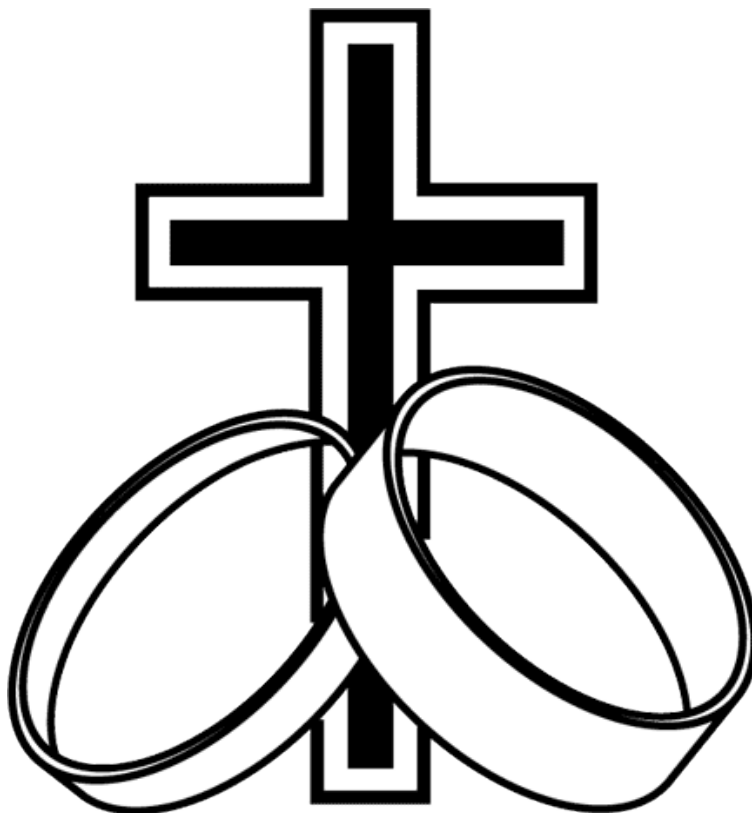


**YOUR WEDDING**

**AT**

**MADISON UNITED METHODIST CHURCH**



MADISON UNITED METHODIST CHURCH  
100 Post Oak Road, Madison, MS 39110  
(601) 856-6058  
[www.madisonumc.org](http://www.madisonumc.org)

Wedding Policy and Guidelines, Revised June 2017

## A SERVICE OF CHRISTIAN MARRIAGE

Congratulations on your engagement! We believe that a wedding is one of the most sacred services in our church life and we are pleased that you have included Madison United Methodist Church. We hope that we can help to make your wedding a joyous and meaningful ceremony, a memory of which you will cherish for years to come.

The following guidelines will help you in planning your wedding. They are in line with our United Methodist Book of Worship and Book of Discipline. The decision to perform the wedding ceremony is the right and responsibility of the pastor, in accordance with the laws of The United Methodist Church. Ceremonies that celebrate homosexual unions shall not be conducted by our ministers and shall not be conducted in our churches.

In keeping with our beliefs and traditions, it is important to remember that a wedding is a worship service. Although the bride and groom are being honored, it is God who is at the center of our worship and decisions about the wedding planning should be made accordingly.

## PLANNING THE CEREMONY

Christian marriage is proclaimed as a sacred covenant reflecting the Baptismal Covenant. Everything about the service is designed to witness that this is a Christian marriage. Both words and actions consistently reflect the belief that husband and wife are partners in Christian marriage and they are entering into the marriage of their own volition. Those present are understood to be an active congregation rather than simply passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. It is highly appropriate that the congregation sing hymns and other acts of worship.

Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear. Specifically:

- The marriage rite is included in a Service of Word and Table.
- Not only the husband and wife but the whole congregation is to be invited to receive communion. It is our tradition to invite all Christians to the Lord's Table.
- There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.

The United Methodist Hymnal and the United Methodist Book of Worship provide liturgies to be used during a wedding ceremony. A list of appropriate Scripture readings can be provided.

***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.***

## WEDDING COORDINATOR

We require the services of one of our church Wedding Coordinators in order to ensure the best planning and direction of your wedding. We want your wedding ceremony to be a very personal experience and encourage you to discuss any “personal touches” with our Wedding Coordinator and/or the Clergy. The Wedding Coordinator’s responsibilities include:

- Meeting with you to go over this Wedding Policy.
- Clearing the date of your wedding on the church calendar. (No announcements should be made prior to clearing the date.)
- Answering questions you may have about weddings at our church.
- Being at the church during your rehearsal and wedding ceremony.
- Directing your rehearsal and wedding ceremony (if needed).
- Available to consult with your florist, photographer, caterers (for church receptions and rehearsal dinners) and others who are involved in your wedding.

You may have obtained the services of a professional wedding planner; and if you have, they can direct your rehearsal and wedding ceremony. Please let us know in advance if you have done so and if they are planning on directing the rehearsal and wedding. It will be your responsibility to provide your wedding planner with the rules and regulations as outlined.

Our Wedding Coordinator will still be present during the rehearsal and wedding ceremony. Access to the church will be through our Wedding Coordinator. No keys will be given out.

## CLERGY COUNSELING

Madison UMC feels that pre-marital counseling should be the first appointment made by a couple, after initial contact is made with the Wedding Coordinator. The couple is responsible for working directly with the minister to set dates and times for clergy counseling sessions and to confirm availability to officiate 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.

All wedding plans must be in accordance with Church policy and are subject to approval by our Wedding Coordinator and Clergy. The pastor's "due counsel with the parties involved" prior to marriage, mandated by The Book of Discipline, should include, in addition to premarital counseling, discussing and planning the service with them and reminding them of the guidelines and policies established by the congregation.

Any leadership roles taken by other clergy should be at the approval of the pastor of Madison UMC.

It is customary for the groom to pay for the clergy’s honorarium.

## FACILITIES

No weddings may be scheduled on a Sunday, any official church holiday, or any other dates set aside by the church calendar. These dates include, but are not limited to, the Saturday after Thanksgiving until January 2, Holy Week and the Saturday before Easter.

**Non-church members may not reserve a date more than nine (9) months in advance.**

The sanctuary has a capacity of 430 with 16 pews on each side. The Chapel has a capacity of 120 with 9 pews on each side. If you wish to use the Fellowship Hall or Christian Life Center for your rehearsal dinner and/or your reception, special arrangements must be made with our Wedding Coordinator. Additional fees will apply and all plans must be approved by our Coordinator and Church staff prior to hiring a caterer.

The persons reserving the church facilities shall be responsible for any damages caused by the wedding party, guests or contracted service providers. Madison UMC is not responsible for any personal property left in the building or on campus grounds. The bride, groom and their families are responsible for ensuring that all personal property, refreshments, etc. are removed immediately following the wedding or church reception. Please appoint a family member or friend to be responsible for this task. The church staff will discard any items left behind or turn in anything of value to the church office. Vehicles are not to be left in the church parking lots to be picked up the next day.

## CATERERS

Our Fellowship Hall and Christian Life Center are available for rehearsal dinners and receptions, but must be cleared on the church calendar at the time the date of the wedding is set. Your caterer **MUST** contact our Wedding Coordinator to make arrangements to be let into the building and discuss what facilities and equipment are available at the church. Chairs and tables are included in the fee. Tablecloths, napkins, etc. are not provided.

## NURSERY

Madison UMC does not provide a nursery or nursery facilities for weddings. Children not attending the ceremony are to remain with a family member. Outside caregivers of children are not allowed to keep children on church grounds.

## MUSIC

The use of the church for weddings does not include any musicians. If you desire the services of our organist or pianist, arrangements must be made with them directly.

All wedding music must be presented to our wedding Coordinator for approval prior to the bride inviting vocalists and musicians to perform. A list of suggested music can be provided.

No secular music is to be included in the worship service. No recorded music is allowed.

Musician and vocalists fees are responsibility of the bride and should be paid prior to the rehearsal or on the night of rehearsal.

All weddings held in the sanctuary require the services of a MUMC trained sound technician and this is included in the fee.

## DECORATIONS

Madison UMC requests the cooperation of all florists in recognizing that the church is first and foremost a place of worship. All arrangements shall be in keeping with the spirit of dignity and reverence.

- Pillar candles must be enclosed in glass or metal tubes.
- 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 AC drafts.
- No floating candles may be used on the Altar.
- Nails, staples, tacks, tape, glue, florist wax or any other marring substances or fasteners may not be used anywhere in the Sanctuary or Chapel.
- Flower arrangements for the pews must be either tied to the pew with ribbon or with padded clips.
- No flower arrangements, greenery or other materials may be place where they will hamper the movement of the officiating clergy or the acolytes.
- Only silk flowers may be used by the flower girls.
- Raw rice, bird seed, confetti is not allowed anywhere on the church property. This presents a potential safety hazard for you and your guests.
- A unity candle may be used. Protective material must be placed on the floor.
- The cross in the choir loft cannot be covered by arrangements.
- 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.
- Your florist or a family is responsible for removing all decorations, flowers, stands, etc. immediately following the ceremony.

## PHOTOGRAPHER

- If wedding photos are taken before the ceremony, (bride and groom seeing each other) the church facilities will open **5 hours** before the wedding starts for wedding party to arrive, dress, take photos, etc.
- If photos are taken after the ceremony, (bride and groom not seeing each other) the church facilities will be open **3 hours** before the wedding starts for wedding party to arrive, dress, take photos, etc.
- All photographs taken in the Sanctuary or Chapel should be finished 1 hour prior to the time of wedding.
- Photographers must not interfere with or intrude upon the ceremony.
- Flash photography is not allowed during the ceremony.
- Photographers are not allowed in the front of the Sanctuary, Chancel area, or choir loft once the ceremony begins. The photographer should remain in the Narthex area or sound booth for pictures during the ceremony.
- Family members and guests are not allowed to photograph or record the ceremony.
- Photographs and videography during the ceremony should be limited to the professionals who have been hired.
- It is important to remember that your wedding is a worship service.

## VIDEOGRAPHER

- No equipment is allowed in the center aisle.
- Videotaping of the ceremony may be done in the sound booth or side aisles or in the Narthex area (back of the sanctuary).

## REHEARSALS

Madison UMC's Wedding Coordinator will clear the date and time for the rehearsal on the church calendar.

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

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 the bride and groom and grandparents.

It is suggested that children who are members of the wedding party be at least five (5) years of age. The Wedding Coordinator is responsible for directing the wedding and will not be available to take care of younger children that are in the wedding. A family member should be responsible.

Florists wanting to bring in setups on day of rehearsal must get prior approval. Contact our Wedding Coordinator.

As a courtesy to everyone, please be on time for the rehearsal.

## DAY OF THE WEDDING

Florist is allowed to set up at any reasonable time before the wedding. Arrival time should be made in advance with our Wedding Coordinator.

The wedding party and family members are not allowed on church grounds any earlier unless prior arrangements have been made with our Wedding Coordinator and approved by church staff.

Sanctuary weddings: Bride and her party get dressed in the Chapel basement. Groom and his party get dressed in Fellowship Hall.

Chapel weddings: Facilities are provided in the Chapel basement for both Bride and Groom.

Photos in the Sanctuary or Chapel should be finished 1 hour before the ceremony starts.

Food and beverage is encouraged to be brought in during this time for the wedding party. No food or beverage is allowed in the Sanctuary or Chapel. Madison UMC does not provide ice, cooling of beverages, table cloths, plates, napkins, or forks. Any items left will be disposed.

Limousines or other departure vehicles should not interrupt with the natural flow of traffic. Space on Church grounds may be reserved.

Vehicles are not to be left in the church parking lots to be picked up the next day.

## GENERAL RULES FOR USE OF THE CHURCH

- No smoking is allowed in any of the buildings or on church property.
- No alcoholic beverages, illegal drugs, firearms of any kind are allowed in any of the buildings or on church property. Persons under the influence will be asked to leave the church grounds immediately by the Madison police department.
- No chewing of gum during the ceremony.
- No food or drink is allowed in the Sanctuary or Chapel.
- 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.
- Again we remind you and your guests, this is God's church and we ask you to act accordingly.



**WEDDING REGISTRATION FORM**  
**Madison United Methodist Church**  
**100 Post Oak Road Madison MS 39110**  
**601-856-6058**

Bride's Name \_\_\_\_\_  
Date of birth/age \_\_\_\_\_  
Home/cell phone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Email address \_\_\_\_\_  
Parents' Names \_\_\_\_\_  
Step Parents' Names \_\_\_\_\_  
Grandparents' Names \_\_\_\_\_  
Grandparents' Names \_\_\_\_\_  
Rehearsal date and time \_\_\_\_\_  
Reception location \_\_\_\_\_  
Photographer \_\_\_\_\_  
Florist \_\_\_\_\_

Groom's Name \_\_\_\_\_  
Date of birth/age \_\_\_\_\_  
Home/cell phone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Email address \_\_\_\_\_  
Parents' Names \_\_\_\_\_  
Step Parents' Names \_\_\_\_\_  
Grandparents' Names \_\_\_\_\_  
Grandparents' Names \_\_\_\_\_  
Wedding date and time \_\_\_\_\_  
Musicians \_\_\_\_\_  
Videographer \_\_\_\_\_  
Wedding Planner/Director \_\_\_\_\_

Is the Bride or parents a member of MUMC? \_\_\_\_\_  
Is the Groom or parents a member of MUMC? \_\_\_\_\_

Minister Name \_\_\_\_\_  
Email or phone # \_\_\_\_\_  
Minister Church \_\_\_\_\_

Fees: Sanctuary  
\$ 900.00

Fees: Chapel  
\$ 650.00

Reception/Rehearsal  
\$400

Fees include MUMC wedding coordinator, custodial set up/clean up, and sound technician.

Fees are due thirty (30) days after booking. **Make check payable to Madison UMC.**

**Contact must be made with MUMC Wedding Coordinator before acceptance of payment and this form.**

Total Paid \_\_\_\_\_ Date Paid \_\_\_\_\_ Received by \_\_\_\_\_

I have read and understand the guidelines as set forth and agree to abide by them.

Signature: \_\_\_\_\_  
Bride or Parent of the Bride

\_\_\_\_\_  
Wedding Coordinator

## DIRECTIONS

### From I-55 Northbound

Take Exit 108

Bear right (East) onto Highway 463/Madison Parkway.

At the 5<sup>th</sup> stoplight, turn right onto Post Oak Road.

The church complex is on the left. Turn left into the parking lot.

Additional parking can be found on the East side of the Sanctuary by following the driveway around the Christian Life Center to the East Parking Lot.

### From I-55 Southbound

Take Exit 108

Turn left (East) onto Highway 463/Madison Parkway

Cross over the Interstate and take a right at the 5<sup>th</sup> stoplight onto Post Oak Road.

The church complex is on the left. Turn left into the parking lot.

Additional parking can be found on the East side of the Sanctuary by following the driveway around the Christian Life Center to the East Parking Lot.

### From Highway 51

Turn west onto Main Street.

Cross the railroad tracks and proceed approximately two blocks.

Church is on the right.

Additional parking can be found on the East side of the Sanctuary by following the driveway around the Christian Life Center to the East Parking Lot.

## DECORATIONS

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- 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 AC drafts.
- No floating candles may be used on the Altar.
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- Flower arrangements for the pews must be either tied to the pew with ribbon or with padded clips.
- 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 the flower girls.
- Raw rice, bird seed, confetti is not allowed anywhere on the church property. This presents a potential safety hazard for you and your guests.
- A unity candle may be used. Protective material must be placed on the floor.
- The cross in the choir loft cannot be covered by arrangements.
- 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.
- Your florist or a family is responsible for removing all decorations, flowers, stands, etc. immediately following the ceremony.

Signature: \_\_\_\_\_

Bride or Parent of the Bride

\_\_\_\_\_

Florist

Please review, sign and return to the church office or our Wedding Coordinator before your rehearsal day.