

*The Wedding Policies and Procedures
of
East Heights United Methodist Church*

4407 E. Douglas, Wichita, Ks 67218
(316) 682-6518 / FAX (316) 686-2063



**WEDDING COORDINATOR
CHARISSIMA C.R. ALBRIGHT
(316) 788-8702
ccralbright@sbcglobal.net**

East Heights United Methodist Church
4407 E. Douglas, Wichita, Ks 67218

The Ministers, Wedding Staff, and Members of East Heights United Methodist Church join in congratulating you as you begin to make some of the most exciting and fulfilling plans of your life. It is our desire that your wedding is a memorable event and we are pleased that you have requested to have your wedding in our Church.

The marriage service is one of the most sacred and beautiful services of the Church. It is a worship service in which two persons in the company of their loved ones and friends covenant themselves to each other under the blessing of God and are united in Christian Marriage. Because we believe that marriage is a holy union and not to be taken lightly, we have established the guidelines, policies, and procedures within this booklet and we ask your cooperation and participation.

Couples who are not members are welcome to be married here. However, the Church does not regard itself as a rental hall. All weddings are scheduled with the understanding that the service will follow The United Methodist Church worship traditions and wedding policies as outlined in this wedding booklet. Furthermore, a Pastor from EHUMC will participate in and be in charge of all weddings and ceremony material. We ask that non-members attend at least two worship services in advance of their wedding in order to gain an understanding of the United Methodist Church worship.

We at the Church look forward to working with you and will be happy to assist you in any way that we can.

Sincerely,

JC Kelley
Senior Pastor

Charles R. Claycomb
Executive Pastor

Charissima C.R. Albright
Wedding Coordinator

Brenda Heard
**Provisional Deacon & Pastor of Music
and Worship Ministries**

SCHEDULING THE WEDDING

It is very important that all arrangements for the ceremony and rehearsal be scheduled as far in advance as possible. Please contact the Wedding Coordinator, Charissima Albright at (316) 788-8702 or **ccralbright@sbcglobal.net** to schedule all dates and times for your events. We are unable to schedule weddings on Sundays, Easter weekend, Confirmation Rally Weekend, and Christmas. Weddings may not be scheduled to begin any later than 6:00 p.m.

WEDDING APPROVAL & SCHEDULING PROCESS

Please note that reservations are confirmed only after the deposit is received and the Wedding Request Worksheet, Agreement Form and Wedding Contract have been signed and returned to the Wedding Coordinator for review and approval. Reservations are held for 30 days to allow you time to review the Wedding Policies and Procedures Booklet and return the above-mentioned forms. You will be notified by mail confirming whether or not your date and time has been placed on the Church calendar. Please mail your forms to Charissima Albright, 2207 Bryant, Derby, Ks 67037.

MINISTERS

EHUMC has several ministers on the staff that can perform your wedding ceremony, as their schedules permit. The Wedding Coordinator can help in scheduling your wedding with the minister of your choice. A minister from EHUMC will participate in all weddings at EHUMC and be in charge of all ceremony material. The ministers request at least 2 periods of discussion with the bride and groom prior to the wedding. This is their opportunity to help the bride and groom prepare in such a way that the service will be truly representative of their union. Details of the actual wedding ceremony will be discussed and decided upon before the ceremony will take place. We request that you contact the Church office to make these appointments.

GUEST MINISTERS

A guest minister may participate in the ceremony if they are related to the Bride or Groom, or can provide proof that they hold ministerial credentials recognized by the United Methodist denomination. The minister from EHUMC will require that you provide the contact information for the guest pastor so a formal invitation to participate can be made. In addition, the guest minister's name and Church home must be printed in the wedding program. Visiting Pastors are expected to have communication with the pastor from EHUMC and the Wedding Coordinator and to abide fully by the wedding policies and procedures of EHUMC. The bride and groom are responsible to communicate this understanding to a visiting Pastor.

WEDDING COORDINATOR

The services of the Wedding Coordinator are a part of every wedding at EHUMC. She will serve as director at all weddings and rehearsals. She is a member of the Church staff, with special knowledge and training in the proper conduct and services of a wedding ceremony. Her role is to help make your wedding go smoothly, to see that the policies and procedures established by the Church are observed, and to ensure that your wedding day is full of joy. Any matters of decorum or etiquette should be discussed with her. She will be the contact person for all vendors and has the responsibility to state and interpret the Church's policies and procedures to visiting ministers, photographers, videographers, florists, and any others involved with your wedding in keeping with the standards to which you have agreed.

The Coordinator is available by telephone conference, appointment, or email throughout the planning process and can assist you with names of vendors who are approved to work within our Church. Generally, there are many conversations and this contact is welcome.

The Coordinator is present for your rehearsal and will conduct the rehearsal as planned. She has the responsibility for coordinating signals, ceremony movement, instructions for ushering, and assisting the presiding minister as needed.

EHUMC prefers that you not invite additional coordinators to assist with any planning associated with the wedding events on our premises. This can cause confusion and interruption during the planning process, rehearsal, and wedding ceremony.

It is the responsibility of the bride to contact the Wedding Coordinator early in planning to schedule meetings to discuss detailed planning information. The first meeting should be scheduled for two months prior to the wedding date and averages about two hours of time. You are welcome to invite family to attend this meeting. The final meeting should be scheduled for one week prior to the wedding and averages about thirty minutes of time. This meeting should include the Wedding Coordinator and the bride and groom. The full payment for your ceremony as noted in your Wedding Contract is due at the final meeting. You may give your cash or check payable to EHUMC to the Coordinator.

The Wedding Coordinator for EHUMC is Charissima Albright. She can be reached either by phone at (316) 788-8702, or by email at ccralbright@sbcglobal.net.

PREMARITAL COUNSELING

All couples planning to be married at EHUMC will be **required** to complete Premarital Counseling. Couples are expected to participate in the counseling with a Licensed Marriage and Family Therapist prior to the wedding. Please discuss counseling options with the Wedding Coordinator. We request that the counseling be completed at least two months prior to your wedding date. A written document must be provided from the

Licensed Marriage and Family Therapist notifying us of completion. No personal information will be required.

REHEARSALS

The wedding rehearsal is an integral part of the wedding preparation. The rehearsal is customarily held the evening before the wedding at 6:00 p.m. and is expected to begin promptly at the scheduled time. Rehearsal time is limited to one hour from the scheduled beginning time. The Wedding Coordinator will direct the rehearsal and assist the officiating minister.

All members of the immediate wedding party must attend the rehearsal. All ushers should be present for special instructions that are given at that time. Soloists, instrumentalists, and others involved in the ceremony are also expected to attend.

Practicing for musical pieces within the ceremony must be completed before the rehearsal begins. There will not be practice time available after rehearsal. Musicians and vocalists may make arrangements to practice during the day of rehearsal between the hours of 9 a.m. and 5 p.m.

Any decoration needing completed may be done between the hours of 9 a.m. and 5 p.m. There will not be additional time to decorate during or after rehearsal.

COMMUNION

Communion is available for your wedding ceremony, but must be approved by and coordinated with the Wedding Coordinator and the presiding Pastor. It is the responsibility of the couple to provide the elements for communion.

DRESSING ROOM FACILITIES

Rooms are available for dressing before the ceremony. We request that all rooms are left in the order in which they have been found, so they may be ready for Church Services on Sunday. The Bridal room is available three hours prior to the wedding start time for the Bride and her party to dress. The groom and his party should arrive dressed and ready for the wedding. The East Transept is available for family members to use prior to the wedding.

CHILDCARE

EHUMC does provide facilities and trained personnel for childcare during weddings. Please discuss this with the Wedding Coordinator at least one month prior to the wedding to ensure the Church staff is available. There is a minimum of two hours and the state requires at least two staff members be present while caring for children. The total cost is \$40.00 and is due as part of the full payment at the final meeting with the Wedding Coordinator.

PHOTOGRAPHY

All Photographers must be approved by the Wedding Coordinator before you contract with them. Noise and lights or flashes distract from the spirit of worship. **NO FLASH PHOTOGRAPHS** may be taken during the ceremony. Ushers are asked to make this policy known to wedding guests entering the Sanctuary with photographic equipment. The ceremony is understood to begin once the father has walked the bride down the aisle. The photographer must do all in his/her power to maintain and uphold the warmth and beauty of the ceremony by remaining as unobtrusive as possible. We want your photographer to be able to take photographs within these guidelines:

- Most posed bridal photographs are taken **before** the service in order not to delay the reception.
- Pictures may be taken before and after the ceremony, but candelabras may be lit only once.
- Plans for arriving at the Church for pictures prior to the wedding can be made with the Wedding Coordinator and can be arranged only three hours prior to the wedding start time. Under no circumstances will this time allowance be altered.
- Additional photographs may be taken prior to the wedding with flash or other lighting equipment up to 30 minutes before the wedding start time. This timeframe is strictly enforced and if abused, the photographer will not be allowed to return to our Church for wedding ceremonies.
- A total of five hours is reserved for each wedding. **All** pictures in or on the property must be completed within this time frame. Please note that this policy is strictly enforced and the photographer is expected to follow this guideline.
- After the processional, only photographs without flash may be taken from the center aisle in the back of the Sanctuary or from the balcony, providing there is no noise or any other distraction. Use of auto-winding or motor driven cameras during the ceremony is prohibited.
- The photographer should not walk around the Sanctuary during the ceremony and must be discreet in their actions.
- Under **NO** circumstances should the photographer or members of the wedding party or guests stand on the pews.
- Under **NO** circumstances may the photographer be at the front of the Sanctuary during the ceremony.
- Smoking and intoxicating beverages are not permitted in any of EHUMC's facilities at any time by anyone including vendors.
- Brides are responsible for seeing that these guidelines are passed on properly.

VIDEO-TAPING

Video taping using an outside videographer is allowed provided the following regulations are followed:

- All videographers must be approved by the Wedding Coordinator prior to contracting with them.
- EHUMC has a sound system and a lapel microphone that can be used in conjunction with the equipment of the videographer. The bride is responsible for letting the Wedding Coordinator know at the final meeting if the videographer will need this equipment.
- One camera may be used from the balcony at the back of the Sanctuary.
- One camera may be placed on a tri-pod at the front of the Sanctuary in the designated location. The videographer is required to attend rehearsal and must abide by the policies herein.
- Aisles and walkways must not be obstructed by cameras, cords and equipment.
- No additional lights may be used.
- The videographer should not walk around the Sanctuary during the ceremony and must be discreet in their actions.
- The camera must remain stationary.
- Care must be taken to ensure that there is no noise or other distraction.
- Under **NO** circumstances should the videographer or members of the wedding party or guests stand on the pews.
- Smoking and intoxicating beverages are not permitted in any of EHUMC's facilities at any time by anyone including vendors.
- Brides are responsible for seeing that these guidelines are passed on properly.

FLORISTS & DECORATORS

In order to maintain the beauty of the Sanctuary, the following policy regarding decorations and floral arrangements must be carefully followed:

- The Church decoration and worship symbols at the alter may not be moved or removed for any reason.
- The pulpit and chancel furnishings, including banners, **MAY NOT BE MOVED UNDER ANY CIRCUMSTANCES.**
- The Sanctuary pews are not removable.
- During the Advent, Easter, and Christmas seasons, when the Church is decorated extensively for worship, all Church decorations and flowers or flower arrangements are to remain in place. Florists and decorators will need to work around the Church decorations.
- Decorations and flowers are not permitted on the organ console, the piano, the communion rails, or choir rails under any circumstances.
- Balloons are not to be used in the building.

- Skilled persons who will assume the responsibility with extreme care should install the décor.
- Decorations must not be attached to the pews, walls, carpeting or any woodwork.
- No nails, tacks, tape of any kind, pins, staples, gum, or anything that will mar woodwork or furniture may be used.
- Bows may be tied to the pews by ribbons, rubber bands or pipe cleaners.
- No hanging vines or other greenery may be hung from the walls or over the furniture.
- If candles are used, they must be of the **DRIPLESS** variety; the floor and carpet must be thoroughly protected. All flames must be covered by a hurricane globe.
- If candle stands are used in the aisle, guests must be seated and exited from the outer aisles only.
- The bride and groom assume the responsibility for any damage to carpets or woodwork and will be required to clean or repair any damages in every case.
- Most decorating may be done between the hours of 9:00 a.m. and 5:00 p.m. on the Friday prior to the Saturday wedding. Please make these arrangements with the Wedding Coordinator.
- All décor must be approved by the Wedding Coordinator.
- Flowers and all other decorations being delivered on the wedding day should be placed no earlier than three hours prior to the wedding start time. This policy will be strictly enforced. Please do not ask for an exception as we will not be able to grant your request under any circumstances.
- Aisle runners are a liability and are not recommended.
- There are 27 pews on each side of the center aisle.
- Rose petals may be dropped in the center aisle. There will be a required additional fee of \$15.00 for clean up if you choose to do this, regardless of who cleans it up.
- Any potted plants must be in saucers.
- All floral decorations and decorating equipment must be removed **IMMEDIATELY** following the ceremony. We will not “store” equipment under any circumstances.
- Flowers from the wedding may be left in the Sanctuary for Sunday morning worship services. Be sure to let the Wedding Coordinator know well in advance. Also, if you would like to be acknowledged in the bulletin for donating the flowers for worship, you must inform the Church office at least one month prior to the wedding.
- We offer two sets of two candelabra for your use at no charge. Please let the Wedding Coordinator know of your interest in using these. The candles may only be lit one time, right before the ceremony starts or you may have candle lighters light them during the ceremony.
- We also offer a kneeling bench and pillow for your use.
- Advise florist and decorators of these guidelines before completing any plans.

MUSIC FOR YOUR WEDDING

The Church wedding should be a worship service in every sense. Careful thought should be given to the selection of all music, whether it is vocal or instrumental. The music for the wedding should reflect the Christian joy of the occasion and be appropriate to the spirit of worship. The Wedding Coordinator or Church Organists can offer a variety of suggestions that are considered appropriate for prelude music, processions, and recessions.

The Wedding Staff requires all prospective couples to discuss the music selections for their wedding with the Wedding Coordinator for review and approval. The Wedding Coordinator has the authority to approve or disapprove all music for your wedding.

ORGANIST

Our policy provides that the Church-appointed Organist serves as the **only** Organist available for weddings. Our Organist will also be available to play selections on the piano at your request. While it is encouraged that an organ is used as part or all of your music for your wedding, you do have the option of not using the organ. Other musicians must be discussed with the Wedding Coordinator and may be used pending approval. You should contact the Church Organist three months prior to your wedding to secure his services and discuss the details of the music selections in your ceremony. The couple is responsible for providing the music for the organist. There is a CD available with different wedding music selections played on the organ that you may choose from. These are some musical pieces recommended for a traditional wedding however; you have the option of choosing what you would like to be played. Please let the Wedding Coordinator know if you are interested in borrowing a CD. We ask that you return the CD to the Wedding Coordinator at the final meeting.

INSTRUMENTAL AND VOCAL SOLOISTS

We encourage the use of vocal and instrumental soloists. Instrumental music such as a String Quartet, piano, violin, guitar, harp, brass instruments, and flute may be used. As with organ music, all instrumental music is subject to the Church's traditions and standards and must be approved by the Wedding Coordinator prior to contracting with the vendor. The Sanctuary and Chapel both have an organ and piano available. Fees for musicians, other than the Church Organist, are separate from the Church fees and must be paid directly to the person hired by the couple.

Pre-recorded music and pre-recorded accompaniments are not allowed. Please plan accordingly and allow your musicians plenty of time to make practice arrangements.

If a vocal soloist is used, the music must be appropriate to the dignity of the service. All soloists must be approved by the Wedding Coordinator. Arrangements must be made with the Organist to rehearse with soloists prior to the wedding. One rehearsal, not to exceed an hour, is included in the Organists fee. There is an additional fee of

\$20.00 per hour with soloists or instrumentalists if scheduled in addition to the complimentary practice session and must be paid directly to the Organist. Fees for soloists are separate from the Church fees and must be paid directly to the person hired by the couple.

When requested, the Wedding Coordinator will provide names of soloists and instrumentalists that are approved by the Church. You should verify costs and these persons should be paid directly. They are not included in the Wedding Contract.

Soloists and instrumentalists involved in the ceremony are expected to attend the rehearsal. Practicing for musical pieces must be completed before the rehearsal begins. There will not be practice time available after rehearsal. Musicians and vocalists may make arrangements to practice during the day of rehearsal between the hours of 9 a.m. to 5 p.m. It is the responsibility of the couple to notify the musicians of this policy and aid in setting up practice times.

SOUND TECHNICIAN

All Sanctuary weddings require a sound technician. Be sure to discuss the details with the Wedding Coordinator to ensure the availability of equipment. A security deposit may be required to secure the use of equipment.

Prerecorded, electronic, or amplified music is not permitted.

GENERAL WEDDING GUIDELINES

All of us at EHUMC will try to do everything we possibly can to accommodate those who wish to be married here. We do have strong traditions and ask that you agree to follow our guidelines as written in this Wedding Policies and Procedures booklet. The purpose of this booklet is to aid you in your planning process and provide information so that there will be no misunderstanding later.

Courtesies are extended to other Churches needing a larger Sanctuary for a wedding. The couple should know that exceptions are not made with regard to our Policies and Procedures. Ultimate responsibility for all worship services, including a wedding, is the jurisdiction of East Heights United Methodist Church rather than, as some would believe, the bride and groom. Assurance must be given that the traditions and expectations of our congregation as outlined in this booklet will be respected and followed. Please note that a minister from EHUMC will participate in all weddings and will be in charge of all ceremony material. If you have a minister from another United Methodist Church, please contact J.C. Kelley, Senior Pastor at EHUMC to discuss his involvement in the ceremony.

Occasionally the Church has activities and functions of other groups and organizations that may take place in parts of the building not used by the wedding party. We will not reschedule or disrupt such activities.

Before making any public announcement regarding your wedding, the following requirements **must** be completed:

- Approval has been granted and your date has been placed on the Church calendar.
- The date is confirmed with the Wedding Coordinator and Minister performing the ceremony.
- The Wedding Request Worksheet, Agreement Form and Wedding Contract have been completed, signed and approved by the Wedding Coordinator.

A Wedding is a worship service. All members of the wedding party and family are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.

It is the responsibility of the couple to see that:

- All persons involved in the ceremony are familiar with the policies of the Church.
- All persons involved in the ceremony will refrain from using alcoholic beverages or drugs prior to and during the activities held at EHUMC. **No rehearsal or wedding will be conducted if any members of the wedding party or those who service the wedding are under the influence.**
- Alcoholic beverages and drugs are not permitted on or around the property of EHUMC. This includes across the street, down the block, in your car etc.
- Smoking is prohibited within the Church building.
- Food and drinks are not permitted inside the Sanctuary or Chapel. If you desire to have refreshments prior to your wedding, please let the Wedding Coordinator know and arrangements for another room can be made. You will be responsible for clean up of any room with beverages or food in it.
- Breakage of and/or damage to any Church equipment or facilities must be reimbursed at replacement value.
- While we will make every effort in protecting your personal belongings, rented equipment, or borrowed property, the Church will not be responsible for lost or stolen articles or equipment.
- The marriage license must be given to the Wedding Coordinator at the Rehearsal. The license can be obtained from the County Clerk's office.

LIST OF DOCUMENTS TO BE COMPLETED AND RETURNED

1. **WEDDING REQUEST WORKSHEET**
2. **AGREEMENT FORM**
3. **WEDDING CONTRACT**
4. **WEDDING DEPOSIT**

FEE SCHEDULE – MEMBERS - \$675.00

Required Services Included:

Deposit-due at contract signing** (this fee is non-refundable).....\$ **150.00**
Coordinator
Sound Tech/Custodial Services
Administrative Fees

Minister’s Honorarium (suggested amount – not included in fee schedule)..... \$ **100.00**

Optional Services for an Additional Charge:

Organist.....\$ **175.00**
Music Director.....(includes 2 selections, couple is responsible for purchasing music).....\$ **75.00**
Nursery.....(available for 2 hours on wedding day, 2 sitters required by law) \$ **40.00**

FEE SCHEDULE – NON-MEMBERS - \$1075.00

Required Services Included:

Deposit-due at contract signing** (this fee is non-refundable).....\$ **150.00**
Use of Building
Coordinator
Sound Tech/Custodial Services
Administrative Fees
Minister’s Fee

Optional Services for an Additional Charge:

Organist.....\$ **175.00**
Nursery.....(available for 2 hours on wedding day, 2 sitters required by law) \$ **40.00**

IMPORTANT CONTACT INFORMATION

EAST HEIGHTS UNITED METHODIST CHURCH

CHURCH ADDRESS: 4407 E. Douglas, Wichita, Ks 67218
CHURCH PHONE #: 316-682-6518
CHURCH FAX #: 316-686-2063

WEDDING COORDINATOR: Charissima Albright, 316-788-8702
ccralbright@sbcglobal.net
2207 Bryant, Derby, KS 67037

CHURCH ORGANIST: Dr. Bill Racer, 316-685-0249

MINISTERS ON STAFF: JC Kelley, Senior Pastor
jc@ehumc.org

Charles R. Claycomb, Executive Pastor
charles@ehumc.org

Brenda Heard, Provisional Deacon & Pastor of
Music and Worship Ministries
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