan to use outside caterers for either or both of these events, they MUST contact the Wedding Coordinator to make arrangements to be let into the building and to discuss what facilities and equipment are available at the church.

Use of alcoholic beverages or illegal drugs of any kind is strictly prohibited on church property. Persons under the influence of alcoholic beverages or drugs will be asked to leave the premises immediately by the police department.

General

You are responsible for the actions of any persons whom you hire or invite to the church for your wedding and for any damages which they may cause.

Careful observance of these guidelines will help to ensure that no such damage occurs.

We welcome your comments concerning this Wedding Policy and your wedding experience at Madison United Methodist Church.

We wish you a very happy wedding day and will do everything in our power to help you achieve this end.

We ask God's blessings on you as you begin your lives together and pray that He will be with you, guide and comfort you, and give you peace. Amen.

Bride's Checklist

	DATE COMPLETED
Reserve date on church calendar (Registration form completed and fees paid)	_____
2. Counsel with Clergy	_____
3. Confirm organist	_____
4. Confirm other musicians	_____
5. Arrange for visiting minister if required	_____
Make contacts with Wedding Coordinator for the:	
- Florist	_____
- Photographer	_____
- Caterers	_____
7. Schedule rehearsal dinner/reception on calendar	_____
8. Notify Wedding Coordinator if flowers are to remain in Church after wedding – need notice for Church bulletin	_____
9. Schedule practice time for organist	_____

Madison United Methodist Church

Florist Agreement

Florists who decorate Madison United Methodist Church for weddings enter into the following agreement with the church:

All decorations must be confined to the Chancel area and aisles. No decorations or candles may be used in the areas designated choir.

Additional greenery may be used such as potted ferns or palms. NO GREENERY MAY BE USED ON RAILS OR WALLS. Placement of potted plants must allow free movement of the bridal party and not overshadow the Communion table or cross. Floors must be protected by plastic.

No rearrangement of furniture is allowed.

METAL TUBE CANDLES OR ENCLOSED PILLAR CANDLES MUST BE USED. Transparent plastic sheets must cover the floor under all candles and decorations and must extend beyond the edges to ensure coverage from wax that might be blown by drafts.

No decorations are to be placed in the aisles. Bows with a spray of greenery or flowers may be used as pew markers. These should be secured with a ribbon or padded clips designed for the purpose. NO TAPE SHOULD BE USED.

Florists should take precautions to protect the finish of the furnishings. NO TAPE, TACKS, PUSH PINS, NAILS, THUMBTACKS, OR WIRE MAY BE USED IN ARRANGING DECORATIONS.

SEASONAL DECORATIONS MAY NOT BE REARRANGED OR REMOVED.

A DIAGRAM WITH WRITTEN EXPLANATION MUST BE SUBMITTED FOR APPROVAL BEFORE EACH WEDDING FOR ANY DECORATIONS TO BE USED.

ALL DECORATIONS MUST BE TAKEN DOWN & REMOVED FROM CHURCH PREMISES IMMEDIATELY AFTER THE CEREMONY.

ONLY SILK FLOWERS MAY BE USED BY FLOWER GIRLS.

The above regulations are for the protection of the church buildings and property. The undersigned florist agrees that he/she has read them and will comply with and be bound by these regulations. Said florist will be held responsible for any and all damages to church property incurred by the use of flowers, greenery, candles, and any other decorations and materials used in connection with the wedding or other occasions for which this permit is used and florist specifically agrees to pay all costs of cleaning or other work necessary to repair damage.

One copy of this permit is to be retained by the florist and the other is to be signed and returned to the church office at least two weeks before the wedding.

Please mark envelope: ATTENTION: WEDDING COORDINATOR.

_____	_____	_____
FLORIST	DATE	WEDDING PARTY MEMBER

Directions to the Church

From Jackson on the Interstate

I-55 to Exit 108 (Madison 463)
Bear toward the right on 463
Turn left at the third traffic light.
Turn right just past one story brick building on the right. This building is the church office complex.
Turn right again into parking area between office complex and Sanctuary.

From Jackson on Route 51

Go to center of Madison (intersection of 463 and 51)
Turn left and go about a half mile, cross railroad tracks.
Church is on the right.
Turn into parking lot just before the traffic light.

From the north on the Interstate

I-55 to Madison exit and take 463 to the left.
Turn left at traffic light at Post Oak Rd.
Turn right just past one story brick building on the right. This building is the church office complex.
Turn right again into parking area between office complex and Sanctuary.

Additional parking for wedding guests is located on the east side of the church complex and easily accessed on Pecan Hill Road one street east of traffic light.

Notes

Madison UMC Sanctuary and Chapel

The Sanctuary Altar Sanctuary capacity - 430

The Chapel Altar Chapel capacity - 120