

Isle of Hope
United Methodist Church

A GUIDE FOR WEDDINGS

for Church Members

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WELCOME



Welcome to Isle of Hope United Methodist Church. We are pleased you are considering the use of our sanctuary and staff for your wedding.

A wedding in the church is a service of worship. In choosing our church for your wedding, you are affirming that you want it to have a special religious significance. In your Worship Service of Christian Marriage, all aspects of the wedding must reflect and honor the sacredness of the church.

This booklet should answer many of your questions and serve as a guide to the Rules and Regulations for Weddings at Isle of Hope United Methodist Church.



WEDDING COORDINATOR

The wedding coordinator is responsible for all wedding plans, from the time the wedding is scheduled until the end of the wedding or reception. She will coordinate the scheduling of pastors, musicians, office manager, custodian, sound system or video operator to ensure all plans are carried out smoothly and efficiently. She is responsible for seeing that the wedding adheres to all the rules and regulations of the church. She, or one of her assistants, will be present for the rehearsal and the wedding, arriving two and a half (2.5) hours before the ceremony.

The use of our wedding coordinator as your wedding director is required.

Tricia Windom
Wedding Director
912-484-5083

PASTOR

All arrangements pertaining to the Worship Service of Marriage shall be made in full consultation with an IOHUMC pastor. The liturgy from the UMC Book of Worship will be used unless other arrangements are made with the pastor.

The date and time for any wedding must be arranged with the pastor through our church wedding coordinator.

The pastor will request a meeting(s) with the bride and groom well in advance of the wedding date. It is the responsibility of the bride and or groom to contact the pastor to set up these consultations.

Pastors of other denominations may assist in the service at the invitation of the IOHUMC pastor.

The pastor performing the wedding will attend the rehearsal with the church wedding director. The rehearsal may only last one hour.

If Holy Communion is served, it must be offered to the whole congregation.

The pastor will guide the couple in selecting appropriate Scriptures for the service. Readers may be selected by the couple, but all readings must be approved by the pastor in charge.

MUSIC



Music used during the Service of Christian Marriage must be sacred in nature and should accentuate the reverence of the occasion. All music must be chosen in consultation with our church's music staff. Pre-recorded music is not permitted.

It is preferred that you use our church musicians. Please contact them at least three(3) months prior to your wedding. Should you choose other musicians, the music must be chosen in consultation with our music staff.

Remuneration for all musicians is to be handled directly with those involved. The church sound system will be used for your wedding. The fees for these services are included in the fee schedule.

USE OF THE SANCTUARY

Due to the church's worship schedule and liturgical seasons, reservations for weddings may not be considered during the following times: Holy Week (Palm Sunday through Easter Sunday), Christmas Eve and Christmas Day.

All furnishings (pulpit, altar, chairs, etc.) are to remain in place unless other arrangements have been approved by our church wedding coordinator before the wedding rehearsal.

Any damage to the facilities or breakage will be the responsibility of the bride and groom.

The couple is charged with the accountability in maintaining for themselves and the entire wedding party, the alcohol and tobacco free environment of the church. No alcoholic beverages are permitted in any of the church buildings or on the church property. Smoking is not permitted in any of the church buildings or on the grounds.

Please do not leave money or valuables unattended on church property.

Please do not bring wedding attire to church until wedding day.

We recommend that children participating in the wedding be at least four (4) years old.

Only silk rose petals are permitted during the processional. Flower petals may not be placed in advance on the aisle. No rice, bird seed or confetti may be thrown inside or outside the church.



FLOWERS & DECORATIONS



The beauty and elegance of our church exists through its architectural simplicity. This beauty is best enhanced by flowers and decorations which are also simple in nature. Please keep this in mind when planning and decorating for your wedding. Decorations for weddings must be kept within the bounds of simplicity and good taste.

The florist should make arrangements with the wedding coordinator to enter the church early to decorate for weddings and receptions. The church will be open 2 ½ hours before the time of the ceremony. Decorations must be completed one hour before the wedding. All decorations must be picked up by noon on Monday after the wedding.

When the church is decorated for a special season, such as Christmas and Easter, the decorations will remain in place for your wedding. Please coordinate your flowers with the church season.

A letter will be sent to the florist notifying him/her of the policies of the church concerning decorations. He/she is responsible for any damage to the facilities and/or breakage resulting from decorating the church.

You are encouraged to leave your wedding altar flowers for our Sunday Worship Service. They will be acknowledged in the church bulletin and redistributed after the worship service to nursing and "at-home" residents. Please indicate your desire on the wedding form.

Altar flowers placed behind the pulpit need to be only three sided to provide for adequate access to the pulpit, especially if they remain for worship the next Sunday morning.

Electric candles and globes are available for use in the windows at no charge. The florist should supply decorations around the globes.

No more than four (4) candelabras will be permitted at a time. They must be dripless candles with sleeves to prevent drips. (Paradise Candles)

If a Unity Candle is to be used, a drop cloth must protect the carpet and cushions, if candles other than paradise candles are used.

Do not tack, staple, screw or tape any decorations to the walls, woodwork, or furniture inside or outside the building, including the pulpit furniture. The balcony posts, altar rail and sconces may not be decorated. Pew ribbons should be on a clamp, not taped to pews.



PHOTOGRAPHY

Photographers should be reminded that they are not to distract from the Worship Service in the practice of their profession.

Photographs made during the Worship Service with flash bulbs or electronic flash are prohibited by photographers and guests. Please advise family and friends of this rule.

Photographs may be made during the Worship Service only from the balcony using available light. The Service begins when the prelude music begins.

After the Worship Service, pictures of the bride and groom, wedding party and families exiting the church, may only be taken from the Narthex.

Photographers must not stand on the pews. No one should stand on the altar cushions.

A video of the Worship Service may be taken by an outside videographer from the balcony only. The church will provide a complimentary video of your wedding.

A letter will be sent to the photographer advising him/her of our church's policy regarding photographs during the wedding.

The Sanctuary will be available for 30 minutes after the Worship Service for photographs.

All pre-wedding photographs must be completed at least 30 minutes before the Service of Marriage begins.



INVITATIONS & WEDDING PROGRAMS



On your invitations, please use the full name of the church:

Isle of Hope United Methodist Church

If you have a wedding program, please add this note:

To maintain a reverent atmosphere for those worshipping with you, we ask that you refrain from using still, video cameras or cell phones during the service. You may take pictures following the service if you wish. Also, please remember to turn off your cell phones. Thank you!

FOR CHURCH MEMBERS

Your date is confirmed for your wedding upon the receipt of your non-refundable church fee of \$200.00 (administrative fee).

The custodian, organist, wedding director, sound system operator, video operator and additional musicians should be paid for their services no later than the rehearsal.

An honorarium for the pastor is not include in the fee schedule.

The Sanctuary will be open for your rehearsal for only one (1) hour. If you need additional time, you will be billed for an additional \$25.00 per half hour.

The Church will be open 2 1/2 hours before your wedding. Should you need to get in earlier, you will be billed at a rate of \$25.00 per half hour. Please consult the wedding director regarding this.

FEE SCHEDULE

Sanctuary Use for Members	No Charge
Administrative Fee	\$200
Organist	\$400
Wedding Director	\$300
Custodial Fee	\$200
Sound System	\$200
Reception	\$300
Custodial Fee for Reception	\$100



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